



*California*  
**STATE LIBRARY**  
FOUNDED 1850  
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

## **The California Library Services Board**

Anne R. Bernardo, President  
Paymaneh Maghsoudi, Vice-President  
Greg Lucas, Chief Executive Officer  
Brandy Buenafe  
Gary M. Christmas  
Aleita Huguenin  
Florante Peter Ibanez  
Penny Kastanis  
Gregory F. McGinity  
Peter Mindnich  
Elizabeth O. Murguia  
H. Eric Schockman, Ph.D.  
Sandra Tauler  
Connie Williams

**April 25, 2017**  
**BOARD MEETING**

### **Library Development Services Bureau**

900 N Street, Suite 400  
P.O. Box 942837  
Sacramento, California 94237-0001  
(916) 653-7532 phone  
(916) 653-8443 fax



## **MEETING NOTICE**

**California Library Services Board**

**April 25, 2017**

**9:30am – 4:00pm**

**Stanley Mosk Library & Courts Building**

**914 Capitol Mall, Room 500**

**Sacramento, Ca 95814**

Annly Roman

California State Library

P.O. Box 942837

Sacramento, CA 94237-0001

(916) 323-0057

[annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov)

<http://www.library.ca.gov/loc/board/agendas/agendas.html>

### **Meeting call-in locations are as follows:**

California State Library  
Stanley Mosk Library & Courts Building  
914 Capitol Mall, Room 500  
Sacramento, CA 95814

San Andreas Central Library  
1299 Gold Hunter Rd.  
San Andreas, CA 95249

Black Gold Cooperative Library System  
580 Camino Mercado  
Arroyo Grande, CA 93420

Southern California Library Cooperative  
248 E. Foothill Blvd., Suite 101  
Monrovia, CA 91016

Fresno County Public Library  
2420 Mariposa Street,  
Fresno, CA 93721

**A. BOARD OPENING**

**1. Welcome and Introductions**

Welcome and introductions of Board members, staff, and audience

**2. Adoption of Agenda**

Consider agenda as presented or amended

**3. Approval of October 2016 Board Minutes – Document 1**

Consider minutes as presented or amended

**4. Board Resolution – Document 2**

Consider resolution for Gerald Maginnity

**5. Board meeting date for Fall 2017 - Document 3**

Discuss the date for the next Board meeting

**6. Nomination of Board Officers – Document 4**

a. Discuss the procedures for election of Board Officers

b. Consider Nominating Committee for 2018 Board Officers

**B. REPORTS TO THE BOARD**

**1. Board President’s Report**

Report on activities since last Board meeting

**2. Board Vice-President’s Report**

Report on activities since last Board meeting

**3. Chief Executive Officer’s Report**

Report on activities since last Board meeting

**4. Lighting Up Libraries: Broadband Update Report – Document 5**

Update on technology improvement grants and broadband efforts

**5. California eBook Platform with Library Owned Content Program Report**

Update on the status of the California eBook Platform with Library Owned Content program funded by a one-time grant

**6. Cross Platform eBook Discovery App and Reader Program Report**

Update on the status of the Cross Platform eBook Discovery App and Reader program funded by a one-time grant

**7. Innovation Lab Grant Program Update**

Update on the status of the Innovation Lab program funded by a one-time grant

**8. Libraries Illuminated: Software and Hardware Improvement Program Grant Program Report**

Update on the status of the Software and Hardware Improvement program funded by a one-time grant

**9. Impact Study and Online Clearing House Grant Program Report**

Update on the status of the Impact Study and Online Clearing House program funded by a one-time grant

**10. Zip Books Grant Program Report**

Update on the status of the Zip Books program funded by a one-time grant

**C. CLSA PROGRAM ITEMS FOR INFORMATION/ACTION**

**BUDGET AND PLANNING**

**CLSA Proposed Budget for FY 2017/18 – Document 6**

Consider 2017/18 Preliminary Budget for CLSA.

**RESOURCE SHARING**

**1. Consolidation and Affiliations – Document 7**

Reporting only notification of the intent of the Goleta Valley Library to separate from the City of Santa Barbara Library System, become its own city library, and to join the Black Gold Cooperative Library System

**2. CLSA System-level programs – Document 8**

Review and discuss System Annual Reports, FY 2015/16

**D. CLSA REGULATIONS – Document 9**

Review and discuss language for the amendments to the CLSA regulations

**E. LEGISLATIVE UPDATE**

Consider federal and state legislative issues

**F. BOARD DISCUSSION ITEMS 2017/18**

Items California Library Services Board members wish to bring up for discussion

**G. PUBLIC COMMENT**

Public comment on any item or issue that is under the purview of the California Library Services Board and is not on the agenda

**H. COMMENTS FROM BOARD MEMBERS/OFFICERS**

Board member or officer comment on any item or issues that is under the purview of the California Library Services Board and is not on the agenda

**I. OLD BUSINESS**

Any old business the Board members wish to discuss

**J. AGENDA BUILDING**

Input on agenda items for subsequent Board meetings

**K. ADJOURNMENT**

Adjourn the meeting



1 California Library Services Board Meeting

2 October 14, 2016

3  
4 California State Library  
5 914 Capitol Mall, Room 500  
6 Sacramento, CA

7  
8 **Welcome and Introductions**

9 President Bernardo called the California Library Services Board (CLSB) meeting to  
10 order on October 14, 2016 at 9:34 a.m.

11 **Board Members Present:** Anne Bernardo, Brandy Buenafe, Gary Christmas, Aleita  
12 Huguenin, Florante Ibanez, Paymaneh Maghsoudi, Gregory McGinity, Peter Mindnich,  
13 Elizabeth Murguia, Eric Schockman, Sandra Tauler, and Connie Williams.

14 **California State Library Staff Present:** State Librarian Greg Lucas, Deputy State  
15 Librarian Gerry Maginnity, Natalie Cole, Janet Coles, Lisa Dale, Wendy Hopkins, Lena  
16 Pham, Monica Rivas, and Annly Roman.

17 **Adoption of Agenda**

18 Annly Roman stated that the reference to the Chief Executive Officer's Report  
19 needed to be removed from the agenda because State Librarian Lucas was unable to  
20 attend the meeting.

21 *It was moved, seconded (Schockman/Murguia) and carried*  
22 *unanimously that the California Library Services Board send*  
23 *condolences to the Lucas Family and pay homage to the legacy that*  
24 *Greg's father left to the state of California.*

25  
26 *It was moved, seconded (Maghsoudi/Ibanez) and carried*  
27 *unanimously that the California Library Services Board adopts the*  
28 *agenda of the October 14, 2016 meeting, as amended.*  
29

30 **Approval of April 2016 Board Minutes**

31  
32 *It was moved, seconded (Huguenin/Ibanez) and carried unanimously*  
33 *that the California Library Services Board approves the draft minutes*  
34 *of the July 12, 2016 meeting.*  
35  
36

1 **Election of Board Officers for 2017**

2 Member Schockman reported on behalf of the Nominating Committee, himself and  
3 Member Williams, that they would like to put forward Member Bernardo and Member  
4 Maghsoudi as the nominees for President and Vice President of the Board for another  
5 year.

6 The Nominating Committee also wanted to request that the Board move from an  
7 annual election of Board officers to a biennial election. That change would require  
8 amending the California Library Services Act regulations.

9 There were no nominations from the floor.

10 ***It was moved, seconded (Huguenin/Ibanez) and carried unanimously***  
11 ***that the California Library Services Board elects Anne Bernardo as***  
12 ***President of the California Library Services Board for the year 2017.***

13  
14 ***It was moved, seconded (Ibanez/Christmas) and carried unanimously***  
15 ***that the California Library Services Board elects Paymaneh***  
16 ***Maghsoudi as Vice-President of the California Library Services***  
17 ***Board for the year 2017.***

18  
19 **Board Meeting Date for Spring 2017**

20 Annly Roman reported that the Board had been meeting in-person in spring, so  
21 members could meet with legislators, and holding a teleconference meeting in fall. A  
22 teleconference meeting was held in July and an in-person meeting held in October of  
23 2016 to discuss the one-time funds allocated in the 2016/17 state budget.

24 Many members expressed a preference for two in-person meetings instead of a  
25 teleconference. Member Christmas asked if the budget would accommodate two in-  
26 person meetings and was informed that travel expenses came out of the Library  
27 Development Services (LDS) Bureau's General Fund budget so additional travel for the  
28 Board would limit LDS' budget in other areas.

29 An additional proposal for a half day, all Board orientation was made, which would  
30 have required an additional trip to Sacramento. Most Board members agreed to an  
31 orientation. There was considerable discussion of whether the orientation could be  
32 concurrent to one of the Board meetings, if both Board meetings should be in-person,  
33 and whether legislator visits could still occur if the orientation was scheduled concurrent  
34 to the spring meeting.

1 The final determination was that the Board would meet in-person in Sacramento in  
2 April and again in fall. The orientation would be held on the day before the April meeting  
3 and if Board members wanted to meet with legislators they would try to schedule their  
4 own meetings in the early part of the day before the orientation.

5 Annly Roman said that she would send out a Doodle poll to determine the best April  
6 meeting date.

## 7 8 **REPORTS TO THE BOARD**

### 9 **Board President's Report**

10 President Bernardo reported that she attended the Council of County Law Librarians  
11 meeting in August and met with key legislators. At that same time she attended the  
12 125<sup>th</sup> anniversary of the County Law Libraries reception that was held in Sacramento.  
13 Senator Wolk recognized that anniversary with a proclamation.

14 She also attended the State Bar's meeting as the Law Libraries' representative.

### 15 **Board Vice-President's Report**

16 Vice-President Maghsoudi said that she tried to attend the CLA legislative committee  
17 as much as possible.

### 18 **Broadband Update Report**

19 Natalie Coles reported that by June 30, 2018 about 143 library jurisdictions would be  
20 connected or in the process of connecting to CalREN, 275 branches would be  
21 connected by June 30, 2017, and approximately \$2 million would be available to help  
22 connect libraries in year three.

23 In year two, which we are just exiting, there were two phases. The first phase was  
24 working with libraries to connect main library branches and the second phase focused  
25 on helping libraries in the central valley and working with libraries that wanted to  
26 connect branches. In year three, 17 new library jurisdictions would be connecting main  
27 libraries, and 22 jurisdictions would be adding branches.

28 Coles reported that in November participating libraries would be invited to apply for  
29 technology improvement grants. These grants would assist libraries with costs related to  
30 connecting branches to CalREN.

1 Member Schockman wondered if the \$1 million in one-time funds for software and  
2 hardware improvements for libraries recommended by the State Library would impact  
3 the technology improvement grant program. Gerry Maginnity clarified that the existing  
4 grants were used to connect libraries to CalREN. The State Library recommendation  
5 would go to upgrade internal components such as PCs, Wifi, etc., not connect to  
6 CalREN.

7 Member McGinity asked if State Library staff recommended the Board allocate \$1  
8 million to upgrade internal components so that libraries could better take advantage of  
9 the broadband connection. Maginnity confirmed it could help utilize the connection  
10 better but he want to clarify that libraries that were not connected to CalREN would still  
11 be eligible for and benefit from the proposed software and hardware improvement  
12 grants.

13 McGinity stated he had thought the estimate was 400 branches connected by 2018.  
14 Natalie Coles responded that 400 was the estimated number but fewer libraries applied  
15 for branch connections than anticipated. That was why more money would be available  
16 in year three.

17 Member McGinity asked for the total number of library jurisdictions and branches in  
18 California. Natalie Cole replied there were 184 library jurisdictions and about 1,130  
19 branches. McGinity stated that it sounded like we were getting close to full connectivity  
20 on the jurisdictions but had a long way to go on the branches.

21 **State Library Literacy Program Report**

22 Lisa Dale presented on the California Library Literacy Services (literacy program)  
23 Program which, although not under the Board's purview, was an important program that  
24 impacted almost 20,000 learners each year.

25 Literacy program funding fluctuated down to \$0 in Fiscal year 11/12, but had now  
26 grown back to \$4.8 million a year. That increase in funding allowed an addition nine  
27 library jurisdictions to participate over the last two years. Currently, 105 of the 184  
28 library jurisdictions in the state participate in the literacy program.

29 At the April 2016 Board meeting members had asked about the program's  
30 evaluation and Dale reported that a sample report from the Tulare County Library

1 System was included in the Board packet. She offered to take specific questions about  
2 the report after her presentation.

3 Dale reported that each of the 105 literacy programs had to adhere to program  
4 essentials, but each program implemented literacy services differently to meet the  
5 individual community's needs. Each organization also had their own local funding  
6 support so there were differences in operating budgets with some jurisdictions being  
7 unable to afford a coordinator, technology, tracking software, or family or digital literacy  
8 services.

9 The final report libraries submitted on their programs provided state library staff with  
10 program status and an overview of program activities. It enabled the tracking of learner  
11 and tutor numbers as well as local partners and support. Library staff also reviewed  
12 program outcome measures in the form of learner goals which track the individual goals  
13 set by learners of each program.

14 In addition to the final report, Dale stated that each year libraries completed an  
15 application for ongoing funding which asked for information such as the program's  
16 anticipated budget expenditures, staffing, etc. The application, final report, State library  
17 staff site visits, and communications with the literacy coordinators provided the  
18 necessary oversight and ensured that all programs adhered to the program guidelines.

19 Lisa Dale informed the Board that the literacy program was funded out of the State's  
20 General Fund in response to a question from Member Schockman. Schockman then  
21 asked what could be accomplished within the program with an additional \$200,000.  
22 Dale said that she would provide additional funding to existing programs to enhance  
23 their participation in offshoot programs such as digital literacy and family literacy  
24 services. Member Schockman stated that later in the Board meeting they would be  
25 discussing library staff's recommendation to allocate \$200,000 to innovation labs. He  
26 suggested investing in the literacy program instead.

27 Member Williams asked about outreach to schools and the potential for working with  
28 the California School Library Associations and teacher librarians. Dale reported that the  
29 California Library Literacy Services (CLLS) Program had grown its partnerships with the  
30 Department of Education and a number of the programs were reaching out to partner  
31 with adult schools. Dale stated that they hesitated to reach out to younger grades

1 because the core of the program was adult literacy. There was so much money in  
2 education that it was important to protect the \$4.8 million allocation for the adult literacy  
3 learners and their children. There were, however, a number of programs that partnered  
4 with schools to help children struggling with English language skills and some programs  
5 used schools as a place to outreach to parents.

6 In response to a question by Member Christmas, Lisa Dale reported that 38  
7 jurisdictions offered family literacy services. There were still 79 jurisdictions not  
8 participating, some due to money considerations. The program was based on local  
9 matching, and some thought there weren't enough adult learners to warrant  
10 implementing this type of work intensive, costly program.

11 Member McGinity questioned the expense of the program, stating that based on the  
12 Tulare report the cost was about \$69 per hour, per person. He felt the cost was high,  
13 even for one-on-one services, compared with other programs. Member Tauler  
14 commented that the funding was actually a combination of state and local funding with  
15 the local being much higher than the state. Lisa Dale said that for the \$4.8 million  
16 received from the state, locals contributed about \$17.5 million so it was an excellent  
17 return on investment.

18

## 19 **CLSA PROGRAM ITEMS FOR INFORMATION/ACTION**

### 20 **BUDGET AND PLANNING**

#### 21 **System Amended Plans and Service**

22 Monica Rivas reported that the Board had received the amended plans of service for  
23 the remaining \$1.75 million in on-going funding that was allocated to the systems at the  
24 July 2016 meeting. The plans took into consideration the direction given by the Board to  
25 address digital content, 21<sup>st</sup> century technologies, and shared resources. The proposals  
26 included things like: renew subscriptions to Enki, connection to Cenic, Digi-labs,  
27 purchase of eBooks, Link+ (a collaborative state-wide collection sharing program),  
28 Zinio, Joomla, and Overdrive. State library staff felt that the systems complied with the  
29 Board's directions while staying with the communication and delivery guidelines.

30 Member McGinity asked Rivas to define what Zinio, Joomla and Overdrive were.  
31 Diane Satchwell, responded that Joomla was a shared knowledge platform, sort of like  
32 an intranet, that Blackgold Cooperative was coordinating for all of the cooperative

1 systems. It would be a place to find sample RFPs, existing policies and procedures to  
2 compare, etc. to save time and energy for libraries at a minimal cost. Blackgold already  
3 had 7 pages of depository topics that they would be populating and making accessible  
4 to public libraries.

5 Satchwell further clarified that Zinio was a downloadable electronic magazine  
6 database and Overdrive was eBooks. Purchasing those had allowed some libraries to  
7 get rid of print subscriptions and opened up their budgets to purchase other things.

8 McGinity commented that he appreciated that digitization was included in many of  
9 the plans of service. Several members agreed that the systems did a great job with their  
10 amendments.

11 ***It was moved, seconded (Ibanez/Tauler) and carried unanimously***  
12 ***that the California Library Services Board approves the CLSA***  
13 ***System Amended Plans of Service for the nine Cooperative Library***  
14 ***Systems, submitted for the fiscal year 2016/17.***

#### 15 **CLSA Budget for FY 2016/17**

16 Gerry Maginnity reported that at the July meeting the Board allocated \$1.5 million of  
17 the on-time funding but agreed to give State Library staff additional time to develop  
18 recommendations for the remaining \$1.5 million. Annly Roman reported that two of the  
19 main proposals discussed that had needed more research were Bibframe, dealing with  
20 google searchability, and Yewno, a data discovery application. Upon further  
21 examination, staff felt those programs were not appropriate for the one-time funds  
22 based on the direction previously given by the Board. Annly Roman, as well as some  
23 public libraries, tested the Yewno product and it was concluded that the product could  
24 be helpful for experienced researchers but was not user friendly for those who were  
25 unfamiliar with research techniques.

26 In considering Bibframe, the Library of Congress' system that would have made  
27 library records google accessible, library staff had meetings with the Library of  
28 Congress and the Public Library Partnership Cooperative. It was determined that the  
29 project would have been a limited pilot program. The program would have developed  
30 tools for other jurisdictions and made the records for pilot sites accessible, but it  
31 probably would have taken additional funds to add jurisdictions. State Library staff could

1 not determine how beneficial the project would be to California's libraries so they were  
2 not comfortable recommending one-time funds to move that program forward.

3 Maginnity stated that based on further research into received proposals, discussions  
4 with state library staff, and consideration of direction provided by the Board, staff put  
5 forward three proposals: \$1 million for internal hardware and software improvements for  
6 libraries; \$200,000 for makerspace type innovation labs; and \$300,000 for an value  
7 impact study and online clearinghouse of the economic and social value of libraries.

8 Member Schockman said he liked the software and hardware proposal and the  
9 value study, but he felt that the innovation labs proposal was not compatible with  
10 libraries' mission and instead was using libraries as employment training. He suggested  
11 that there were better uses for those funds, such as increasing the literacy footprint.

12 Member Buenafe stated that she did not see the \$200,000 for maker space type  
13 areas as that different from other literacy programs; it was just a different kind of  
14 literacy. Buenafe pointed out the importance of STEM education and making sure  
15 libraries were a collaborative partner in education and she thought the labs would be  
16 valuable both to increase library patronage and to help people think about alternate  
17 careers. Member Christmas agreed with Member Buenafe citing the success of the  
18 Riverside makerspace and the community investment and partnerships it had inspired.

19 Member Williams pointed out that many of the makerspace materials were  
20 expendables or consumables. She wanted to make sure purchases would go toward  
21 setting them up to be on-going. Makerspaces were big in schools too, she reported, and  
22 there were far too many that had empty labs because there was no money for materials,  
23 or librarians to lead those programs. Williams said that she would hope that school  
24 libraries would be included as partners in the innovation labs as well as the value study.

25 President Bernardo stated that she believed the recommendation did include an  
26 advisory board composed of librarians, educators, and employers. She asked if Member  
27 Williams was recommending that the California Library Services Board directly oversee  
28 the advisory board. Gerry Maginnity stated that he did not think that was the intention.  
29 As a group working with CLSA funding the advisory board would report to the Board but  
30 it would be difficult set-up the advisory board and expend all funds by June 30, 2019 if  
31 every decision was governed by the Board given the infrequency of meetings.



1 Member McGinity asked how decisions would be made for allocating the \$200,000;  
2 would libraries be submitting proposals and if so who was going to make the final  
3 decisions. Member Tauler also had questions about the exact plan for the innovation  
4 labs. She thought they were a good idea but was concerned about sustainability and the  
5 purchase of materials. Several other members, including Members Murguia and  
6 Maghsoudi sited that they also had questions and concerns on exactly what the  
7 innovation lab program would look like, how many labs would be created and how they  
8 would be sustained. Members also asked if the program was expected to influence  
9 other libraries to create lab spaces. Gerry Maginnity responded that the created spaces  
10 would be models for public/private partnership and those local partnerships would allow  
11 for sustainability due to continued investment. In response to a question by Member  
12 McGinity he said there was a large demand for these programs.

13 Member Williams wanted to try to require whichever jurisdiction got the pilot  
14 programs to contact local school libraries, the county librarian, and the STEM and the  
15 CTE folks within that district. She felt that was the only way to have full community  
16 partnerships.

17 Member Murguia wanted to know if the systems would have rather had the money  
18 given to them by allocation formula. Diane Satchwell said that the Southern California  
19 Library Cooperative (SCLC) was partnering with Chula Vista on their Innovation Lab.  
20 Betty Waznis, the director of Chula Vista, had an amazing relationship with her school  
21 district and Qualcomm and they all partnered on the program, with the school district  
22 providing a teacher at the library, after hours and on the weekends at no cost to the  
23 library. The partnerships allowed the program to blossom. It was like a makerspace but  
24 much bigger, allowing exposure to equipment and experiences for children in an  
25 underserved community who would not get it elsewhere.

26 Satchwell stated there were many options for providing programs like this, it did not  
27 have to be engineering materials; it could also be artists, and sewing machines. She did  
28 think the \$200,000 would need to be for test sites for libraries with partners already in  
29 place. Partners and a plan were why Chula Vista's program and other partnership  
30 programs had been successful.

1 Member McGinity stated he did not think the Board should fund the \$200,000 for the  
2 Innovation Labs because he felt there would be ongoing costs. He also had issues with  
3 the \$300,000 for the impact study because he was worried about the perception of  
4 spending money on promotion and he did not feel that the program would make a  
5 sustainable difference. His preference was to allocate \$750,000 for a digital lab  
6 proposal and \$750,000 for the software and hardware improvements inside libraries.

7 Janet Coles, Library Development Services, reported that the State Library had \$1  
8 million dedicated toward digitization statewide in 2016/17 and an equal amount for  
9 2017/18. There was a consultant team in place that had met at the state library that day  
10 and the day before, positioning themselves to move forward. There were 40 public  
11 libraries already on board with the project and they had another 20-25 they anticipated  
12 joining in the next 6 months. Coles also observed that digital labs actually were  
13 expensive to sustain. There were many considerations, from staff to equipment and  
14 infrastructure. She felt that it would not be a wise use of the one-time money,  
15 particularly when they are already dedicating \$1 million this year and next.

16 Member Christmas asked state library staff to discuss the thought process that went  
17 into the three recommendations. Gerry Maginnity said it was difficult to determine the  
18 best way to leverage one-time funding. The makerspaces would be demonstrations that  
19 would promote the public library as a center of collaboration, sustained by public/private  
20 partnerships. They would be examples going forward that allowed for the sharing of  
21 resources and ideas, and exposed people to different career paths, providing a needed  
22 emphasis on technology and STEM.

23 Maginnity stated that the state library was constantly called by libraries saying they  
24 need statistics on library impacts to help them dialog with relevant local powers. If the  
25 perception persisted that public libraries were just a reading room, local governments  
26 were not going to invest more money. State Library staff felt that an impact study and a  
27 way to disseminate that information would be a good use of the one-time funds.  
28 Member Buenafe said that as the representative for the 110,000+ incarcerated persons  
29 in California she felt that anything that continued to elevate the profile of the public  
30 library was important. Prisons were teaching that when people were paroled the public  
31 library is where they need to go to get access to internet and job programs.

1 Christmas commented that one of the big issues that public libraries face today was  
2 lack of awareness. Some of the cities in the Inland area of southern California, like  
3 Riverside, had issues identifying the role of public libraries for budget talks with the city  
4 council or board of supervisors for the county. He felt that the value study was a good  
5 way to help show the broad spectrum of things public libraries do and help maintain  
6 funding.

7 Member Ibanez said he thought staff had presented good recommendations that fit  
8 with other state programs. He felt it should be up to local jurisdictions to determine the  
9 best collaboration relationships. Even though it was one-time money, he felt that these  
10 showcase programs would encouraged to people to invest.

11 Member Murguia asked if State Library staff could talk about literacy funding versus  
12 other program funding for public libraries. Gerry Maginnity clarified that the Board did  
13 not allocate funds for literacy. State on-going funding fits three categories; California  
14 Library Services Act (CLSA) funding, the broadband project, and the adult literacy  
15 program. The Board oversaw only the funding and programs under the California  
16 Library Services Act. Literacy funding was zeroed out a few years ago, like CLSA, and  
17 the California Library Association and their lobbyists had been pretty successful in  
18 getting that program re-established. Annly Roman stated that the Governor had  
19 allocated funding specifically for the literacy program fairly consistently over the last few  
20 years.

21 Member Murguia asked the public library participants if they felt the impact study  
22 would be useful. Vice-President Maghsoudi said the State Library had made an effort to  
23 do similar things in the past and she was unsure if it was used in the communities.  
24 Usefulness depended if your jurisdiction wanted to embrace or use those ideas for  
25 promotion. Gerry Maginnity clarified the past project she referred to was a story board  
26 called "How the Library Tells its Own Story."

27 Maginnity said the past project was story based for marketing, this project would be  
28 data driven to address the value of public libraries. President Bernardo said she felt it  
29 would be important to have that bank of information. So much of what was presented to  
30 legislators now had to be data driven with hard numbers for it to mean anything to them.  
31 She was, however, unsure if the recommendation of \$300,000 for the project was the

1 right number. Gerry Maginnity said that estimate included gathering the data,  
2 synthesizing it and making it available. Member McGinity and Vice-President  
3 Maghsoudi expressed concern over who would be doing the work, was it the state  
4 library or would they be hiring a consultant.

5 Annly Roman clarified that the value study and clearinghouse was looked at by staff  
6 as a one-time expense that could be done at the state-level and made available to  
7 public libraries to use as was appropriate in their own jurisdictions. Roman said she  
8 knew that Greg had discussed initially working with San Jose State to assess what data  
9 had already been collected and make it available to public libraries to use in their  
10 jurisdictions for whatever they might need; whether it was patrons or the local city  
11 council.

12 Member Christmas thought that this one-time money should be spent on something  
13 that would add some value for the long term. He felt the impact study and the  
14 makerspaces would be a good investment for increasing awareness of and generating  
15 interesting in libraries. He felt investment in infrastructure and computers for libraries  
16 which could not afford it was a good investment as well. Christmas felt that if the Board  
17 allocated the money to the literacy program they would just have created a hole the next  
18 year when the funds were not there.

19 Member Schockman called for a vote on all three issues.

20 ***It was moved, seconded (Schockman/Ibanez) and carried with a vote***  
21 ***of 11 ayes and 1 nay (McGinity) that the California Library Services***  
22 ***Board adopts \$1 million of the 2016/17 CLSA one-time budget***  
23 ***augmentation to fund software and hardware improvements inside***  
24 ***libraries.***

25  
26 ***It was moved, seconded (Schockman/Ibanez) and carried with a vote***  
27 ***of 9 ayes and 3 nays (McGinity, Mindnich, Schockman) that the***  
28 ***California Library Services Board adopts \$200,000 of the 2016/17 CLSA***  
29 ***one-time budget augmentation to create innovation labs through***  
30 ***partnerships between libraries, employers, and educators.***

31  
32 ***It was moved, seconded (Schockman/Ibanez) and carried with a vote***  
33 ***of 8 ayes, 2 nays (McGinity, Mindnich), and 2 abstentions (Maghsoudi,***  
34 ***Schockman) that the California Library Services Board adopts***  
35 ***\$300,000 of the 2016/17 CLSA one-time budget augmentation to create***  
36 ***an impact study and online clearinghouse cataloguing the economic***  
37 ***and social value of California libraries.***

1  
2 President Bernardo stated that when the question was called votes were taken prior  
3 to public comment. She invited participants who had additional comments to speak.

4 Susan Hildreth, strategic advisor to NorthNet Cooperative System and Califa, said  
5 that her organizations, particularly Califa, wanted to make sure the State Library was  
6 very clear about the purpose of the \$1 million allocated for software and hardware. The  
7 California Library Association had been asking for additional funds for the broadband  
8 program. They were at a critical point in the project where they were done with the low  
9 hanging fruit and are getting to the really tough cases where they will have to work with  
10 schools and health services to really get connectivity in those communities. Additionally,  
11 some libraries had a difficult time transitioning to CalREN because there was a period of  
12 time before they could get the e-rate subsidy where they had to spend the full amount  
13 on connectivity and they just couldn't make that little nut. Hildreth said there was still a  
14 lot of need in terms of connectivity so she hoped we could really be clear about those  
15 funds being for hardware and software.

16 Hildreth said that she liked the concept of the Innovation Labs but felt it would be  
17 good to have an idea of how many libraries would be able to participate. In terms of the  
18 study and libraries return-on-investment, she felt that San Jose State had great  
19 researchers and staff and if they partnered with the State Library they could help  
20 discover or create a really cool tool to do some of that return-on-investment analysis.  
21 Those kinds of analysis can be difficult and she suggested the state library make sure  
22 that they were asking the right questions.

23 Hildreth also mentioned the Bibframe proposal that the Pacific Library Partnership  
24 (PLP) submitted. She thought that some of the libraries involved in PLP were going to  
25 move forward with that effort. She felt that a lot could be done with that proposal in  
26 terms of a partnership and the access benefits of a web friendly version of the MARC  
27 record. Hildreth hoped there would be an opportunity to request LSTA funds for that  
28 effort.

29 Christina DiCaro, California Library Association (CLA) lobbyist, Stated that she and  
30 Mile Dillon wanted to be a resource for the Board with any questions on how funding is  
31 appropriated or obtained. She thought it would be helpful to give an overview of the two

1 ways funding came about in the budget. One is that the CLA legislative committee  
2 identified a need, such as literacy or services act funding, then she and Mike worked  
3 with the Department of Finance and the legislature. The recent increase in funding for  
4 the literacy program, the services act and CENIC was a partisan effort in the legislature.  
5 The second, more unusual, way is that the Governor thinks of an idea. In the case of  
6 the \$3 million in one-time funds the Governor decided to give the funds to encourage  
7 libraries to think of more innovative ways of digital delivery.

8 She and Mike were concerned about \$1 million proposal for the internal software  
9 and hardware, and they did relay those concerns to the Department of Finance. They  
10 felt it was duplicative of their advocacy efforts for the \$1 million for the CENIC project.  
11 They thought what the Board was doing on the Zip Books and Enki project was  
12 innovative and those were the kinds of projects they could take back to finance as an  
13 example of a program that made a big difference and use them to make the case for  
14 more on-going money going forward. The report on how the Board spent the money  
15 was not due until September 30<sup>th</sup>, 2017 and the money needed to be encumbered by  
16 June 30, 2017, so if they had been at a point where there was not consensus they  
17 would have a little bit more time to decide.

18

#### 19 **D. CLSA REGULATIONS**

20 Annly Roman reported that the regulatory issue was not placed before the Board as  
21 an action item since they were barely getting ready to start the regulatory process. The  
22 language would need to be refined, go through the Office of Administrative Law, and  
23 have public hearings.

24 Most of the changes recommended were reflections of statute changes made by  
25 AB 1602, which was passed as part of the 2016/17 budget package. The bill removed  
26 some obsolete, unfunded provisions and broadened some of the language to include  
27 digital materials and resource sharing under “communication and delivery.” Additionally,  
28 the Nominating Committee had suggested that elections of Board officers be held every  
29 two years instead of every year so that change had been included for discussion.

30 Annly Roman reported that there was a letter included in the Board packet from the  
31 Systems that suggested changes, some of which the state library staff had included in

1 the draft before the Board. Roman reported that there was also a letter from the  
2 California Library Association supporting the systems' recommended changes.

3 Roman said that goal was to put forward the regulatory sections that staff felt  
4 needed to be amended to make sure that, at the beginning of the process, everyone  
5 had a chance to give input on what changes needed to be made and which sections  
6 should be addressed. The regulatory process was lengthy and any changes made once  
7 the process started would lengthen the process further.

8 Member McGinity commented that he noticed the contiguous borders issue he had  
9 raised a few years ago was addressed in the draft language and he appreciated staff  
10 remembering his thoughts. He noted that in Article 5, section 20180, which talked about  
11 public library consolidation, contiguous borders was still mentioned and he wanted it  
12 removed. Gerry Maginnity stated that section only related to public library consolidation,  
13 not systems. Member McGinity said he did not think there should be a requirement that  
14 public library jurisdictions had to be contiguous to consolidate. If libraries were using  
15 digital delivery, he felt requiring them to be geographically contiguous would not make  
16 sense. He understood that last time the regulations were amended arguments were  
17 made that, potentially, rurally isolated libraries or less economically viable libraries  
18 would be excluded. However, he still thought that in a 21<sup>st</sup> century world the idea of  
19 geographic contiguousness being important did not make sense. Member Christmas  
20 stated that he agreed with that position.

21 Member McGinity suggested that the Board have biennial elections for board officers  
22 in an odd year because the Governor is elected in an even year and he felt Board  
23 leadership should be selected after any changes made by a new Governor. Members  
24 Schockman and Williams stated that they supported that recommendation. McGinity  
25 also asked about Article 8, which showed as being deleted. Annly Roman replied that  
26 section was being deleted because all reference to the interlibrary loan program,  
27 discussed in that section, was removed from statute.

28 Member McGinity expressed confusion on the System and CLA regulation letters  
29 and asked for clarification if all their requested changes were included in the  
30 regulations. Annly Roman stated that staff attempted to address some of them. The  
31 regulatory section the systems and CLA specifically addressed in their letters was the

1 communication and delivery definition section, which had been expanded in state  
2 statute to include resource sharing. Some of the things the Systems recommended in  
3 the communication and delivery regulatory section, specifically in the definition of  
4 “other”, included system wide service assessment. Funding for assessment was  
5 mentioned in statute, but was not currently included in the regulatory amendments  
6 because staff did not know if it made sense to lump it under the communications and  
7 delivery definitions

8 Additionally, under the same “other” definition, they requested to include “any  
9 service, communication, or resource provided...” that fit within the act. Staff did not  
10 include the “any service” language because it was overly broad and could include  
11 services that were not communication, delivery, or resource sharing. There were also  
12 some sections of the regulations that staff was still working on.

13 Member McGinity requested that staff make sure they could have a robust  
14 conversation around the requests from the systems and the language put forward by  
15 staff so the Board could make the best decision possible. Member Murguia requested a  
16 spreadsheet or other comparison of changes the systems had asked for that was not  
17 included so the Board could see the differences.

18 Member McGinity stressed the importance of being able to amend the regulations as  
19 it was a lengthy process that was very time consuming for staff so could not be done  
20 regularly. Member Ibanez asked what the timetable was. Annly Roman responded that  
21 there was a calendar from the Office of Administrative Law regarding regulation  
22 submission and posting dates. Regulations had to be posted for a certain number of  
23 days and have public hearings which could extend the timeline if additional changes are  
24 found to be necessary. Additionally, the Office of Administrative Law would need to  
25 accept the changes as well. She said that she felt like it was ambitious to say it would  
26 be done by the end of 2018 but staff would keep the Board updated throughout the  
27 process.

28 President Bernardo stated she agreed with the biennial and odd year proposals that  
29 the other Board members had suggested. She added that she thought they needed  
30 address some Bagley-Keene Open Meeting Act conflicts in sections 20122, 20123, and



1 20134. Annly Roman said staff had already been complying with open meeting laws  
2 and was aware that conforming changes needed to be made to the regulations.

3 President Bernardo also asked that, when they came up with language, they tried to  
4 avoid library-ese as some of those specific terms, such as “discovery layer,” may not be  
5 relevant in the future. She then invited the Systems to comment.

6 Diane Satchwell addressed the contiguous borders issue, say she understood and  
7 respected that this was a digital age, but as the representative of five systems, the  
8 joining of several large library jurisdictions could have huge repercussions. If San Diego  
9 and Los Angeles County were to create a cooperative, for example, Calexico would  
10 suffer because the funding formula was based on population. Taking larger players out  
11 of the equation would have a phenomenal impact on small libraries, making the poor  
12 libraries poorer and only allowing the larger library systems to blossom. Los Angeles  
13 County and LA Public were phenomenal players in SCLC, and provided resources to  
14 the smaller libraries. As the regulatory language becomes less restrictive they would be  
15 able to have more resource sharing. LA County and LA Public were already providing  
16 resources to their patrons which freed up the system to provide more funding to those  
17 smaller entities within the library cooperative. This took pressure off the county of LA  
18 and LA public because those funds allowed the smaller libraries to get their own e-  
19 resources or whatever else the system decided to do. Satchwell said she would highly  
20 recommend maintaining the contiguous borders requirement.

21 Carol Frost, representing PLP and NLS, said that when the cooperatives wrote the  
22 memo of their suggestions together they tried to think 20 or 30 years down the line  
23 because technology was changing so quickly. In their narrative they were trying to  
24 embrace the traditional idea of a database and what delivery was going to look like in  
25 the future. Frost felt it would bear further discussion on how they could have language  
26 that was enduring but inclusive, so that was something they wanted to continue to talk  
27 to the state library about before the next Board meeting.

28

29 **E. BOARD DISCUSSION ITEMS 2016/2017**

30 Annly Roman reported that the Board had previously discussed the possibility of  
31 being more entrepreneurial. It was one of the concepts that were considered in the use

1 of the one-time funds to bring together public libraries, schools, businesses, and the  
2 community. Staff left it on the agenda in case the Board wanted to continue discussion.

3 Member Williams asked if the Career Online High School program was a public  
4 private partnership. Janet Coles responded that Career Online High School was state  
5 funded as a \$1 million appropriation to the State Library in the 2015/16 budget. State  
6 Library staff was working with Gayle Cengage and there were 43 library jurisdictions  
7 participating. The \$1 million purchased close to 900 scholarships and all but 100 had  
8 been given out. All recipient libraries were required to match the scholarships they  
9 received which doubled the amount of money going into the program. It was a public  
10 private partnership and had been going really well.

11 Annly Roman commented that she believed Member Schockman knew of another  
12 example partnership between the Los Angeles Public Library and the Los Angeles  
13 School District to give library cards to students. Member Schockman said that the Los  
14 Angeles public libraries were teaming up with campus libraries to give students library  
15 cards. Many students did not know that the public library databases were not available  
16 to them without a library card. Los Angles was also going into elementary schools to  
17 offer library cards. He felt this should be done in other large jurisdictions

18 Susan Hildreth commented that LSTA funded a project that the Pacific Library  
19 Partnership and NorthNet were cooperating on called Student Success where they were  
20 modeling that activity through at least 11 pilot libraries in the bay area. There were  
21 many other libraries in California that were already making access to the public library  
22 resources easy for students

23 Vice-President Maghsoudi said that their library, for the last 5 years, had a campaign  
24 that every first grader got a library card. Member Schockman asked how to model that  
25 program and get it out to other jurisdictions that need assistance. Natalie Cole  
26 commented that was one of the things the Student Success project would be working  
27 on. As the project monitor she was working with Carol and her team to create a number  
28 of models to reach people in different communities because the school library function  
29 looked different in different communities. The beauty of their project was that they were  
30 looking at different libraries in different communities in different schools and producing a  
31 number of models that other communities could look at to see what would work for

1 them. So the aim of the project was not just the pilot communities but to also develop a  
2 portfolio that could be disseminated statewide.

3 Member Williams said that school librarians and the California School Librarian  
4 Associations would certainly be a stand-up partner. She was sure that was something  
5 school librarians would be interested in. Member Christmas stated that charter schools  
6 should also be included.

7 Helen McAlary, Ontario City Library, reported that Ontario was in the second year of  
8 a program where they went to every kindergarten classroom in the city, about 82, and  
9 put a library card into the hands of every kindergartener. They delivered those through  
10 partnerships with a number of city departments in Ontario such as Code Enforcement  
11 Officers, people from the fire department, or from their budget office. Those individuals  
12 went out to all those kindergarten classrooms and made a connection with the kids,  
13 giving them library cards, inviting them back to the library and talking to them about  
14 literacy. That was done over about a month, and then the program culminated into a  
15 Kinder Fair. They had a large resource fair and invite all the different providers of  
16 services for children 0-5 to participate. They got about 25 different organizations to  
17 participate and they made it fun for the kids with learning stations. It had been a really  
18 successful program for them.

19

## 20 **F. LEGISLATIVE UPDATE**

21 Annly Roman reported that 2016 was the end of a two-year session. There was a  
22 lot of action with the California Library Services Act with the new \$1.75 in on-going  
23 funding and \$3 million in one-time funds. At the end of the legislative session, which  
24 occurred since the last meeting, there was not much legislation still active that was  
25 related to libraries. A new legislative session would be starting on December 1, 2016.  
26 She knew that Greg had been in meetings with the Department of Finance already  
27 talking about the 2017 budget, but they did not have anything concrete to report.

28 Vice-President Maghsoudi reported that the CLA legislative committee was working  
29 on a possible bond measure. Member Christmas asked what election cycle they were  
30 looking at and Maghsoudi said that was still being discussed.

1 Member McGinity asked Annly Roman if they had heard where the tax receipts were  
2 for the state. Annly Roman said she thought the most recent report showed receipts as  
3 slightly up but they had been down for a few reports prior to that one. She was not sure  
4 exactly where it averaged out but it would definitely not be like past years where  
5 receipts were way above the estimates.

6 Susan Hildreth said that she wanted to make sure the Board was aware that the  
7 Library Services and Technology Act was up for re-authorization in Washington. It did  
8 have sponsors and a lot of support, so they were hopefully it would get through and be  
9 signed by the current administration. Annly Roman brought up that the California Library  
10 Association was sending out requests to contact legislators.

11

12 **G. PUBLIC COMMENT**

13 There were no public comments brought forward.

14

15 **H. COMMENTS FROM BOARD MEMBERS/OFFICERS**

16 Board members commented on the professionalism and civility of the group during  
17 discussions and thanks Board members and staff for their work before and during the  
18 meeting.

19

20 **I. OLD BUSINESS**

21 There was no old business brought forward.

22

23 **J. AGENDA BUILDING**

24 Member McGinity asked if there was information or analysis on what would be  
25 needed, in terms of timeline, for digitization of important resources in public libraries. He  
26 did not want staff to spend huge amounts of resources, but if that information could be  
27 easily available in the future he would be interested.

28 Janet Coles responded that was part of the digitization program for this year. As part  
29 of the first phase, which ran from March to the end of September, public libraries were  
30 invited to apply and a team of consultants would survey and interview library staff, local  
31 partners such as historical societies, and other entities with important local history to  
32 determine the digitization needs. There was a preliminary report that would be coming

1 out in October but the finding was that many public libraries did not have the staff  
2 expertise, infrastructure, or knowledge to support a local digitization program. The  
3 project was looking at consolidating services such as digitization, preservation, access  
4 and discovery, and centralizing expertise, creating a few centers to serve many.

5 Member McGinity asked if local libraries had the ability to figure out what needed to  
6 be done. Coles said there were libraries at all different levels. Some libraries had robust  
7 programs but many of them, particularly the smaller and rural libraries don't even know  
8 what they need to know.

9 Member McGinity asked if it would be possible to circulate the preliminary report.  
10 Janet Coles said they would circulate it.

11 Member Christmas asked for an update on the one-time funds at the next meeting.  
12 Annly Roman confirmed there would be one.

13

14 **K. ADJOURNMENT**

15 President Bernardo called for adjournment on the California Library Services Board  
16 meeting at 12:37pm in memory of Greg's father, the Chief Justice Malcom Lucas in  
17 honor of his service to the state.

## ***California Library Services Board Resolution 2017-01***

### ***In Honor of Gerald Maginnity***

*WHEREAS*, Gerald “Gerry” Maginnity has provided the people of California with exemplary service and leadership in the many roles he has held during his tenure at the State Library; and

*WHEREAS*, Gerry Maginnity began his career at the California State Library in 2005 in the Library Development Services Bureau where he served as Assistant Bureau Chief and Bureau Chief, he also served as Acting State Librarian in 2012 until his appointment as Deputy State Librarian on May 22, 2014; and

*WHEREAS*, prior to his tenure at the California State Library Gerry was deeply involved in the California library community, including working as the supervising librarian at the Lassen County Free Library, regional librarian for the Solano County library, associate county librarian for Fresno County Free Library and working as coordinator for both the Serra Cooperative Library System and the Mountain Valley Library System; and

*WHEREAS*, Gerry’s in-depth knowledge of librarianship allowed the state library to better serve its patrons, enhanced staff capability and camaraderie and improved service to the more than 22 million “customers” at California’s 1,100 public libraries; and

*WHEREAS*, Gerry provided high-level vision to the California State Library and its partners during the turbulent fiscal time of 2008-2010, consistently promoting positive relationships between federal, state and public library staff; and

*WHEREAS*, Gerry educated and mentored staff, inspiring them to engage in work that would serve as a lasting model of professional excellence in the library community; and

*WHEREAS*, Gerry extended library community cooperation and collaboration beyond the borders of California through his passionate support of and participation in the Seguimos Creando Enlaces Conference which brings together librarians from the United States and Mexico to share knowledge and ideas; and

*WHEREAS*, Gerry’s knowledge of and experience with library programs, the California Library Services Act, the state Cooperative Systems and the library community as a whole made his advice and input a valuable asset to the Library of California Board and the California Library Services Board that will be sorely missed; and

*WHEREAS*, the California Library Services Board desires to recognize Gerry for his contributions to the California State Library and his leadership role in and advocacy for California libraries; and

*BE IT RESOLVED*, that the Board expresses its sincere gratitude to Gerald Maginnity for his guidance, assistance, and never ceasing support California State Library, the people of California and the library community as a whole; and

*BE IT FURTHER RESOLVED*, that the members of the California Library Services Board commend Gerry for his achievements and extend to him sincere best wishes in his retirement.

### **Gerald Maginnity**

shall be honored by the California Library Services Board  
for his distinguished leadership and contributions  
to the libraries and people of the State of California  
on this day of April 25, 2017

**AGENDA ITEM:** 2017 Meeting Schedule and Locations

<b>2017 Proposed Board Meeting Schedule</b>		
<u>Date</u>	<u>Location</u>	<u>Activities</u>
Late August -Early September?	Sacramento?	Regular Business Annual Budget Meeting Election of Board Officers for year 2018 LSTA State Advisory Council on Libraries Meeting
April?	Sacramento?	Budget and Planning Election of the Nominating Committee

**BACKGROUND:**

California Library Services Act (CLSA) regulations specify that the Board shall conduct bi-monthly meetings; however, Section 20118 (c) states:

“(c) Nothing in this regulation shall be construed to prevent the state board from altering its regular meeting dates or places of meetings.”

Staff will provide members with a Doodle poll to determine the dates for 2017 meetings. The question for Board members is when to schedule a face-to-face meeting in Sacramento. A calendar of upcoming and future library-related events and dates is included to this agenda item as Exhibit A.

<b>CALENDAR OF UPCOMING LIBRARY-RELATED EVENTS AND DATES</b>
--

The following is a list of upcoming library-related events and dates worth noting:

<b>2017</b>		
ARL (Association of Research Libraries) Association Meeting	May 2-4, 2017	Philadelphia, PA
ACRL (Association of College & Research Libraries) 2017 Conference	May 22-25, 2017	Baltimore, MD
SLA (Special Libraries Association) Annual Conference & Info Expo	June 18-20, 2017	Phoenix, AZ
ACRL (Association of College & Research Libraries) at ALA	June 22-27, 2017	Chicago, IL
ALA (American Library Association) Annual Conference	June 22-27, 2017	Chicago, IL
AALL (American Association of Law Libraries) Annual Meeting and Conference	July 15-18, 2017	Austin, TX
IFLA (International Federation of Library Associations & Institutions) General Conference & Assembly	August 19-25, 2017	Wroclaw, Poland
State Bar of California Annual Meeting	August 24-27, 2017	Anaheim, CA
ARL (Association of Research Libraries) Association Meeting, Fall 2017	October 3-4, 2016	Washington, DC
Educause Annual Conference	October 31-November 3, 2017	Philadelphia, PA
CLA (California Library Association) Annual Conference	November 2-4, 2017	Riverside, CA
AASL (American Association of School Libraries) National Conference	November 9-11, 2017	Phoenix, AZ
PLA (Public Library Association) Leadership Academy	December 4-8, 2017	Chicago, IL
<b>2018</b>		
ALA (American Library Association) Midwinter Conference	February 9-13, 2018	Denver, CO
PLA (Public Library Association) Conference	March 20-24, 2018	Philadelphia, PA
ARL (Association of Research Libraries) Association Meeting	April 24-26, 2018	Atlanta, GA
SLA (Special Libraries Association) Annual Conference & Info Expo	June 11-13, 2018	Baltimore, MD
ALA (American Library Association) Annual Conference	June 21-26, 2018	New Orleans, LA
AALL (American Association of Law Libraries) Annual Meeting and Conference	July 14-17, 2018	Baltimore, MD
IFLA (International Federation of Library Associations & Institutions) General Conference & Assembly	August 24-30, 2018	Kuala Lumpur, Malaysia
Educause Annual Conference	October 30-November 2, 2018	Denver, CO



ACTION

**AGENDA ITEM:** Nominating Committee for 2018 Board Officers

**ISSUES TO COME BEFORE THE BOARD AT THIS MEETING:** Consider candidates to the Nominating Committee for 2018 Board Officers

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board appoint \_\_\_\_\_ and \_\_\_\_\_ to the Nominating Committee to select Board Officers for 2018.

**BACKGROUND:**

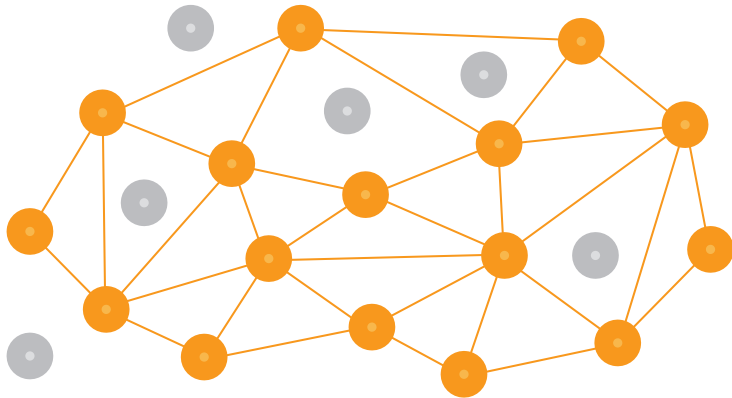
California Library Services Act regulations, Section 20116 (a), state that, “The state board shall annually elect a president and vice-president at the first regular meeting of each calendar year.” It has been Board policy to elect Board officers at the last meeting of the calendar year so the new officers may begin their term in the new calendar year.

The Board will appoint two of its members to serve on the Nominating Committee and to report to the Board at its fall meeting the slate of Board Officer for 2018. In the absence of regulations prescribing the form and method for electing officers, according to Code of California Regulations Section 20127, the CLSB is guided by procedures set forth in Robert’s Rules of Order, Newly Revised, Chapter XIV, Nominations and Elections.

# LIGHTNING UP LIBRARIES



Bringing 21st Century high-speed Internet to California public libraries by connecting them to California's research and education broadband network.



**127** of California's 184 public library jurisdictions are connected or connecting to the network which links universities, colleges, schools and libraries around the world.<sup>1</sup>

<sup>1</sup> Fifty-five jurisdictions have been connected to the California Research and Education Network (CalREN) by the California State Library's broadband project; 37 are currently being connected by the broadband project team; 35 were connected before the current project started and receive support from the broadband project aggregator.



**531** of California's 1,119 main and branch libraries are now connected or connecting.

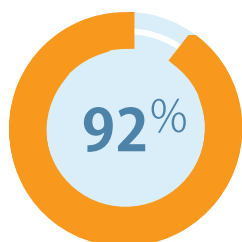
“There is just no way we would have seen this success rate before connecting.”

## CONNECTED LIBRARIES ...

- ✓ introduce new services and programs
- ✓ are more efficient and provide staff with better training and professional development
- ✓ receive fewer complaints
- ✓ provide better support for online learning

## THE FACTS

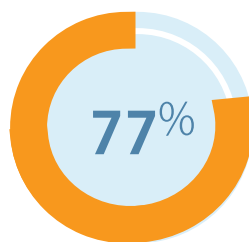
Of the libraries connected to broadband for 12 months...<sup>2</sup>



are better able to support economic development in the community.



report that more people can use their mobile devices effectively.



can better support individual online learning.

“The broadband allows groups to work together on projects without being dropped from the network.”

“Customer complaints about our slow Internet speeds stopped IMMEDIATELY! One day you just realize that no-one has mentioned the computers running slowly.”

<sup>2</sup> Library directors are asked to complete an evaluation survey when their libraries have been connected to CalREN for twelve months. The survey was first issued in December 2016 to 14 library jurisdictions. The survey was completed in 13 library jurisdictions.



The Los Angeles Public Library is **the first public library in the world** with a 100GB connection.

“Some of our best responses to our high-speed Internet are our local teens. Many of them connect to the wireless network after school.”

## INVESTMENT SINCE 2014

# \$6,000,000

one-time funding for grants that make it easier for local libraries connect



# \$2,475,000

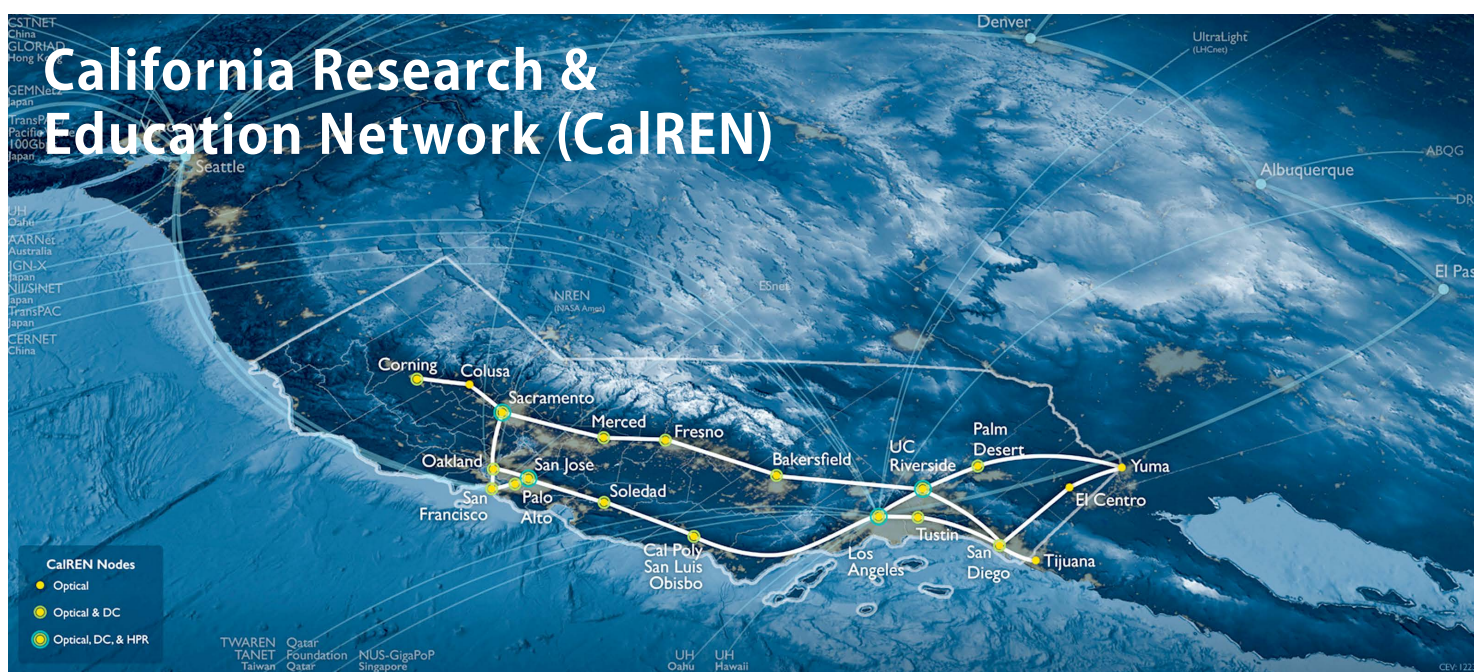
ongoing annual appropriation



## MOVING FORWARD

Up to **12 new jurisdictions** will begin connecting to broadband in 2017.

“We are thrilled to have been included in the initial round of this project and hope to be able to add other facilities in the future.”



For more information please visit [www.library.ca.gov/lds/broadband.html](http://www.library.ca.gov/lds/broadband.html)



**AGENDA ITEM:** CLSA Budget for FY 2017/18

**ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:** Consider the preliminary CLSA budget for FY 2017/18

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board adopt, contingent upon the passage of the State Budget Act, the 2017/18 CLSA budget as directed in the Governor's Proposed 2017/18 Budget, totaling \$3,630,000 for allocation to Cooperative Library Systems.

**BACKGROUND:**

The governor's proposed budget, released in January for 2017-2018 fiscal year, includes a proposal to provide \$3,630,000 million in funding for the California Library Services Act.

**Recommendation:** Staff is recommending that the Board adopt the preliminary budget at this April meeting so that partial payments can be made to the Cooperative Systems as soon as the State Budget Act 2017 is signed. The remainder of the funds will be awarded when the System Plans of Service are approved by the Board at its fall meeting.

**RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE:**

Review and approve System Plans of Service and Budget for FY 2017/18.

**CLSA Preliminary System Budget Allocations - FY 2017/18  
Communications and Delivery Program**

System	Baseline Budget	System Administration	Total
Black Gold	\$ 120,549	\$ 30,137	\$ 150,686
49-99	\$ 120,587	\$ 30,147	\$ 150,734
Inland	\$ 306,963	\$ 76,742	\$ 383,705
NorthNet	\$ 655,785	\$ 163,946	\$ 819,731
PLP	\$ 556,748	\$ 139,187	\$ 695,935
SJVLS	\$ 192,761	\$ 48,191	\$ 240,952
Santiago	\$ 168,830	\$ 42,208	\$ 211,038
Serra	\$ 216,946	\$ 54,236	\$ 271,182
SCLC	\$ 564,831	\$ 141,206	\$ 706,037
<b>TOTAL</b>	<b>\$ 2,904,000</b>	<b>\$ 726,000</b>	<b>\$ 3,630,000</b>

Totals are based on May 2016 population figures from the Department of Finance, final budget allocation numbers will be based on population figures to be approved by the California Library California Library Service Board at a later meeting.





December 21, 2016

**CITY COUNCIL**

Paula Perotte  
*Mayor*

Stuart Kasdin  
*Mayor Pro Tempore*

Roger S. Aceves  
*Councilmember*

Michael T. Bennett  
*Councilmember*

Kyle Richards  
*Councilmember*

**CITY MANAGER**  
Michelle Greene

Ms. Annly Roman  
California State Library  
Office of the State Librarian  
Administrative Assistant to CLSB  
914 Capitol Mall,  
Sacramento, CA 95814  
P.O. Box 942837  
Sacramento, CA 94237

Subject: City of Goleta Library

Dear Ms. Roman:

The purpose of this letter is to advise you that the City of Goleta is currently in the process of negotiating an agreement with the County of Santa Barbara to assume operational control and responsibility for the Goleta Valley Library, located in and owned by the City of Goleta. The Goleta Valley Library is part of the Santa Barbara Countywide Library System.

The Goleta Library was established many years before the City of Goleta was incorporated as a City and was operated by the City of Santa Barbara pursuant to contract with the County of Santa Barbara. Through the process of incorporation, the Goleta Library building and collection became the property of the City of Goleta. The Library is currently being operated by the City of Santa Barbara pursuant to a contract between the City of Goleta and the City of Santa Barbara. The City's operations contract with the City of Santa Barbara expires on June 30, 2017. The Goleta City Council has directed staff to take necessary actions to assume control and responsibility over these operations in 2017, using its own personnel and staffing.

The City of Goleta is in the process of creating library staff positions and upon approval as required by the City's code, will be hiring a Library Director and other professional library staff to operate the library in 2017. The City is not "creating" a new public library, but rather is

assuming operational responsibility and control over the existing library, whose building and collection the City already owns. The City intends to offer the same services, to the same service area population and to continue to belong to the Santa Barbara Countywide Library System. Similarly, the existing library is not "joining" the Santa Barbara Countywide system, as it is already a part of the system. We are negotiating a change in the nature of the contractual relationship with the County within that system.

City staff has met with County staff to begin discussions about contract terms and logistics for assuming operational responsibilities for the Goleta Library, and maintaining service areas, per capita and special district funding and membership in the Countywide system. We will be meeting with them again after the holidays to continue to work on this and hope to be able to reach an agreement with the County in early 2017. The City also intends to apply for membership in the Black Gold Cooperative Library System. The Library currently enjoys the benefits of membership through the City of Santa Barbara.

Please accept this letter as notification of the City's intentions. We realize you will need additional information and confirmations from both the City and County before this matter will be ready for the CSLB approval process, and we will continue to inform you of our progress over the next few months. Please do not hesitate to contact Kathleen Tropa, Deputy City Manager should you have any questions or comments. We welcome the opportunity to work with you and your staff on this very important project.

Respectfully,



Michelle Greene  
City Manager

cc: Pam Antil, Assistant City Administrator, Santa Barbara  
Jessica Cadiante, Director, Santa Barbara Public Library System  
Paul Casey, City Administrator, Santa Barbara  
George Chapjian, Santa Barbara County Community Services Director  
Tim Giles, City Attorney, Goleta  
Mona Miyasato, Santa Barbara County Administrative Officer  
Matthew Pontes, Santa Barbara County Assistant CEO  
Juli Scott, Special Counsel, City of Goleta  
Kathleen Salguero Tropa, Deputy City Manager, Goleta

**AGENDA ITEM:** CLSA System Annual Report, FY 2015/16

**GENERAL OVERALL PROGRAM UPDATES:**

CLSA funds continue to support the Communications and Delivery (C&D) program at the cooperative system level. In FY 2015/16, C&D funds supported all or a portion of each System's physical delivery of materials. Some Systems provided communications activity through virtual attendance at various meetings and use of their website and listservs for facilitating communications to member libraries. Exhibit A provides a summary of activities and how communities benefited through state funding. Exhibit B displays a summary of the actual workload statistics for 2015/16. Exhibits C and D provide a brief history to show how statistics for communications and physical delivery have fared over time.

Expenditures for 2015/16: Exhibits E and F display CLSA and local funds expended in support of System Administration and C&D. See Exhibit G for a summary of local member contributions.

**RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE:**

Consideration of 2017/18 System Plans of Service.



**California Library Services Act  
System Program Annual Report – FY 2015/16  
Communications and Delivery Program**

System	Goals for Meeting the Needs Through CLSA	Were Goals Met – How did the Community Benefit?
<p>Black Gold Cooperative Library System</p>	<p>The primary goal for CLSA funds is improving delivery of materials to patrons.</p>	<p>Goals were met and CLSA funds were used by Black Gold to ship over 526,663 items this year, an increase of over 20% from the prior year. At the beginning of the fiscal year 2015-2016 most libraries eliminated a \$1 hold fee for ILL titles. Black Gold members share an automated library system which makes it easy for patrons to request items from another library in the cooperative. The CLSA funds were used to partially cover the delivery contract. The community benefited because patrons are able to request items from libraries several hundred miles away and receive them very quickly, often as soon as the next day. This greatly increases the number of items available to patrons of any one library and especially useful for patrons at our very small and rural branches.</p>
<p>49-99 Cooperative Library System</p>	<p>The primary goal is to delivery at least twice a week to member libraries. The System population is dependent on the availability of materials from member libraries.</p>	<p>Stockton provides delivery to the 49-99 libraries twice a week at the cost of \$21 a book. The 49-99 member library directors determined an alternative service would be more valuable to their communities and work began to implement LINK+. This service will provide daily delivery and access to collections from over 70 libraries in California and Nevada. Cost savings were accomplished with a shared server hosted at the Stockton main Library. Stockton reduced its membership to LINK+ by half through the cooperative purchase. 49-99 was waiting for 16/17 funding to move forward with activation.</p>

<p>Inland Library System</p>	<p>Delivery of materials continues to be an important service for ILS members that supports and facilitates Inter Library Loan and Universal Borrowing among ILS members.</p>	<p>The goal to provide for physical delivery of materials to all 19 public library members was met. The goal of delivering within 10 working days for 95% of the time was met by using ILS courier, the Riverside County Library system delivery, UPS, and the US Postal Service. Interlibrary loans provided materials for those members who do not have OCLC; this was especially valuable for member libraries in rural and isolated geographical areas. The communities benefited by having access to the collection of all Inland member libraries, and receive materials from neighboring libraries in a timely manner.</p> <p>Because of the vastness of Inland (over 35,000 sq. mi.), the goal of facilitating virtual attendance at Admin. Council and all other meetings of member library staff, has been met with a subscription of Goto Meeting, enabling members to attend via VOIP or telephone.</p> <p>To facilitate communications of system information, the Inland website was continually updated. The community benefited by having libraries whose leaders and staff work effectively with each other on a regular basis.</p>
<p>NorthNet Library System</p>	<p>Delivery has been identified by member libraries as the highest priority. We are able to meet our goals for communication and delivery by supporting connections tailored to best meet the needs of individual member libraries and enable them to share resources for the benefit of end users.</p>	<p>Delivery of materials was accomplished through contracts with two different vendors that provided deliveries to a number of the member libraries. When issues were identified by staff and vendors they were corrected through careful assessment and planning. In addition to the contracts administered by the System, libraries in Marin County administered a contract for delivery of materials among those libraries and were allocated CLSA funding for that purpose. In addition, in 15/16 there were four shared ILSs including; SNAP (Solano &amp; Napa County, St. Helena, Benicia and Dixon); Marinnet (the public libraries in Marin County); and ILS managed by Sacramento Public Library that provides ILS service to Colusa County, Folsom, Sutter County and Woodland public libraries; and an ILS</p>

<p>NorthNet Library System</p>	<p>managed by Sonoma County that provides a shared ILS to Mendocino and Lake County public libraries. Member libraries were allocated CLSA funds to partially offset the communications costs related to their shared ILS.</p> <p>There was some transition in 15/16 and the Napa County Library as well as the Napa and Solano Community College libraries have joined together to form a shared ILS using Polaris. Napa County Library also joined the LINK+ resource-sharing group.</p> <p>Libraries that were not served by contract delivery vendors, primarily in the North State region, used the US mail service and/or UPS and were reimbursed for all their costs. CLSA-allocated funds were also used to partially offset the communication costs for resource sharing for the Overdrive collection. The community benefited because items requested were delivered at an affordable cost in a timely manner.</p>
<p>Pacific Library Partnership (PLP)</p>	<p>Delivery continues to be the first priority of our member libraries. Libraries throughout the region depend on resource sharing to enhance the breadth and depth of their individual collections and delivery is the critical component that makes this possible. PLP currently provides delivery in four separate services areas.</p> <p>CLSA funding was used to support resource sharing by moving materials within the PLP from location to location. The current delivery model has a 5 day a week delivery in San Mateo County using PLS-employed staff consisting of three drivers, sorting staff and 3 delivery vans. Libraries in Contra Costa County, Alameda County, and San Francisco City and (BALIS) have 2-or-3 day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) contract with PLS for delivery service for a driver and van 2 days per week. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 5-day-a-week service. The delivery service has 2 touch points-once a week in San Mateo and Gilroy. In Fiscal Year 2015/16, Santa Clara County Library district re-joined PLP, and re-joined the delivery services.</p>

<p>Pacific Library Partnership (PLP) Continued</p>		<p>All communities benefit from the reliable resources sharing of delivery, which enhances collections and allows materials to move between systems in a timely manner. C&amp;D funds were also used to purchase a six-month subscription on the Enki Ebook platform for all PLP public member libraries.</p>
<p>San Joaquin Valley Library System (SJVLS)</p>	<p>Delivery continues to be a priority of our member libraries.</p>	<p>SJVLS met its C&amp;D goals for the Fiscal Year 2015-2016. Within SJVLS, delivery is the physical movement of materials, between headquarters libraries. It is a contract service with the Fresno County Public Library and the County of Fresno (two different delivery systems). Each headquarter library receives materials three times per week (except holidays). The system volume continues to be in excess of 1,000,000 annually.</p> <p>The materials were moved in a timely manner, with minimal delays around certain holiday weekends. This provided our communities with access to the materials efficiently and met their information needs through access to materials held throughout the 10 member system.</p>
<p>Santiago Library System</p>	<p>Delivery is a top priority for System members. The goal of the original C&amp;D program was to better meet the demand for e-books.</p>	<p>All SLS libraries offered e-resources to their patrons, and all reported that there were never enough titles nor copies to meet demand. SLS met the stated goal by delivering over 20,000 e-book titles through Enki to Orange County residents. The SLS website was updated and maintained. The Online Resource Directory was regularly updated by staff at Orange County Library and fostered better communications between members by making information about local resources available electronically throughout the county's libraries. The community benefited by having up to date information about neighboring libraries and their services available electronically.</p>

<p>Serra Cooperative Library System</p>	<p>Physical delivery of materials between member libraries is a priority for the System members. Serra is also committed to electronic delivery of e-content to meet the ever-growing expectations of their public.</p>	<p>The communities in Serra have had an increase in the titles and number of copies with the use of Overdrive (e-books) and Zinio (e-magazines). Zinio is accessible in Brawley which is challenged by other electronic services such as e-books. These services have increased the access of materials to the most rural libraries; even the large libraries are seeing a higher circulation. The benefit to Serra has been the cooperative discount given by the vendor as a consortium.</p> <p>The physical delivery of materials was changed to deliver directly to the libraries; and Imperial County added one stop to Salton City for a minimum cost. This change provided a more direct delivery and decreased the time to move books, rather than transition materials from stops in the County Library and City Library. This direct delivery reduced the time to return books and therefore reducing the frustration of the customer. The delay caused late fees to be assessed to the accounts. It has proven to be more efficient and also reduce workload to the County and City staff.</p>
<p>Southern California Library System (SCLC)</p>	<p>SCLC priority is to provide physical delivery to its members and will provide assistance to member libraries in the cost associated with connecting to the California Research and Education Network via the State Library Broadband Project. The SCLC website is also close to going live.</p>	<p>Two libraries have worked together to manage an ILS and share delivery. The website has been a project to provide needed information to the member libraries. The website will go live this year. The logo has been changed as well as the goal of the website. It will be easier to maintain and keep updated. Using Joomla will allow for the shared content the directors had requested rather than the website. Joomla will be available for all system member libraries to add and view content.</p> <p>There are some network updates within SCLC to better serve the member libraries and improve the communication capacity. A little work was done on broadband to assist libraries within SCLC with e-rate and connection issues that were outside the grant-funded eligible cost.</p>

**Black Gold:** Local funds paid for:

- The network connections from 29 library buildings to the server in San Luis Obispo
- Access to Public Access Catalog
- A telephone service which allows patrons to call in to renew items via an 800 number, and also calls patrons to let them know when a requested hold is available or when items are overdue.
- A separate public Internet connection for all the libraries in order to provide connectivity where available, and Wi-Fi.
- A shared OverDrive subscription for downloadable eBooks and audiobooks.

**49-99:** 49-99 has contributed funds toward delivery. They have membership dues which cover the balance of delivery and membership to Califa. The balance of the membership fees will offset the balance due to LINK+ for the implementation phase of the program for startup fees.

**Inland:** Riverside County Library System subsidized the major portion of the cost of delivery to five Inland members who share a common ILS. Riverside County paid for much of the delivery staff, delivery vehicle maintenance, and overhead costs.

**NorthNet:** NLS members committed non-CLSA funds to a Strategic Planning process in FY 2015/16. Although not a complete revision of the strategies and goals, existing priorities were confirmed and new directions have been identified.

NLS is a 41-member cooperative system and covers a vast amount of geography. NLS provides support for staff development (\$1,000) for each member library.

In FY 2016/17 eight-ten member libraries will participate in the 2016 Libraries Lead the Way, an LSTA grant-funded project to provide staff development in community engagement and facilitation skills.

Many of the member libraries participate in “Library to Go”, a group Overdrive eBook collection. Members are constantly working on leveraging their buying power as an entire system or groups of systems members for shared resources. This group effort led to Zinio consortium of members who now share an online periodical subscription. Other Shared interests include data analysis resources, i.e. Analytics on Demand.

**PLP:** Member libraries in PLS paid \$382,144 in local funds to support 5-day delivery. Two MOBAC libraries also provided local funds (\$2,000) to supplement additional deliveries.

**Inter-Library Loan Services:** Libraries fund inter-library loan services locally, including OCLC World Share and Linked+.

Libraries are also using local funds to invest in their connectivity via broadband to the CalREN network.



PLP provides a shared eBook collection for its member libraries. ALL PLP libraries participate in the Enki eBook platform as well.

**SJVL:** A shared ILS is maintained, which allows all member libraries and their branches (113) equal access to shared collections.

**Santiago:** The SLS in-kind delivery system, which ensures that Orange County residents are able to drop off public library materials at any Orange County library. Member libraries paid for staff that prepared and received their library's deliveries as well as for overhead costs: telecommunications cost, office space, and equipment.

Staff time to maintain effective communication between all SLS libraries was provided by non-CLSA funds. The SLS Executive Committee continued to reestablish the cooperative, met bimonthly, worked on setting a strategic direction to better serve Orange County's over 3 million residents.

**Serra:** Serra coordinates a performer's showcase each year for summer reading. Committees meet to share ideas and plan programs that can be shared within the cooperative.

**SCLC:** As part of communicating with legislators, SCLC provided funding to attend the California League of Cities Conference as an exhibitor and send two representatives for National Library Legislative Day in Washington, D.C.

**System Communications & Delivery Program  
2015/16 Service Methods and Workloads**

System	Actual Comm. Workload (Messages)	Telecommunications Systems Usage			Actual Delivery Workload (Items)	Physical Delivery Systems Usage				Actual Miles Traveled By All Delivery	
		Phone Fax	Internet E-mail	Other		System Van	Con-tracted Delivery	US Mail	UPS		Other
BLACK GOLD	810,706	15%	85%	NA <sup>(a)</sup>	530,660	NU	97%	2%	0.5%	0.5%	57,919
49-99	5,221	2%	97%	NU	3,010	NU	99%	1%	NU	NU	71,000
INLAND	10,340	39%	60%	1% <sup>(b)</sup>	136,760	NU	2%	0.5%	0.5%	97% <sup>(c)</sup>	21,307
NORTHNET	NA	NA	NA	NU	1,467,323	NU	79.5%	0.5%	20.0%	NU	234,109
PLP	NA	NA	NA	NU	3,034,792	70%	28.9%	1%	0.0%	0.1%	126,828
SJVLS	Unknown <sup>(d)</sup>	NA	NA	NA	1,023,321	98%	2%	0%	0%	NU	22,994
SANTIAGO	2,425	28%	72%	NU	1,372	NU	0%	0.5%	0.5%	99% <sup>(e)</sup>	11,985
SERRA	9,527	2%	98%	NU	10,426	NU	12%	2%	1%	85% <sup>(f)</sup>	48,000
SCLC	18,149	4%	96%	NU	16,933	NU	99%	1%	NU	NU	76,567
<b>TOTALS</b>	<b>856,368</b>	<b>15%</b>	<b>85%</b>	<b>0.0%</b>	<b>6,224,597</b>	<b>40.0%</b>	<b>50.0%</b>	<b>0.8%</b>	<b>5.0%</b>	<b>4.2%</b>	<b>670,709</b>

NA - Not Available; or unable to determine

NU - Not Used

<sup>(a)</sup>Unable to determine the number of message going through the Telecom MPLS network

<sup>(b)</sup>Go to Meeting

<sup>(c)</sup>Riverside County Library system delivery van

<sup>(d)</sup>Two years ago Fresno County transitioned SJVLS to a VOIP system making the detail on number of phone messages unavailable. SJVLS transitioned to a Microsoft cloud service for Internet email and no longer has the ability to generate any counts from the server.

<sup>(e)</sup>Delivery vans from member libraries

<sup>(f)</sup>County of San Diego delivery system hub/spoke model



**SYSTEM COMMUNICATION WORKLOAD HISTORY\***

SYSTEM	Actual Messages											
	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16		
BALIS	3,620	2,200	2,000	**								
BLACK GOLD	383,851	643,364	837,576	667,564	623,021		129,814	141,174	679,340	810,706		
49-99	20,900	3,970	3,970	3,970	325		565	NA	203	5,221		
INLAND	NA	2,573	1,787	4,151	5,200		6,720	9,300	10,340	10,340		
MCLS	468,115	200,675	200,675	**								
MOBAC	2,250	1,600	1,200	**								
MVLS	30,000	17,700	17,500	**								
NORTH BAY	49,200	59,520	61,500	**								
NORTH STATE	17,495	38,654	43,979	**								
NORTHNET				59,274	53,436		360	252	128	n/a		
PLP				343,656	144,532		2,220	2,308	2,625	n/a		
PLS	284,075	306,250	356,300	**								
SJVLS	436,550	702,800	647,065	850,598	859,135		NA	NA	NA	n/a		
SANTIAGO	121,457	4,786	5,145	**								
SERRA	24,950	19,300	22,100	20,650	21,575		33,000	33,000	900	2,425		
SVLS	20,000	6,200	5,450	**								
SOUTH STATE	4,400	4,291	4,612	**								
SCLC				640,753	207,310		25,829	NA	20,344	18,149		
TOTAL	1,866,863	2,013,883	2,210,859	2,590,616	1,914,534	No Funding	198,508	188,384	716,130	856,368		

\*10 year history

\*\*2009/10 Communication & Delivery workload reflected under new System name as a result of System consolidations approved by the Board in August 2008.

NA - Not Available

**SYSTEM DELIVERY WORKLOAD HISTORY\***

SYSTEM	Actual Items Physically Delivered											
	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16		
BALIS	33,425	33,940	32,660	**								
BLACK GOLD	1,038,322	1,196,129	1,734,395	1,636,374	1,521,707		581,971	428,643	544,017	530,666		
49-99	425,875	425,875	425,875	364,600	333,835		4,602	7,332	3,283	3,010		
INLAND	152,571	238,291	286,257	1,179,395	278,645		6,052	250,269	143,923	136,760		
MCLS	63,787	80,919	64,437	**								
MOBAC	112,680	113,500	113,625	**								
MVLS	782,262	1,048,300	1,086,757	**								
NORTH BAY	3,913,206	4,544,462	4,734,728	**								
NORTH STATE	543,159	550,727	1,149,265	**								
NORTHNET				6,970,454	6,347,286		3,683,700	3,683,940	1,781,559	1,467,323		
PLP				3,084,658	3,083,588		3,152,760	3,801,934	3,091,894	3,034,792		
PLS	2,286,800	2,603,528	2,808,008	**								
SJVLS	511,777	784,857	766,044	1,161,606	1,156,870		1,191,435	1,155,544	1,025,000	1,023,321		
SANTIAGO	13,000	1,400	9,984	**				4,427	4,036	1,372		
SERRA	131,466	135,252	158,652	153,685	150,567		37,583	8,275	11,700	10,426		
SVLS	31,000	27,250	26,230	**								
SOUTH STATE	1,255	1,255	8,018	**								
SCLC				84,421	127,145		69,303	23,465	20,430	16,933		
<b>TOTAL</b>	<b>10,040,585</b>	<b>11,785,685</b>	<b>13,404,935</b>	<b>14,635,193</b>	<b>12,999,643</b>	<b>No Funding</b>	<b>8,727,406</b>	<b>9,363,829</b>	<b>6,625,842</b>	<b>6,224,603</b>		

**Exhibit D**

\*10 year history

\*\*2009/10 Communication & Delivery workload reflected under new System names as a result of System consolidation approved on August 7, 2008.

Summary of System Administration Expenditures for FY 2015/16

System	CLSA Expenditures	Local Expenditures	Total Expenditures
BLACK GOLD	\$ 7,119	\$ 290,934	\$ 298,053
49-99	15,649	51	15,700
INLAND	39,858	0	39,858
NORTHNET	84,369	97,625	181,994
PLP	72,020	436,447	508,467
SJVLS	0	285,476	285,476
SANTIAGO	21,919	0	21,919
SERRA	28,167	0	28,167
SCLC	73,357	0	73,357
TOTAL	\$ 342,458	\$1,110,533	\$1,452,991

LSTA funds spent on System Administration PLP \$147,561

LSTA funds spent on System Administration NORTHNET \$4,753

**Exhibit F**

## Summary of Communications and Delivery Expenditures for FY 2015/16

System	CLSA Expenditures	Local Expenditures	Total Expenditures
BLACK GOLD	\$ 71,100	\$ 193,597	\$ 264,697
49-99	62,595	808	63,403
INLAND	159,429	0	159,429
NORTHNET	337,475	156,054	493,529
PLP	288,082	1,928	290,010
SJVLS	125,087	1,270,360	1,395,447
SANTIAGO	87,676	0	87,676
SERRA	112,666	1,583	114,249
SCLC	293,432	0	293,432
TOTAL	\$1,537,542	\$1,624,330	\$3,161,872

**LOCAL MEMBER CONTRIBUTIONS TO CLSA SYSTEM SERVICES  
FY 2015/16**

<b>CLSA System Communications and Delivery</b>			
System	Percent of CLSA Expenditures for C&D	Percent of Local Funds for C&D	Total Expenditures for C&D
BLACK GOLD	27%	73%	\$ 264,697
49-99	99%	1%	63,403
INLAND	100%	0%	159,429
NORTHNET	68%	32%	493,529
PLP	99%	1%	290,010
SJVLS	9%	91%	1,395,447
SANTIAGO	100%	0%	87,676
SERRA	99%	1%	114,249
SCLC	100%	0%	293,432
<b>TOTAL PERCENT</b>	<b>49%</b>	<b>51%</b>	<b>100%</b>
<b>TOTAL EXPEND.</b>	<b>\$ 1,537,542</b>	<b>\$ 1,642,330</b>	<b>\$ 3,161,872</b>

2015/16 Expenditures:

	CLSA	Local	LSTA	Total
Administration	342,458 (22%)	1,110,533 (69%)	152,314 (9%)	1,605,305
Comm. & Delivery	1,537,542(49%)	1,624,330 (51%)		3,161,872
<b>Total</b>	<b>1,880,000 (38%)</b>	<b>2,734,863 (58%)</b>	<b>152,314 (4%)</b>	<b>4,767,177</b>

**DISCUSSION ITEM:** CLSA REGULATORY AMENDMENTS

**ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:**

Consider Regulatory changes to CLSA

**BACKGROUND:**

The package of budget-related bills for the 2016-2017 fiscal year contained AB 1602 which, among other things, made statutory changes to the California Library Services Act, Education Code 18700-18767. These changes removed language addressing obsolete, unfunded programs, added modernizing language, and expanded the programs allowed under “Communications and Delivery” to include resource sharing.

Due to the extent of these changes, the regulations associated with the Act (Title 5, Division 2, Chapter 1, Subchapter 2, Articles 1-8, Sec. 20101-20265) need to be updated.

Library staff received feedback from the Cooperative Library Systems that the regulations did not account for newer technologies and digital resources and also defined how “communication and delivery” funding could be spent too narrowly.

Before the October 2016 California Library Services Board meeting, State Library staff drafted amendments to the regulatory language based on several factors:

- The current Library Services Act signed into law as AB 1602. (Included as Exhibit F)
- Past and current requests for modifications from board members. Members Schockman and Williams previously requested that the regulations be changed to allow for biennial elections of board officers. Member McGinity repeated his request at the October meeting to remove references to “contiguous boarders” from the regulations – to which no board members objected.
- Input from the cooperative library systems (Included as Exhibit D - Exhibit E)

The State Library’s draft language was intended to begin a discussion of what changes should be made to the regulations and ensure an opportunity for board members, system coordinators, public library staff and the general public to state their opinions and suggest additional changes.

Based on the discussion at the board’s October 2016 meeting, State Library staff drafted new amendments to the library services act regulations which are displayed in spreadsheet form in Exhibit B and presented in other formats in Exhibit A and Exhibit C.

A brief description of the reasons for the proposed changes follows at the conclusion of this narrative.

At the October 2016 board meeting, several members sought clarification over the differences between the Library Cooperative Systems’ recommended regulatory changes and the draft regulations under consideration by the board. The spreadsheet in Exhibit D was created to help clarify what language is and is not being proposed.

Several systems and public library jurisdictions have submitted letters expressing their opinion on the proposed regulations before the board at this meeting. They can be found in Exhibit G - Exhibit N.

Of the proposed regulatory changes, the one generating the greatest feedback from systems and public libraries is removing the requirement that systems be composed of contiguous library jurisdictions.

This issue has been debated several times by the board. The argument for removing the word “contiguous” centers around it restricting options for libraries in an age where digital transfer of information is common.

Objections can be summarized as the potential that the loss of the contiguous requirement would allow large library jurisdictions, who benefit from the act’s funding formula for systems which is based in part on population served, to band together and create “mega-systems” that would receive a large chunk of funding under the act to the disadvantage of smaller, less financially secure jurisdictions.

The letters to the board regarding proposed regulatory changes focus chiefly on the possibility of such “mega-systems” being formed.

There are three options for the board to consider, including the State Library’s recommendation below. In weighing a course of action, the board may wish to consider that it holds final approval authority over the systems, including the creation of new ones.

Under the law, the board can only approve a consolidation if it “provides a more effective way of carrying out the purposes of the act than would be the case if the consolidation did not occur.”

The options are:

- Approve all language as is and direct State Library staff to submit the proposed regulatory changes to the Office of Administrative Law.
- Direct staff to study the impact of allowing non-contiguous systems, approve other changes in the regulations and begin the regulatory approval process.
- Postpone amending the regulations until completion of a study on the potential impact of eliminating the requirement systems be composed of contiguous library jurisdictions.

**Recommendation:**

**State Library staff recommends the Board approve all changes to the regulations except for the removal of the “contiguous” language in Article 5 and direct staff to begin the regulatory amendment process.**

*(Staff feels that the contiguous issue needs further discussion. In preparation for discussion of the “contiguous” language, it might be helpful to the Board to review the system’s attached letters (Exhibit G-N) as well as the attached survey (Exhibit O) which, although conducted five years ago,*

*gives varying perspectives on the removal of the “contiguous” language.)*

Following is the short summary of the reasons for all regulatory changes being proposed:

**Article 1. General Provisions**

Sec. 20101. General Provisions – *amend*

**Revise to make minor conforming changes.**

Sec. 20105. General Requirements for Participation – *amend*

**Revise to make minor conforming changes.**

Sec. 20107. Definitions – *amend*

**Revise to remove obsolete definitions that are no longer applicable; add new definitions to reflect new statute requirements and updated references**

**Article 2. California Library Services Board Procedures**

Sec. 20116. Officers of the Board – *amend*

**Revise to allow for the election of Board President and Vice-President every two years.**

Sec. 20118. Regular meetings – *amend*

**Revise to reflect current approach to Board meetings currently taking place at least once a year; and to address the Bagley-Keene Open Meeting Act requirements which are mandated by statute when noticing meetings.**

Sec. 20119. Notices – *repeal*

**Section is no longer needed as notice requirements can be addressed in the Bagley-Keene references included in section 20118.**

Sec. 20122. Special Meetings – *amend*

**Revise to reference Bagley-Keene Open Meeting Act requirements which are mandated by statute.**

Sec. 20123. Emergency Meetings and Agenda Items – *amend*

**Revise to reflect changes made to preceding regulatory sections.**

Sec. 20124. Agenda – *amend*

**Revise language to allow for email submittal and update mailing address; make changes to address current open meeting notice requirements.**

Sec. 20125. Speakers – *amend*

**Revise section to broaden who is allowed to speak at meetings and items that can be addressed.**

Sec. 20130. Public Hearings – *amend*

**Revise language to remove reference the Board Secretary; update address information**

Sec. 20134. Public Records – *amend*

**Revise language to remove reference the Board Secretary; update address information**



**Article 3.** General Provisions for Systems

Sec. 20135. System budget request and plan of service – *amend*

**Revise language to remove obsolete provisions relating to information requirements for cooperative system budget requests and plans of service.**

**Article 5.** Consolidations and Affiliations

Sec. 20180. Public Library Consolidation – *amend*

**Remove language referring to consolidation grants because state grants are no longer available for public library consolidations; remove language requiring public library jurisdictions to have contiguous borders**

Sec. 20185. System consolidations – *amend*

**Remove language referring to consolidation grants because state grants are no longer available for system consolidations; remove language requiring system members to have contiguous borders.**

Sec. 20190. Public library affiliation with an existing System – *amend*

**Remove language referring to affiliation grants because state grants are no longer available for library affiliations with existing systems; remove language requiring system members to have contiguous borders.**

**Article 6.** Direct Loans

Sec. 20215. Reimbursement for Net Direct Loans – *repeal*

Sec. 20216. Reporting Requirements – *repeal*

Sec. 20217. Reimbursable costs – *repeal*

**These sections are no longer needed as funds have not been available for these reimbursements for several years and all reference to this kind of reimbursement were removed from statute in 2016.**

**Article 7.** Communication and Delivery

Sec. 20235. Definitions – *amend*

**Revise language to include new references in statute to resource sharing and digital content.**

Sec. 20236. Inclusion – *add*

**Add language clarifying that communication, delivery and resource sharing refers to digital and electronic materials and supporting equipment, installation or fees.**

**Article 8.** Interlibrary Loans

Sec. 20251. Scope – *repeal*

Sec. 20252. Intent – *repeal*

Sec. 20255. Eligibility – *repeal*

Sec. 20257. Reimbursable transaction – *repeal*

Sec. 20260. Reimbursable costs – *repeal*

Sec. 20265. Participation requirements – *repeal*

**These sections are no longer needed as funds have not been available for these reimbursements for several years and all references to this program were removed from statute in 2016.**

**CALIFORNIA LIBRARY SERVICES ACT REGULATIONS**  
(Code of California Regulations, Title 5, Division 2, Chapter 1, Subchapter 2,  
Articles 1-8, Sec. 20101-20265)

**SUBCHAPTER 2. CALIFORNIA LIBRARY SERVICES**

**ARTICLE 1. GENERAL PROVISIONS**

**Sec. 20101. General Provisions.**

(b) Any public library participating in programs of the Act shall, under section 18724(~~g~~) (e) of the Act, provide access to the library's bibliographic and location data upon request from the State Board for inclusion in the appropriate database established by the State Board in implementation of the Act. The access shall be provided in such form, manner, and frequency as are agreed upon between the State Board and the affected library.

Change section 18724(g) to 18724(e) per-changes to statute.

**Sec. 20105. General Requirements for Participation.**

(b) Public Library Certification. Upon the authorization by the jurisdictional governing body, the head librarian of each public library wishing to participate in the programs of the Act must file a certification of compliance with provisions of the Act. This certification shall remain in effect until the library jurisdiction no longer complies with the stated provisions. The certification shall specifically include compliance with Education Code Sections 18703(c) and 18724(~~e~~)(d). If the library or jurisdiction is no longer in compliance, the head librarian shall notify the Board no later than thirty days following such a change in compliance status.

Change section 18724(e) to 18724(d) per changes to statute.

**§ 20107. Definitions.**

(b) Additions to the regulations hereby incorporated are as follows:

- (1) “Board Assistant” meant the Administrative Assistance II position designated to the Board

Added the Board Assistant definition to replace the “Secretary” definition. The Board no longer has a Secretary but it does have an Administrative Assistant II that is appointed by the Board.

- ~~(4)~~ (2) “Chief Executive Officer” means the State Librarian.
- ~~(2)~~ (3) “President” means the elected President of the Board.
- ~~(3)~~ (4) “Public library affiliation” means the formal and legal joining to a System (i.e. the obtaining of full System membership status) by a public library not previously

a member of any System. A Public Library Affiliation is not considered complete until all necessary local System and jurisdictional agreements have been approved and are in force, and the State Board has approved the affiliation.

- (4) ~~(5)~~ "Public library consolidation" means the formal and legal joining of the functions, services, operations, etc. of two or more formerly independent public libraries into a single public library, as defined in Education Code Section 18710 (f). A Public Library Consolidation is not considered complete until all necessary local jurisdictional agreements have been approved and are in force, and the State Board has approved the consolidation (see Administrative Code Section 20180, below).

Numbers changed to reflect new definition.

- ~~(5) "Reference collection" Reference collection means a collection of materials, both print and non-print, designed primarily for use in answering requests for information.~~

Definition removed because the term it is no longer mentioned in the regulations.

- ~~(6) Reference specialist. Reference specialist means a trained and experienced librarian who can provide reference referral services and who can also understand how to approach the community in general and the underserved in particular, together with appropriate skills in analysis of information needs and design and implementation of reference programs responsive to those needs. A reference specialist may be employed in providing any of the services for which he/she is qualified.~~

Definition removed because the term it is no longer mentioned in the regulations.

- ~~(7) "Secretary" means the Executive Secretary of the Board.~~

Definition removed because the Board no longer has a Secretary.

- (6) "Resource Sharing" refers to one or more participating libraries allowing the use or application of a library created, purchased, or leased resource by three or more participating libraries

Resource sharing added to Sec. 18745 of the Education Code. There needed to be a base definition of what constituted sharing.

- ~~(8) (7)~~ "State Board" means the California Library Services Board.  
(9) ~~(8)~~ "System consolidation" means the formal and legal joining of geographic service areas, functions, operations, etc. of two or more formerly separate Systems into a single Cooperative Library System, as defined in Education Code Section 18710 (c). A System Consolidation is not considered complete until all necessary local System consolidation agreements have been approved and are

in force, and until the State Board has approved the consolidation (see Administrative Code Section 20185, below).

- ~~(10)~~(9) "Valid non-resident borrowers card" means a card that is issued free of charge by a public library to a resident of another jurisdiction which maintains a public library, as long as such card meets all of the legal requirements of the
- ~~(11)~~(10) "Vice-President" means the elected Vice-President of the Board.

Numbers changed to reflect new definitions and removal of obsolete definitions.

## Article 2: California Library Services Board Procedures

### Sec. 20116. Officers of the State Board.

(a) The State Board shall ~~annually~~ biennially elect a President and Vice-President at the first last regular meeting of ~~each~~ every odd calendar year.

Procedures not explicitly designate by statue. Since Board members' term is 4 years the members feel that a two year term for elected officers will promote continuity and conserve the board's time given the infrequency of meetings. Currently the Board deals with some aspect of Board nominations at every meeting and biennial elections would allow them to address elections every two meetings.

### § 20118. Regular Meetings.

(a) Date. Regular meetings of the State Board shall take place at least ~~bi-monthly on the third Thursday of the months of February, April, June, August, October; the December meeting shall be held in conjunction with the California Library Association conference~~ once each year.

Amendment reflects the status of Board meetings. With the cuts to the budget the Board has not needed to meet more that 1-3 times since 2003.

(b) Place. The tentative time of year locations for the regular meetings of in the following forthcoming calendar year shall be determined ~~annually~~, at the last regular meeting of the calendar year.

Wording clean-up

(c) Change of date or place. Nothing in this regulation shall be construed to prevent the State Board from altering its regular meeting dates or ~~places of meeting~~ location.

Wording clean-up

(d) Meeting notice. ~~A notice of regular meetings shall be provided at least seven days prior to the meeting date to any person annually requesting such notice under section 20119 below. Such notice shall include the time, date, and place of the regular meeting and a copy of the agenda therefor~~ Notices of regular meetings shall comply with all requirements laid out in Government Code sections 11120-11131.

Remove current language and amend regulations to reference the Bagley-Keene Open Meeting Act (Gov. Code 11120-11131. The CLSB, as a state Board, is required to comply with all meeting and meeting notice requirements in the Act.

(e) Any person or organization desiring to receive notice(s) of State Board meetings may email the current Board Assistant or direct the request to: California Library Services Board, State Librarian's Office, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.

Section amended to include the ability to email the request and to update the mailing address

**Sec. 20119. Notices.**

~~(a) Eligibility. Notice of any regular or special public meeting of the State Board shall be given to any person annually requesting under section 20119(b).~~

~~(b) Procedure. Individuals and organizations wishing to receive notice of regular and special meetings of the State Board and copies of the agenda may annually request the Secretary to include their names on the mailing list. Inclusion on the mailing list will result in notification to the addressee of all regular and special meetings of the State Board. The Secretary shall annually notify interested agencies and organizations that, upon request, they are entitled to be placed on the mailing list.~~

Entire Section removed because section 20118d no references the meeting notice requirements contained in the Government Code. This section is no longer necessary.

**§ 20122. Special Meetings.**

Special meetings may be called by the President of the State Board or a majority of the members thereof for any stated purpose. ~~Notice of such meetings shall be provided at least 24 hours in advance to those persons so requesting under section 20119(b).~~ Special meetings shall comply with all special meeting provisions provided in Government Code sections 11120-11131.

Remove current language and amend regulations to reference the Bagley-Keene Open Meeting Act (Gov. Code 11120-11131. The CLSB, as a state Board, is required to comply with all meeting and meeting notice requirements in the Act.

**§ 20123. Emergency Meetings and Agenda Items.**

(a) Power. An emergency meeting may be called by the President of the State Board or a majority of the members thereof without providing the notice required by section 20119 20118(d) if there is an unforeseen emergency condition in existence.

Revised to reflect changes made to sec. 20118(d) and 20019.

(c) Agenda Items. An item may be included on the agenda of any regular meeting if an unforeseen emergency condition exists without the notice required by section ~~20119~~ 20118(d).

Revised to reflect changes made to sec. 20118(d) and 20019.

(e) Notice. If reasonably possible, notice of the emergency item or meeting shall be provided to those so requesting under section ~~20119(b)~~ 20118(e). Lack of such notice shall not invalidate any action taken on said item or at said meeting.

Revised to reflect changes made to sec. 20118(d) and 20019.

**§ 20124. Agenda.**

(a) All matters to be submitted for consideration of the State Board shall be sent to the ~~Secretary~~ Board Assistant at least ~~40~~ 15 business days preceding a regular meeting of the State Board, by email or by mail at California Library Services Board, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.

Reference to the Secretary removed and replaced with Board Assistant; requirement for submitting issues to be placed before the Board changed to accommodate current open meeting notice requirements; revised to allow for email delivery and to update mailing address.

(b) Setting of Agenda. The agenda for regular meetings of the State Board shall be set by the Chief Executive Officer at least ~~8~~ 12 business days prior to the meeting.

Requirement for CEO setting of agenda changed to accommodate current open meeting notice requirements.

**§ 20125. Speakers.**

(a) Recognition of Speakers. Members of the public or the State Library staff ~~will~~ may be recognized by the President ~~of the State Board~~ to speak at any State Board meeting. All remarks made shall be germane to the business at hand and shall be addressed to the President. ~~No person other than the person having the floor and members of the State Board shall be permitted to enter the discussion.~~

Revised to reflect current practices.

(b) Subject of Remarks. All speakers before the State Board shall confine their remarks to the subject ~~indicated in their written request, or~~ for which they were recognized by the President.

Revised to reflect current practices.

### **§ 20130. Public Hearings.**

(c) Speakers.

(1) Notice. Persons wishing to address the State Board on a subject to be considered at a public hearing, should present a request to the ~~Secretary~~ Board Assistant four (4) working days in advance of the meeting ~~at the office of the Secretary~~ by email, or in person at the Board Assistant's Office, at the Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814, stating the subject they wish to address, the organization they represent, if any, and the nature of their testimony. Persons wishing to address the Board, who have not presented a request four days in advance, may be heard at the discretion of the presiding officer.

Reference to the Secretary removed and replaced with Board Assistant; requirement for submitting issues to be placed before the Board changed to accommodate current open meeting notice requirements; revised to allow for email delivery and to update mailing address.

(2) Copies of Statement. The speaker may provide a written copy of his statement to the ~~Secretary~~ Board Assistant 24 hours in advance of the hearing.

Revise to remove reference to the Secretary and replaced with Board Assistant.

### **§ 20134. Public Records.**

(a) Inspection of Public Records.

(1) Inspection of the original copy of any public record of the State Board (as defined in Government Code section 6252(d) and 6254) will be permitted during regular office hours of the State Library, Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814.

Revised to update the mailing address.

(2) Requests to inspect such records should be filed with the ~~Secretary~~ Board Assistant at least five working days prior to the requested date in order to insure availability.

Revise to remove reference to the Secretary and replaced with Board Assistant.

(4) Original copies of public records shall not be removed from the ~~office the Secretary~~ Secretary Stanley Mosk Library-Courts Building.

Revised to remove reference to the Secretary and update record location.

(b) Obtaining Copies of Public Records.

(1) Requests to obtain copies of public records may be made in person or by mail to the

office of the Secretary Board Assistant at California Library Services Board, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.

Revised to remove reference to the Secretary, update the contact person to the Board Assistant and update the mailing address.

(3) Certification of the authenticity of copies may be obtained from the Secretary Board Assistant.

Revise to remove reference to the Secretary and replaced with Board Assistant.

### ARTICLE 3. GENERAL PROVISIONS FOR SYSTEMS

#### § 20135. System Budget Request and Plan of Service.

(1) A population profile. This shall be no more than ~~five~~ three years old, and shall use the most current data available.

Revised to reflect the routine use of more up-to-date statistics.

(2) A description of the users ~~and the non-users~~ of the services of the members of the System.

(3) A description of the services provided by the System.

~~(4) A list of the major unmet information needs of the population of the System area.~~

(5) A plan for the use of CLSA funds, listing each of the services(s) in (3) above which the System plans to maintain or improve, ~~and each of the unmet needs in (4) above which the System plans to address.~~ Under each such service to be provided, the plan shall include:

(A) The user benefit expected.

(B) A brief description of the method by which the benefit will be provided.

(b) Budget. The System budget shall document in the form and manner prescribed by the State Board the dollar amounts to be expended for providing each System service ~~or addressing each unmet need.~~

(c) In addition, each System shall file by September 1 of each year a report, in the form and manner prescribed by the State Board for the fiscal year just ended, that describes actual accomplishments and expenditures of the System program, compares them with the planned accomplishments and expenditures for the fiscal year reported and includes other appropriate commentary.

Language revised to bring section in line with current requirements for the cooperative systems based on current funding levels.

### ARTICLE 5. CONSOLIDATIONS AND AFFILIATIONS

#### § 20180. Public Library Consolidations.

(a) If any two or more ~~contiguous~~ jurisdictions operating public libraries wish to



consolidate their libraries into a single library agency and receive establishment grants under ~~Education Code Section 18732~~, a joint notice of intent signed by the head librarians of the consolidating jurisdictions must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date for consolidation. Authorizations to consolidate, approved by the governing body of each consolidating jurisdiction, and a joint plan for provision of consolidated services, signed by the head librarians, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of the consolidation.

Revised to remove the reference to “contiguous” based on requests by Board members; remove reference to unfunded grants provided under education code section 18732. This code section has been removed from statute.

(b) The State Board's approval of requests for library consolidation ~~funds under Education Code Section 18732~~ shall be based on its determination that the consolidation provides a more effective means of carrying out the purposes of the Act than would be the case if the consolidation did not occur.

Revise to remove reference to unfunded grants provided under education code section 18732. This code section has been removed from statute.

(c) ~~For purposes of determining the eligibility of the consolidating jurisdictions to receive funds under other provisions of the Act, a~~ A public library consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.

Revise to remove reference to unfunded grants for library jurisdiction consolidation provided under education code section 18732. This code section has been removed from statute.

### **§ 20185. System Consolidations.**

(a) If any two or more Systems ~~whose borders are contiguous~~ wish to consolidate and receive a consolidation grant under ~~Education Code Section 18751~~, a joint notice of intent, approved by the Administrative Councils of the consolidating systems, must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date of consolidation. System participation authorizations approved by the jurisdictional governing body of each of the System's member libraries, and a new system plan of Service and budget, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of consolidation. ~~If the State Board approves the consolidation funding request, a grant shall be awarded for each of the two fiscal years following the fiscal year in which the filing is made.~~

Revised to remove the reference to “contiguous” based on requests by Board members; remove reference to unfunded grants provided under education code section 18751.

This code section has been removed from statute.

(b) The State Board's approval of requests for System consolidation funds under ~~Education Code Section 19851~~ shall be based on its determination that the consolidation provides a more effective way of carrying out the purposes of the Act than would be the case if the consolidation did not occur.

Revise to remove reference to unfunded grants for consolidation provided under education code section 18751. This code section has been removed from statute.

(c) ~~For purposes of determining the eligibility of the consolidating systems to receive funds under other provisions of the Act, a~~ A system consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.

Revise to remove reference to unfunded system consolidation grants for provided under education code section 18751. This code section has been removed from statute.

#### **§ 20190. Public Library Affiliation with an Existing System.**

(a) If any jurisdiction, not previously a member of any System, joins a System ~~with borders contiguous to the jurisdiction, and the System wishes to receive an affiliation grant under Education Code Section 18752,~~ the administrative body of the System shall file a notice of intent and the jurisdictional governing body of the affiliating library shall file an affiliation authorization with the State Board.

Revised to remove the reference to “contiguous” based on requests by Board members; remove reference to unfunded grants provided under education code section 18752. This code section has been removed from statute

(c) ~~For purposes of determining the eligibility of the affiliating public library or system to receive funds under other provisions of the Act, a~~ An affiliation will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the affiliation authorization is filed.

Revise to remove reference to unfunded system affiliation grants for provided under education code section 18752. This code section has been removed from statute.

### **ARTICLE 6. DIRECT LOANS**

#### **~~§ 20215. Reimbursement for Net Direct Loans.~~**

~~Loan of a library material of any type by a participating public library to an eligible nonresident borrower shall result in reimbursement from the state under Education Code Sections 18731 and 18743 to the extent that the number of such loans exceeds the number of items borrowed by that library jurisdiction's residents from other participating public libraries, during a specific reporting period.~~

Revise to remove reference to reimbursement for direct loans provided under education code section 18731 and 18743. Reimbursement language was removed from statute.

**~~§ 20216. Reporting Requirements.~~**

~~To obtain reimbursement, participating public libraries shall provide reports in the form and manner, and for the period required. Reports must be submitted by established deadlines. Records in support of claims for state funds must be maintained for four years.~~

Revise to remove reference to reporting for reimbursement purposes for direct loans provided under education code section 18731 and 18743. Reimbursement language was removed from statute.

**~~§ 20217. Reimbursable Costs.~~**

~~Reimbursable costs, expressed on a unit basis, are those handling costs incurred by the lending library in processing a direct loan to a non-resident. The State Board shall periodically review, at least once a year, and approve such cost data, but the reimbursement rate, as adopted, shall be uniform statewide.~~

Revise to remove reimbursable cost language for direct loans provided under education code section 18731 and 18743. Reimbursement language was removed from statute.

## ARTICLE 7. COMMUNICATION AND DELIVERY

**§ 20235. Definition of Reporting Terms.**

In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication, and delivery, and resource sharing programs:

Revise to add resource sharing into the definition section due to revisions to statute. This added resource sharing to communication and delivery under Education code section 18745 and 18766.

(a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a "message" for communications and delivery reporting purposes.

(b) "Item delivered" means the physical-removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system or the delivery of digital materials. Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one - not 10,000 items).

Revise to include delivery of digital materials under message as digital materials are not mentioned in section 18745 dealing with communication, delivery and resource sharing funding.

(d) "Other" means that when a system employs communications, ~~or delivery, or resource sharing~~ methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. The System must describe the communication, delivery method, or shared resource and the outcome of providing it. procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.

Revise to add resource sharing into the definition section due to revisions to statute. This added resource sharing to communication and delivery under Education code section 18745 and 18766; also add description of the communication, delivery and shared resource provided and the outcomes.

### **§ 20236. Inclusion**

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with monthly service fees.

Language added to clarify reference that anything that education code section 18745 and 18745 states can be funded will be included under this section. Language clarifies that includes transmission products for e-materials, equipment and its installation and fees. These items are needed to facilitate the delivery or sharing of digital, virtual or electronic materials.

## **ARTICLE 8. INTERLIBRARY LOANS**

### **§ 20251. Scope.**

~~The regulations in this article refer to interlibrary loan activity covered under the provisions of Education Code section 18744 (i.e. System interlibrary loan) and 18765 (i.e. Statewide loan).~~

### **§ 20252. Intent.**

~~It is the intent of this program of the Act to support the sharing of library resources through interlibrary loan. Library materials needed by a library user and not available in that user's library will be made available to the user via interlibrary loan.~~

### **§ 20255. Eligibility.**

(a) Public Libraries. Any public library as defined in Education Code section 18710(l),

which has been authorized by its jurisdiction to participate in programs of the Act must participate in the interlibrary loan programs of the Act.

~~(b) Libraries Other Than Public Libraries. To be eligible to participate these libraries must be authorized by their own administrative authorities to do so and must file the proper notice with the State Board as outlined in section 20105(c). Further, a library, other than a public library, may be eligible for a reimbursement only for a loan to an eligible public library. Libraries, other than public libraries, which can become eligible for participation in the interlibrary loan reimbursement programs of the Act include only the following:~~

~~(1) Libraries operated by public schools or school districts. These libraries include only those defined in Education Code section 18710(m).~~

~~(2) Libraries operated by public colleges or universities. These include those academic libraries (Education Code section 18710(a)) which are funded primarily with public funds. Academic libraries potentially eligible for these programs include the libraries of the University of California, of the State University and College System, and of the California Community Colleges.~~

~~(3) Libraries operated by public agencies for institutionalized persons. Libraries for the institutionalized include hospital, correctional, and residential treatment facility libraries which are funded primarily with public funds (i.e. local, state, or federal tax monies).~~

~~(4) Libraries operated by nonprofit private educational or research institutions. These libraries include those operated by private colleges and universities which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. These libraries also include those operated by private companies which are primarily devoted to educational or research purposes and which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. Such libraries may be required by the State Board to furnish proof of their nonprofit status in addition to any other required notices and forms.~~

#### **~~§ 20257. Reimbursable Transaction.~~**

~~An interlibrary transaction can result in reimbursement under Education Code sections 18744 and 18765 if it consists of the loan of a library material of any type which is collected by a library or if it consists of the provision of a copy in lieu of loan of a library material, from any eligible, participating lending library to any eligible public library as defined in section 20255 and in Education Code sections 18744 and 18765.~~

#### **~~§ 20260. Reimbursable Costs.~~**

~~Reimbursable costs are only those handling costs which a lending library incurs in filling a successfully completed interlibrary loan transaction. The State Board shall periodically, and at least annually, review and approve the cost data and determine an appropriate funding formula which shall be uniform statewide.~~

#### **~~§ 20265. Participation Requirements.~~**

~~Participating libraries, both public and nonpublic, shall conform to the following requirements:~~

- ~~(a) Reporting. To obtain reimbursement a library shall provide by the deadline reporting date, all required reports of its interlibrary loan transactions in an established form and manner determined by the Board for the period required.~~
- ~~(b) Audit. For audit purposes, a record of the interlibrary loan transactions must be maintained for four years.~~
- ~~(c) Fees. A library providing an item for interlibrary loan may not collect a handling fee on a transaction for which that library claims an interlibrary loan reimbursement under provisions of this article. A photocopy fee, exclusive of photocopy handling charge, may be collected.~~
- ~~(d) Direct Loan Availability. Participating libraries shall make maximum use of available bibliographic access tools to refer users to borrow directly from nearby libraries where requested material is easily available, rather than to process an interlibrary loan.~~
- ~~(e) Responsibility for Borrowed Materials. The borrowing library shall be responsible for all items it borrows, and if such item is lost or damaged by the library or its users, the borrowing library may be required by the lending library to make restitution for the item.~~
- ~~(f) Adherence to Standards. All participating libraries shall attempt to follow the standards described in the "California Library Services Act Interlibrary Loan Standards," which is hereby incorporated by reference. The State Board may withhold reimbursements to libraries which continually fail to meet the standards of performance.~~

Revise to remove language pertaining to interlibrary loan under educations codes 18744 and 1875 as those code sections were removed from statute.

Regulatory Language Updates: Original Vs. Amendments

Reg. Section	Original Language	Change Recommendation	Explanation
<b>Article 1: General Provisions</b>			
<b>20100:</b> Scope	The regulations contained in this chapter shall implement the California Library Services Act, Chapter 4 of part 11 of Division 1 or Title 1 of the Education Code beginning with section 18700 thereof.	No change needed	
<b>20101:</b> General Provisions	(a)The State Board finds that it is in the best interests of the citizens of California and best fulfills the purposes of the Act (Chapter 4, part 11, Division 1, Title 1, Education Code) that libraries participating in any one program of the Act participate in all applicable programs of the Act.	No change needed	
	(b) Any public library participating in programs of the Act shall, under section 18724(g) of the Act, provide access to the library's bibliographic and location data upon request from the State Board for inclusion in the appropriate database established by the State Board in implementation of the Act. The access shall be provided in such form, manner, and frequency as are agreed upon between the State Board and the library.	(b) Any public library participating in programs of the Act shall, under section 18724( <del>g</del> )(e) of the Act, provide access to the library's bibliographic and location data upon request from the State Board for inclusion in the appropriate database established by the State Board in implementation of the Act. The access shall be provided in such form, manner, and frequency as are agreed upon between the State Board and the library.	Changed section 18724(g) to 18724(e). This change represents changes made to the Education Code statute in 2016. In section 18724, the list of powers and duties of the state board, items (c) and (f) were removed which changed item (g) to item (e) instead
	(c) Funding distributed according to California Library Services Act provisions may not be used to support other than library purposes. To comply with Education Code Section 18703(c), the funding may not be used to replace local funds for library services, but only to supplement the local funding to further the purposes of the Act.	No change needed	
	(d) A public library participating in any program of the Act must participate in the direct loan transaction reporting, whether the library participates in either of the direct loan programs or not. During the designated transaction reporting periods all CLSA participating libraries must record all direct loans made to eligible residents of other jurisdictions whose libraries are participating in the direct loan programs, as long as the handling costs of paid loans are not being covered in whole, or in	No change needed	



	part, by CLSA funds in addition to direct loan reimbursement funds, LSTA funds, or by funds provided by the jurisdiction of the eligible non-resident.		
<b>20103:</b> Waiver of Filing Date	The State Board may waive or reset any filing dates required by these regulations, if the State Board determined that so doing would best serve the purposes of the Act.	No change needed	
<b>20104:</b> Eligibility to Participate	Funding under any program of the Act shall be provided only to libraries which are physically and administratively located within California and which meet any additional eligibility criteria required for specific program participations.	No change needed	
<b>20105:</b> General Requirements for Participation	(a) Public Library Participation Authorization. Every public library wishing to participate in any of the programs of the Act must file with the State Board an authorization by the jurisdictional governing body for that library's participation. The authorization must be in the form and manner and be filed by the date specified by the State Board.	No change needed	
	(b) Public Library Certification. Upon the authorization by the jurisdictional governing body, the head librarian of each public library wishing to participate in the programs of the Act must file a certification of compliance with provisions of the Act. This certification shall remain in effect until the library jurisdiction no longer complies with the stated provisions. The certification shall specifically include compliance with Education Code Sections 18703(c) and 18724(e). If the library or jurisdiction is no longer in compliance, the head librarian shall notify the Board no later than thirty days following such a change in compliance status.	(b) Public Library Certification. Upon the authorization by the jurisdictional governing body, the head librarian of each public library wishing to participate in the programs of the Act must file a certification of compliance with provisions of the Act. This certification shall remain in effect until the library jurisdiction no longer complies with the stated provisions. The certification shall specifically include compliance with Education Code Sections 18703(c) and 18724( <del>e</del> )(d). If the library or jurisdiction is no longer in compliance, the head librarian shall notify the Board no later than thirty days following such a change in compliance status.	Change section 18724(e) to 18724(d). This change represents changes made to the Education Code statute in 2016. In section 18724, the list of powers and duties of the state board, items (c) and (f) were removed which changed item (e) to item (d) instead



<b>20105 Cont.</b>	(c) Participation by Libraries other than Public Libraries. The head librarian of such library eligible to participate in any of the programs of the Act and wishing to do so must file with the State Board a notice of its intent to participate and of its agreement to the provisions of the Act and administrative regulations as they apply to the library's participation. This notice shall be filed in such form and manner as specified by the State Board by September 1 of the fiscal year preceding active participation. The agreement shall remain in effect until rescinded by the State Board or the library.	No change needed	
	(d) Reports, Applications, and Claims. Any budget documents, reports, applications, and claims for funds pursuant to this Act shall be submitted by participating libraries in such form and manner and by the dates established by the State Board.	No change needed	
	(e) No public library participating in the programs of the Act may charge its residents, as defined in section 20203, any fee to obtain a library card nor for services for which it is receiving reimbursement under the California Library Services Act.	No change needed	
	(f) The California Library Services Board believes that it is in the best interests of the citizens of California that the information services of public libraries be provided free of charge.	No change needed	
<b>20106:</b> Uniform Population Statistics	Any funds distributed per capita shall be awarded using the most recently published and available combined estimate for cities and counties from the California State Department of Finance.	No change needed	
<b>20107:</b> Definitions	(a) The definitions concerning California Library Services Act components set forth in Education Code Section 18710 are hereby incorporated by reference, with additions as noted in subsection (b) of this section. The definitions incorporated by reference are accurate to California Statutes 1979.	No change needed	
	(b) Additions to the regulations hereby incorporated are as follows: (1) "Chief Executive Officer" means the State Librarian. (2) "President" means the elected President of the Board. (3) "Public library affiliation" means the formal and	(b) Additions to the regulations hereby incorporated are as follows: (1) "Board Assistant" means the Administrative Assistant II position designated to the Board <del>(4)</del> (2) "Chief Executive Officer" means the State Librarian. <del>(2)</del> (3) "President" means the elected President of	Item (1) Board Assistant definition is added and item (7) Board Secretary is removed. The Board no longer has a secretary; they have an Administrative Assistant II

20107 Cont.

legal joining to a System (i.e. the obtaining of full System membership status) by a public library not previously a member of any System. A Public Library Affiliation is not considered complete until all necessary local System and jurisdictional agreements have been approved and are in force, and the State Board has approved the affiliation.

- (4) "Public library consolidation" means the formal and legal joining of the functions, services, operations, etc. of two or more formerly independent public libraries into a single public library, as defined in Education Code Section 18710 (f). A Public Library Consolidation is not considered complete until all necessary local jurisdictional agreements have been approved and are in force, and the State Board has approved the consolidation (see Administrative Code Section 20180, below).
- (5) Reference collection. Reference collection means a collection of materials, both print and non-print, designed primarily for use in answering requests for information.
- (6) Reference specialist. Reference specialist means a trained and experienced librarian who can provide reference referral services and who can also understand how to approach the community in general and the underserved in particular, together with appropriate skills in analysis of information needs and design and implementation of reference programs responsive to those needs. A reference specialist may be employed in providing any of the services for which he/she is qualified.
- (7) "Secretary" means the Executive Secretary of the Board.
- (8) "State Board" means the California Library Services Board.
- (9) "System consolidation" means the formal and legal joining of geographic service areas, functions, operations, etc. of two or more formerly separate Systems into a single Cooperative Library System, as defined in Education Code Section 18710 (c). A System Consolidation is not considered complete until

the Board.

~~(3)~~(4) "Public library affiliation" means the formal and legal joining to a System (i.e. the obtaining of full System membership status) by a public library not previously a member of any System. A Public Library Affiliation is not considered complete until all necessary local System and jurisdictional agreements have been approved and are in force, and the State Board has approved the affiliation.

~~(4)~~(5) "Public library consolidation" means the formal and legal joining of the functions, services, operations, etc. of two or more formerly independent public libraries into a single public library, as defined in Education Code Section 18710 (f). A Public Library Consolidation is not considered complete until all necessary local jurisdictional agreements have been approved and are in force, and the State Board has approved the consolidation (see Administrative Code Section 20180, below).

(6) "Resource Sharing" refers to the allowed use or application of a resource created, purchased or leased by one (1) or more participating libraries' with three (3) or more participating libraries.

~~(5) Reference collection. Reference collection means a collection of materials, both print and non-print, designed primarily for use in answering requests for information.~~

~~(6) Reference specialist. Reference specialist means a trained and experienced librarian who can provide reference referral services and who can also understand how to approach the community in general and the underserved in particular, together with appropriate skills in analysis of information needs and design and implementation of reference programs responsive to those needs. A reference specialist may be employed in providing any of the services for which he/she is qualified.~~

~~(7) "Secretary" means the Executive Secretary of the Board.~~

~~(8)~~(7) "State Board" means the California Library Services Board.

~~(9)~~(8) "System consolidation" means the formal and legal joining of geographic service areas,

that they appoint. Item (5) reference collection and item (6) reference specialist were removed because these terms are no longer present in the regulations. All numbers were adjusted accordingly for changes.

<p><b>20107 Cont.</b></p>	<p>all necessary local System consolidation agreements have been approved and are in force, and until the State Board has approved the consolidation (see Administrative Code Section 20185, below).</p> <p>(10) "Valid non-resident borrowers card" means a card that is issued free of charge by a public library to a resident of another jurisdiction which maintains a public library, as long as such card meets all of the legal requirements of the issuing library.</p> <p>(11) "Vice-President" means the elected Vice-President of the Board.</p>	<p>functions, operations, etc. of two or more formerly separate Systems into a single Cooperative Library System, as defined in Education Code Section 18710 (c). A System Consolidation is not considered complete until all necessary local System consolidation agreements have been approved and are in force, and until the State Board has approved the consolidation (see Administrative Code Section 20185, below).</p> <p><del>(40)</del><u>(9)</u> "Valid non-resident borrowers card" means a card that is issued free of charge by a public library to a resident of another jurisdiction which maintains a public library, as long as such card meets all of the legal requirements of the issuing library.</p> <p><del>(11)</del><u>(10)</u> "Vice-President" means the elected Vice-President of the Board.</p>	
---------------------------	--	--	--

**Article 2: California Library Services Board Procedures**

<p><b>20116:</b> Officers of the State Board</p>	<p>The State Board shall elect a President and Vice-President. The State Librarian shall be the Chief Executive Officer of the State Board.</p> <p>(a) The State Board shall annually elect a President and Vice-President at the first regular meeting of each calendar year.</p>	<p>(a) The State Board shall <del>annually</del> <u>biennially</u> elect a President and Vice-President at the <del>first</del> <u>last</u> regular meeting of <del>each</del> <u>every odd numbered</u> calendar year.</p>	<p>Change the annual election of Board officers to biennial based on recommendation from the Board's current nominating committee. Changed verbiage to reflect that elections would occur at the last meeting of every odd calendar year based on discussions the Board had at the October 2016 meeting.</p>
	<p>(b) Should a vacancy occur in the Office of President or Vice-President, the State Board shall at its next regular meeting elect one of its members to fill such vacancy for the remainder of the term.</p>	<p>No change necessary</p>	
	<p>(c) Duties of President. The President shall preside at all meetings of the State Board, shall execute for the State Board any documents requiring such execution, and shall perform such other duties as the State Board so provides.</p>	<p>No change necessary</p>	
	<p>(d) Duties of Vice-President. The Vice-President shall in the absence of the President perform any of the duties of President that cannot reasonably await the President's return.</p>	<p>No change necessary</p>	
	<p>(e) Duties of the Chief Executive Officer.</p>	<p>No change necessary</p>	

<b>20116 Cont.</b>	(1) Make such reports and recommendations to the State Board as he deems desirable and appropriate or as may be required by the State Board. (2) Administer the provisions of this chapter. (3) Review all claims to ensure programmatic and technical compliance with the provisions of this chapter		
<b>20117: Quorum</b>	A quorum for all State Board meetings shall be seven (7) members. The concurrence of 7 of its members shall be necessary to the validity of all actions of the State Board.	No change necessary	
<b>20118. Regular Meetings</b>	(a) Date. Regular meetings of the State Board shall take place at least bi-monthly on the third Thursday of the months of February, April, June, August, October; the December meeting shall be held in conjunction with the California Library Association conference.	(a) Date. Regular meetings of the State Board shall take place at least <del>bi-monthly on the third Thursday of the months of February, April, June, August, October; the December meeting shall be held in conjunction with the California Library Association conference</del> <u>once each year.</u>	Revised language to reflect the current situation of the Board. With the cuts to the budget the Board has not needed to meet more that 1-3 times since 2003.
	(b) Place. The tentative locations for the regular meetings of the following calendar year shall be determined annually, at the last regular meeting of the calendar year.	(b) Place. The tentative <u>time of year and</u> locations for the regular meetings <del>of in</del> the <u>following forthcoming</u> calendar year shall be determined <u>annually</u> , at the last regular meeting of the calendar year.	Change on wording only
	(c) Change of date or place. Nothing in this regulation shall be construed to prevent the State Board from altering its regular meeting dates or places of meeting.	(c) Change of date or place. Nothing in this regulation shall be construed to prevent the State Board from altering its regular meeting dates or <del>places of meeting</del> <u>location.</u>	Change on wording only
	(d) Meeting notice. A notice of regular meetings shall be provided at least seven days prior to the meeting date to any person annually requesting such notice under section 20119 below. Such notice shall include the time, date, and place of the regular meeting and a copy of the agenda therefor	(d) Meeting notice. <del>A notice of regular meetings shall be provided at least seven days prior to the meeting date to any person annually requesting such notice under section 20119 below. Such notice shall include the time, date, and place of the regular meeting and a copy of the agenda therefor</del> <u>Notices of regular meetings shall comply with all requirements laid out in Government Code sections 11120-11131.</u>	Removed current language and reference code sections for Bagley-Keene Opening Meeting Act which is the law followed for all meetings. This Act governs the meetings of "state bodies" including the Board.
		(e) <u>Any person or organization desiring to receive notice(s) of State Board meetings may email the current Board Assistant or direct the request to: California Library Services Board, State Librarian's Office, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.</u>	Revise the section to allow for email requests and to include the address where individuals may request a meeting notice
<b>20119. Notices</b>	(a) Eligibility. Notice of any regular or special public meeting of the State Board shall be given to any person annually requesting under section	<del>(a) Eligibility. Notice of any regular or special public meeting of the State Board shall be given to any person annually requesting under section</del>	Removed current language because section above was amended to reference notice

<b>20119 Cont.</b>	20119(b).	<del>20119(b).</del>	requirements in the Bagley-Keene Opening Meeting Act, making this section redundant.
	(b) Procedure. Individuals and organizations wishing to receive notice of regular and special meetings of the State Board and copies of the agenda may annually request the Secretary to include their names on the mailing list. Inclusion on the mailing list will result in notification to the addressee of all regular and special meetings of the State Board. The Secretary shall annually notify interested agencies and organizations that, upon request, they are entitle to be placed on the mailing list.	<del>(b) Procedure. Individuals and organizations wishing to receive notice of regular and special meetings of the State Board and copies of the agenda may annually request the Secretary to include their names on the mailing list. Inclusion on the mailing list will result in notification to the addressee of all regular and special meetings of the State Board. The Secretary shall annually notify interested agencies and organizations that, upon request, they are entitle to be placed on the mailing list.</del>	Removed current language because section above was amended to reference notice requirements in the Bagley-Keene Opening Meeting Act, making this section redundant
<b>20120.</b> Open Meetings of Committees, Commissions, and Advisory Boards	(a) State Board Committees. Meetings of State Board committees composed solely of members of the State Board, created by a formal action of the State Board, shall be open and public.	No change needed	
	(b) Advisory Bodies. Unless otherwise provided by law, meetings of any advisory body, or committees or subcommittees thereof, created by statutes or by formal action of the State Board, to advise or report or recommend to the State Board, shall be open and public.	No change needed	
<b>20121.</b> Open Meetings	All meetings of the State Board will be open and public except for executive sessions authorized by Government Code Sections 11120-11131.	No change needed	
<b>20122.</b> Special Meetings	Special meetings may be called by the President of the State Board or a majority of the members thereof for any stated purpose. Notice of such meetings shall be provided at least 24 hours in advance to those persons so requesting under section 20119(b).	Special meetings may be called by the President of the State Board or a majority of the members thereof for any stated purpose. <del>Notice of such meetings shall be provided at least 24 hours in advance to those persons so requesting under section 20119(b).</del> <u>Special meetings shall comply with all special meeting provisions provided in Government Code sections 11120-11131.</u>	Removed current notice requirement language and reference Bagley-Keene Opening Meeting Act which is the law followed for all meetings. This Act governs the meetings of "state bodies" including the Board.
<b>20123.</b> Emergency Meetings and Agenda Items	(a) Power. An emergency meeting may be called by the President of the State Board or a majority of the members thereof without providing the notice required by section 20119 if there is an unforeseen emergency condition in existence.	(a) Power. An emergency meeting may be called by the President of the State Board or a majority of the members thereof without providing the notice required by <del>section 20119</del> <u>section 20118(d)</u> if there is an unforeseen emergency condition in existence.	Remove the reference to section 20119 which is being removed, insert reference to section 20118(d) which is where the meeting notice language is now located.
	(b) Definition. An unforeseen emergency condition exists when there is an immediate threat of adverse effects on the program authorized by the	No change needed	



	Act of such scope that requires action of the State Board to avert such effects.		
<b>20123 Cont.</b>	(c) Agenda Items. An item may be included on the agenda of any regular meeting if an unforeseen emergency condition exists without the notice required by section 20119.	(c) Agenda Items. An item may be included on the agenda of any regular meeting if an unforeseen emergency condition exists without the notice required by <del>section 20119</del> <a href="#">section 20118(d)</a> .	Remove the reference to section 20119 which is being removed, insert reference to section 20118(d) which is where the meeting notice language is now located.
	(d) Certification. Concurrence of 7 of the members is required to certify that an emergency condition exists in order to take any action at an emergency meeting or regarding an emergency item.	No change needed	
	(e) Notice. If reasonably possible, notice of the emergency item or meeting shall be provided to those so requesting under section 20119(b). Lack of such notice shall not invalidate any action taken on said item or at said meeting.	(e) Notice. If reasonably possible, notice of the emergency item or meeting shall be provided to those so requesting under section <del>20119(b)</del> <a href="#">20118(e)</a> . Lack of such notice shall not invalidate any action taken on said item or at said meeting.	Remove the reference to section 20119(b) which is being removed, insert reference to section 20118(e) which is where the language regarding those who request notice is now located.
<b>20124. Agenda</b>	(a) All matters to be submitted for consideration of the State Board shall be sent to the Secretary at least 10 days preceding a regular meeting of the State Board, at California Library Services Board, P.O. Box 2037, Sacramento, CA 95809.	(a) All matters to be submitted for consideration of the State Board shall be sent <del>to the Secretary</del> <a href="#">to the Board Assistant</a> at least <del>10</del> <a href="#">15 business</a> days preceding a regular meeting of the State Board, <a href="#">by email or by mail</a> at California Library Services Board, <a href="#">California State Library, P.O. Box 942837, Sacramento, CA 94237-0001</a> .	Reference to the Secretary replaced by Board Assistant since the Board no longer has a secretary. Time period of submitting items for consideration changed from 10 to 15 days before to accommodate the 10 day requirement for advanced posting of the meeting Agenda. Also updated so items for consideration can now be submitted by email and the board address information updated.
	(b) Setting of Agenda. The agenda for regular meetings of the State Board shall be set by the Chief Executive Officer at least 8 days prior to the meeting.	(b) Setting of Agenda. The agenda for regular meetings of the State Board shall be set by the Chief Executive Officer at least <del>8</del> <a href="#">12 business</a> days prior to the meeting.	Time period for CEO to set the meeting agenda changed from 8 to 12 days prior to the meeting to accommodate the 10 day requirement for advanced posting of the meeting Agenda.

20125. Speakers	(a) Recognition of Speakers. Members of the public or the State Library staff will be recognized by the President of the State Board to speak at any meeting. All remarks made shall be germane to the business at hand and shall be addressed to the President. No person other than the person having the floor and members of the State Board shall be permitted to enter the discussion.	(a) Recognition of Speakers. Members of the public or the State Library staff will <u>may</u> be recognized by the President <del>of the State Board</del> to speak at any <u>State Board</u> meeting. All remarks made shall be germane to the business at hand and shall be addressed to the President. <del>No person other than the person having the floor and members of the State Board shall be permitted to enter the discussion.</del>	Sections revised to reflect current practices.
	(b) Subject of Remarks. All speakers before the State Board shall confine their remarks to the subject indicated in their written request, or indicated in the recognition by the President.	(b) Subject of Remarks. All speakers before the State Board shall confine their remarks to the subject <del>indicated in their written request, or indicated in the recognition by</del> <u>for which they were recognized by</u> the President.	Sections revised to reflect current practices.
20127. Robert's Rules of Order	Except where the provisions of the California Library Services Act of 1977 or of these regulations provide to the contrary, or when the State Board determines otherwise, the State Board shall operate under the latest edition of Robert's Rules of Order.	No change needed	
20130. Public Hearings	(a) Notice. The State Board may hold a public hearing regarding any matter pending before it, after giving the 45-day notice as required by the California Administrative Procedures Act. Such notice shall include adequate descriptive matter relating to the subjects to be considered in hearing.	No change needed	
	(b) Alternative hearing. The State Board may direct that a public hearing be held before staff of the State Library, an advisory commission to the State Board, or a standing or ad hoc committee of the State Board regarding any matter which is, or is likely to be, pending before the State Board.	No change needed	
	(c) Speakers. (1) Notice. Persons wishing to address the State Board on a subject to be considered at a public hearing, should present a request to the Secretary four (4) working days in advance of the meeting at the office of the Secretary, stating the subject they wish to address, the organization they represent, if any, and the nature of their testimony. Persons wishing to address the Board, who have not presented a request four days in advance, may be heard at the discretion of the presiding officer.	(c) Speakers. (1) Notice. Persons wishing to address the State Board on a subject to be considered at a public hearing, should present a request to the <del>Secretary</del> <u>Board Assistant</u> four (4) working days in advance of the meeting <del>at the office of the Secretary by email, or in person at the Board Assistant's Office, at the Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814,</del> stating the subject they wish to address, the organization they represent, if any,	Section revised to removed mention of the Secretary and replace it with the Board Assistant. Also revised to allowed for contact via email or in person and adding the appropriate address.

<p><b>20130 Cont.</b></p>	<p>(2) Copies of Statement. The speaker may provide a written copy of his statement to the Secretary 24 hours in advance of the hearing.</p> <p>(3) Public Testimony. At or before the hearing at which oral comments from the public are to be received, the State Board or other hearing body shall determine the total amount of time that will be devoted to hearing such oral comments, and may, at its discretion, determine the time to be allotted to each person or to each side of an issue.</p>	<p>and the nature of their testimony. Persons wishing to address the Board, who have not presented a request four days in advance, may be heard at the discretion of the presiding officer.</p> <p>(2) Copies of Statement. The speaker may provide a written copy of his statement to the <del>Secretary</del> <a href="#">Board Assistant</a> 24 hours in advance of the hearing.</p> <p>(3) Public Testimony. At or before the hearing at which oral comments from the public are to be received, the State Board or other hearing body shall determine the total amount of time that will be devoted to hearing such oral comments, and may, at its discretion, determine the time to be allotted to each person or to each side of an issue.</p>	
<p><b>20131. Waiver of presiding officer</b></p>	<p>At any time upon a showing of good cause, the presiding officer of the hearing may waive the requirements of Sections 20130.</p>	<p>No change needed</p>	
<p><b>20134. Public Records</b></p>	<p>(a) Inspection of Public Records.</p> <p>(1) Inspection of the original copy of any public record of the State Board (as defined in Government Code section 6252(d) and 6254) will be permitted during regular office hours of the State Library, Library-Courts Building, Sacramento.</p> <p>(2) Requests to inspect such records should be filed with the Secretary at least five working days prior to the requested date in order to insure availability.</p> <p>(3) Requests for inspection should be as specific as possible in identifying the records desired.</p> <p>(4) Original copies of public records shall not be removed from the office the Secretary.</p>	<p>(a) Inspection of Public Records.</p> <p>(1) Inspection of the original copy of any public record of the State Board (as defined in Government Code section 6252(d) and 6254) will be permitted during regular office hours of the State Library, <a href="#">Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814.</a></p> <p>(2) Requests to inspect such records should be filed with the <del>Secretary</del> <a href="#">Board Assistant</a> at least five working days prior to the requested date in order to insure availability.</p> <p>(3) Requests for inspection should be as specific as possible in identifying the records desired.</p> <p>(4) Original copies of public records shall not be removed from the <del>office the Secretary</del> <a href="#">Stanley Mosk Library-Courts Building.</a></p>	<p>Section updated to remove references to the Secretary and replace them with the Board Assistant or other appropriate information. Updated language to include the address of the library.</p>
	<p>(b) Obtaining Copies of Public Records.</p> <p>(1) Requests to obtain copies of public records may be made in person or by mail to the office of the Secretary.</p> <p>(2) Such requests should be as specific as possible in identifying the records desired.</p> <p>(3) Certification of the authenticity of copies may be obtained from the Secretary.</p>	<p>(b) Obtaining Copies of Public Records.</p> <p>(1) Requests to obtain copies of public records may be made in person or by mail to the <del>office of the Secretary</del> <a href="#">Board Assistant at California Library Services Board, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.</a></p> <p>(2) Such requests should be as specific as possible in identifying the records desired.</p>	<p>Section updated to remove references to the Secretary and replace them with the Board Assistant or other appropriate information. Updated language to include the address of the library.</p>



(3) Certification of the authenticity of copies may be obtained from the [Secretary Board Assistant](#).

### Article 3: General Provisions for Systems

#### 20135. System Budget Request and Plan of Service

Each System participating in programs of the Act shall adopt a System Plan of Service and prepare a budget for carrying out the objectives of the Plan. After approval by the Administrative Council, the System budget request and Plan of Service shall be annually submitted to the State Board by June 1 of the fiscal year immediately preceding the fiscal year for which funds are requested.

(a) Plan of Service. The annual Plan of Service shall describe in the form and manner prescribed by the State Board how the System proposes to carry out the purposes of the Act, and it shall include information relative to the following statements:

(1) A population profile. This shall be no more than five years old, and shall use the most current data available.

(2) A description of the users and the non-users of the services of the members of the System.

(3) A description of the services provided by the System.

(4) A list of the major unmet information needs of the population of the System area.

(5) A plan for the use of CLSA funds, listing each of the services in (3) above which the System plans to maintain or improve, and each of the unmet needs in (4) above which the System plans to address. Under each such service to be provided, the plan shall include:

(A) The user benefit expected.

(B) A brief description of the method by which the benefit will be provided.

(b) Budget. The System budget shall document in the form and manner prescribed by the State Board the dollar amounts to be expended for providing each System service or addressing each unmet need.

(c) In addition, each System shall file by September 1 of each year a report, in the form and manner prescribed by the State Board for the fiscal year just ended, that describes actual

Each System participating in programs of the Act shall adopt a System Plan of Service and prepare a budget for carrying out the objectives of the Plan. After approval by the Administrative Council, the System budget request and Plan of Service shall be annually submitted to the State Board by June 1 of the fiscal year immediately preceding the fiscal year for which funds are requested.

(a) Plan of Service. The annual Plan of Service shall describe in the form and manner prescribed by the State Board how the System proposes to carry out the purposes of the Act, and it shall include information relative to the following statements:

(1) A population profile. This shall be no more than ~~five~~ **three** years old, and shall use the most current data available.

(2) A description of the users ~~and the non-users~~ of the services of the members of the System.

(3) A description of the services provided by the System.

~~(4) A list of the major unmet information needs of the population of the System area.~~

(5) A plan for the use of CLSA funds, listing each of the services ~~(s)~~ in (3) above which the System plans to maintain or improve, ~~and each of the unmet needs in (4) above which the System plans to address.~~ Under each such service to be provided, the plan shall include:

(A) The user benefit expected.

(B) A brief description of the method by which the benefit will be provided.

(b) Budget. The System budget shall document in the form and manner prescribed by the State Board the dollar amounts to be expended for providing each System service ~~or addressing each unmet need.~~

(c) In addition, each System shall file by September 1 of each year a report, in the form and manner prescribed by the State Board for

Amend language to bring this section up to date with what is required from cooperative systems.

<b>20135 Cont.</b>	accomplishments and expenditures of the System program, compares them with the planned accomplishments and expenditures for the fiscal year reported and includes other appropriate commentary.	the fiscal year just ended, that describes actual accomplishments and expenditures of the System program, compares them with the planned accomplishments and expenditures for the fiscal year reported and includes other appropriate commentary.	
<b>20136. System Administrative Policy manual</b>	Each System participating in programs of the Act must develop by July 1, 1979, a System Administrative Policy Manual which shall include along with any other items the System finds useful, its policies for: (a) Receiving and accounting for state and federal funds on behalf of the System. (b) Employment of System personnel. (c) Executing the System programs approved by the State Board. Policy manuals shall be in conformity with the California Library Services Act. Policy manuals shall be kept current	No change needed	
<b>20140. System Administration</b>	(a) Cooperative Library Systems. The System Administrative Council shall consist of the head librarian of each jurisdiction in the system. In case of the head librarian's absence, an official delegate or alternate may vote in place of the head librarian. It shall have regular meetings, open and accessible to the public as required in the Ralph M. Brown Act (Govt. Code Section 54950-54961). Information about the meetings of the Council shall be disseminated in such a way and in such languages as the Council determines will most effectively inform the public of the Council's activities. The Council shall provide for the position of a Council Chair-person, and for rotation of that position among the Council members.	No change needed	

**Article 4: System Reference**

<b>20158. Allowance</b>	Each System shall receive an annual allowance based on the number of member libraries of the System and on the total population served by that System. The State Board shall periodically, and at least annually, review and approve the membership and population figures, and determine an appropriate funding formula which shall be uniform statewide.	No change needed	
-------------------------	--	------------------	--

**Article 5: Consolidations and Affiliations**

20180. Public Library Consolidations	(a) If any two or more contiguous jurisdictions operating public libraries wish to consolidate their libraries into a single library agency and receive establishment grants under Education Code Section 18732, a joint notice of intent signed by the head librarians of the consolidating jurisdictions must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date for consolidation. Authorizations to consolidate, approved by the governing body of each consolidating jurisdiction, and a joint plan for provision of consolidated services, signed by the head librarians, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of the consolidation.	(a) If any two or more <del>contiguous</del> jurisdictions operating public libraries wish to consolidate their libraries into a single library agency <del>and receive establishment grants under Education Code Section 18732</del> , a joint notice of intent signed by the head librarians of the consolidating jurisdictions must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date for consolidation. Authorizations to consolidate, approved by the governing body of each consolidating jurisdiction, and a joint plan for provision of consolidated services, signed by the head librarians, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of the consolidation.	Remove reference to the term "contiguous". Several Board members at the last meeting said that in the 21 <sup>st</sup> century they no longer felt it was necessary. Remove language referring to consolidation grants and the associated code section because that section was removed from statute since state grants were no longer available for public library consolidation
	(b) The State Board's approval of requests for library consolidation funds under Education Code Section 18732 shall be based on its determination that the consolidation provides a more effective means of carrying out the purposes of the Act than would be the case if the consolidation did not occur.	(b) The State Board's approval of requests for library consolidation <del>funds under Education Code Section 18732</del> shall be based on its determination that the consolidation provides a more effective means of carrying out the purposes of the Act than would be the case if the consolidation did not occur.	Remove language referring to consolidation funds and the associated code section because that section was removed from statute since state grants were no longer available for public library consolidation
	(c) For purposes of determining the eligibility of the consolidating jurisdictions to receive funds under other provisions of the Act, a public library consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.	(c) <del>For purposes of determining the eligibility of the consolidating jurisdictions to receive funds under other provisions of the Act, a</del> public library consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.	Remove language referring to consolidation funds because state grants are no longer available for public library consolidation so that section was removed from statute
20185. System Consolidations	(a) If any two or more Systems whose borders are contiguous wish to consolidate and receive a consolidation grant under Education Code Section 18751, a joint notice of intent, approved by the Administrative Councils of the consolidating systems, must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date of consolidation. System participation authorizations approved by the jurisdictional governing body of each of the System's member libraries, and a new system plan of Service and budget, must be filed	(a) If any two or more Systems <del>whose borders are contiguous</del> wish to consolidate <del>and receive a consolidation grant under Education Code Section 18751</del> , a joint notice of intent, approved by the Administrative Councils of the consolidating systems, must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date of consolidation. System participation authorizations approved by the jurisdictional governing body of each of the System's member libraries, and a new system plan of Service and	Remove reference to the term "contiguous". Several Board members at the last meeting said that in the 21 <sup>st</sup> century they no longer felt it was necessary. Remove language referring to consolidation grants and the associated code section because that section was removed from statute since state grants were no longer

	<p>with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of consolidation. If the State Board approves the consolidation funding request, a grant shall be awarded for each of the two fiscal years following the fiscal year in which the filing is made.</p>	<p>budget, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of consolidation. <del>If the State Board approves the consolidation funding request, a grant shall be awarded for each of the two fiscal years following the fiscal year in which the filing is made.</del></p>	<p>available for system consolidation</p>
<p><b>20185 Cont.</b></p>	<p>(b) The State Board's approval of requests for System consolidation funds under Education Code Section 19851-shall be based on its determination that the consolidation provides a more effective way of carrying out the purposes of the Act than would be the case if the consolidation did not occur.</p>	<p>(b) The State Board's approval of requests for System consolidation <del>funds under Education Code Section 19851</del> shall be based on its determination that the consolidation provides a more effective way of carrying out the purposes of the Act than would be the case if the consolidation did not occur.</p>	<p>Remove language referring to consolidation funds and the associated code section because that section was removed from statute since state grants were no longer available for system consolidation</p>
	<p>(c) For purposes of determining the eligibility of the consolidating systems to receive funds under other provisions of the Act, a system consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.</p>	<p>(c) <del>For purposes of determining the eligibility of the consolidating systems to receive funds under other provisions of the Act, a</del> <u>Δ</u> system consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.</p>	<p>Remove language referring to consolidation funds because state grants are no longer available for system consolidation so that section was removed from statute</p>
<p><b>20190. Public Library Affiliation with an Existing System.</b></p>	<p>(a) If any jurisdiction, not previously a member of any System, joins a System with borders contiguous to the jurisdiction, and the System wishes to receive an affiliation grant under Education Code Section 18752, the administrative body of the System shall file a notice of intent and the jurisdictional governing body of the affiliating library shall file an affiliation authorization with the State Board.</p>	<p>(a) If any jurisdiction, not previously a member of any System, joins a System <del>with borders contiguous to the jurisdiction, and the System wishes to receive an affiliation grant under Education Code Section 18752,</del> the administrative body of the System shall file a notice of intent and the jurisdictional governing body of the affiliating library shall file an affiliation authorization with the State Board.</p>	<p>Remove reference to the term "contiguous". Several Board members at the last meeting said that in the 21<sup>st</sup> century they no longer felt it was necessary. Remove language referring to affiliation grants and the associated code section because that section was removed from statute since state grants were no longer available for affiliation with a system</p>
	<p>(b) The State Board's approval of requests for affiliation shall be based on its determination that the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with a System other than the one joined.</p>	<p>No change needed</p>	
	<p>(c) For purposes of determining the eligibility of the affiliating public library or system to receive</p>	<p>(c) <del>For purposes of determining the eligibility of the affiliating public library or system to receive</del></p>	<p>Remove unnecessary language</p>

<p><b>20190 Cont.</b></p>	<p>funds under other provisions of the Act, an affiliation will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the affiliation authorization is filed.</p>	<p><del>funds under other provisions of the Act, a</del>An affiliation will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the affiliation authorization is filed.</p>	
<p><b>20192. Public Library Withdrawal from System Membership.</b></p>	<p>(a) If a member library does not retain its membership in any System participating in the programs of the Act, the System shall notify the State Board no later than three months preceding the beginning of the fiscal year in which the withdrawal takes effect. (b) Any System failing to provide the notice required in Section 20192(a) may be required to return to the State Board any funds allocated to it on the basis of the withdrawing library's membership, if the Chief Executive Officer determines that such funds would not have been allocated had the required notice been provided.</p>	<p>No changes needed</p>	
<p><b>20195. Public Library Change of System Membership.</b></p>	<p>If any jurisdiction at present or previously a member of a System which has received state funds pursuant to that jurisdiction's membership, wishes to join another System instead, and if the library and the System it proposes to join wish to receive state funds pursuant to that jurisdiction's membership under Article 5 of the Act, the governing body of the jurisdiction and the administrative body of the System it proposes to join shall file a joint notice of intent with the State Board. The notice shall be filed by September 1 of the year preceding any July 1 of the first full fiscal year for which state funds pursuant to the new membership are requested. The State Board shall approve all appropriate state fund payments to the System under Article 5 of the Act only if it determines that the new membership results in a more effective statewide method of carrying out the purposes of the Act than would be the case if the jurisdiction retained or resumed the System membership it had previously. If the State Board does not make such a determination in favor of the new membership, then the new System's funding under Article 5 of the Act shall be calculated on the basis of the System comprising only those public library jurisdictions whose membership is approved.</p>	<p>No change needed</p>	

**Article 6. Direct Loans**

<p><b>20200. Scope</b></p>	<p>Except where otherwise specified, the regulations contained in the Article apply both to Education Code Section 18731 (Universal Borrowing) and Education Code Section 18743 (Equal Access) of the Act.</p>	<p>No change needed</p>	
<p><b>20203. Residency</b></p>	<p>For purposes of this Article, each resident of the State shall be deemed to have a single legal residency, which shall entitle him/her to resident library services of the jurisdiction in which he/she resides, and such services shall not be reimbursable under this Article. In determining the places of residency, the following rules as excepted from Government Code section 244 shall be observed:</p> <p>(a) It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.</p> <p>(b) There can be only one residence.</p> <p>(c) A residence cannot be lost until another is gained.</p> <p>(d) The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of such unmarried minor child.</p> <p>(e) A married person shall have the right to retain his or her legal residence in the State notwithstanding the legal residence or domicile of his or her spouse.</p>	<p>No change needed</p>	
<p><b>20204. Loans to Eligible Non-Resident Borrowers</b></p>	<p>(a) Public libraries participating in direct loan programs under this Act, shall not charge any fee to non-residents for borrowing privileges.</p> <p>(b) Reserves and interlibrary loan requests shall be accepted by the participating public library under the same rules and policies applied to local residents.</p> <p>(c) All procedures governing registration of borrowers shall apply equally to residents and non-residents.</p> <p>(d) All materials normally loaned by a participating public library are available for loan to non-residents under the same rules and policies applied to local residents.</p>	<p>No change needed</p>	

<b>20204 Cont.</b>	<p>(e) All loan and return rules governing circulation apply equally to residents and non-residents. If overdue materials are returned to a library other than the library from which borrowed, fines may be paid to and retained by the library to which the return is made. Payments for lost or damaged material are payable to the lending library, and are to be forwarded by the library to which payment is made.</p> <p>(f) Special loan privileges extended by the participating public library to teachers and other groups within its jurisdiction need not be extended beyond the jurisdiction.</p>		
<b>20205. Non-Resident Borrower Eligibility</b>	<p>An eligible non-resident borrower must be a resident of California,</p> <p>(a) Hold a valid borrowers card issued by his/her home library, or</p> <p>(b) Hold or obtain a valid non-resident borrowers card issued by any California public library, or</p> <p>(c) Hold a valid state borrowers identification card issued by any California public library;</p> <p>(d) And present any additional identification normally required by a library of its own residents.</p> <p>(e) Nothing in this section shall prevent the issuing of a non-resident card or charging of fees to a resident of another state, except that loans to such non-residents shall not be counted as reimbursable transactions.</p>	No change needed	
<b>20206. Valid Identification</b>	<p>The lending library must be supplied with the name and current address of the borrower and the name of the library jurisdiction in which the borrower maintains his or her legal residency.</p>	No change needed	
<b>20210. Exchange of Local Funds Prohibited</b>	<p>Libraries participating in direct loan programs authorized by the Act, shall not charge other jurisdictions for borrowing privileges extended to their residents, except that contracts for loan or other services provided within a defined geographic area by a library jurisdiction to residents of another jurisdiction not served by their library jurisdiction are not prohibited. Persons served under such contracts are to be registered as residents of the jurisdiction providing the contract service.</p>	No change needed	
	<p>It is the intent of this Article that local service standards be maintained:</p>	No change needed	



<p><b>20211.</b> Maintenance of Local Service Standards</p>	<p>(a) Extension of borrowing privileges by libraries to non-residents, should not adversely affect the level of service provided by the home library to its own residents. (b) No library jurisdiction may reduce or fail to maintain or improve the level of service to its residents for the purpose of placing undue reliance on the library services of neighboring library jurisdictions.</p>		
<p><b>20215.</b> Reimbursement for Net Direct Loans</p>	<p>Loan of a library material of any type by a participating public library to an eligible nonresident borrower shall result in reimbursement from the state under Education Code Sections 18731 and 18743 to the extent that the number of such loans exceeds the number of items borrowed by that library jurisdiction's residents from other participating public libraries, during a specific reporting period.</p>	<p><del>Loan of a library material of any type by a participating public library to an eligible nonresident borrower shall result in reimbursement from the state under Education Code Sections 18731 and 18743 to the extent that the number of such loans exceeds the number of items borrowed by that library jurisdiction's residents from other participating public libraries, during a specific reporting period.</del></p>	<p>Remove this section because the reimbursements specified are no long funded and all reference has been removed from Statute.</p>
<p><b>20216.</b> Reporting Requirements</p>	<p>To obtain reimbursement, participating public libraries shall provide reports in the form and manner, and for the period required. Reports must be submitted by established deadlines. Records in support of claims for state funds must be maintained for four years.</p>	<p><del>To obtain reimbursement, participating public libraries shall provide reports in the form and manner, and for the period required. Reports must be submitted by established deadlines. Records in support of claims for state funds must be maintained for four years.</del></p>	<p>Remove this section because the reimbursements specified are no long funded and all reference has been removed from Statute.</p>
<p><b>20217.</b> Reimbursable Costs</p>	<p>Reimbursable costs, expressed on a unit basis, are those handling costs incurred by the lending library in processing a direct loan to a non-resident. The State Board shall periodically review, at least once a year, and approve such cost data, but the reimbursement rate, as adopted, shall be uniform statewide.</p>	<p><del>Reimbursable costs, expressed on a unit basis, are those handling costs incurred by the lending library in processing a direct loan to a non-resident. The State Board shall periodically review, at least once a year, and approve such cost data, but the reimbursement rate, as adopted, shall be uniform statewide.</del></p>	<p>Remove this section because the reimbursements specified are no long funded and all reference has been removed from Statute.</p>

**Article 7. Communication and Delivery**

<p><b>20235.</b> Definition of Reporting Terms</p>	<p>In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication and delivery programs:</p>	<p>In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication, <u>and</u> delivery, <u>and resource sharing</u> programs:</p>	<p>Revise language to include "resource sharing" to reflect changes to statute.</p>
	<p>(a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of</p>	<p>(a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The</p>	



20235 Cont.	<p>information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a “message” for communications and delivery reporting purposes.</p>	<p>same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a “message” for communications and delivery reporting purposes.</p>	
	<p>(b) “Item delivered” means the physical-removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system Reasonable judgement shall be exercised in determining particular “items” status (e.g., a carton containing 10,000 brochures is one -not 10,000 items).</p>	<p>(b) “Item delivered” means the physical-removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system <u>or the delivery of digital materials</u>. Reasonable judgement shall be exercised in determining particular “items” status (e.g., a carton containing 10,000 brochures is one -not 10,000 items).</p>	<p>Revise language to add reference to delivery of digital materials to reflect changes to statute</p>
	<p>(c)“Frequency/schedule of delivery service” means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported.</p>	<p>No change needed</p>	
	<p>(d) “Other” means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method.</p>	<p>(d) “Other” means that when a system employs communications, <del>or</del> delivery methods, <u>or shared resources</u>, other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. <u>The System must describe the communication, delivery method, or shared resource and the outcome of providing it.</u> <del>procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.</del></p>	<p>Revise language to add reference to shared resources to reflect changes to statute.</p>
20236. Inclusion		<p><u>Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with monthly service fees.</u></p>	<p>Language required clarifying that funds could also be used for products or fees necessary to facilitate the communication, and delivery of print, digital or other information materials or the sharing of resources. This section also includes reference to the statute</p>

**Article 8. Interlibrary Loans**

<p><b>20251. Scope</b></p>	<p>The regulations in this article refer to interlibrary loan activity covered under the provisions of Education Code section 18744 (i.e. System interlibrary loan) and 18765 (i.e. Statewide loan).</p>	<p><del>The regulations in this article refer to interlibrary loan activity covered under the provisions of Education Code section 18744 (i.e. System interlibrary loan) and 18765 (i.e. Statewide loan).</del></p>	<p>Remove this section because all reference to the program has been removed from Statute.</p>
<p><b>20252. Intent</b></p>	<p>It is the intent of this program of the Act to support the sharing of library resources through interlibrary loan. Library materials needed by a library user and not available in that user's library will be made available to the user via interlibrary loan.</p>	<p><del>It is the intent of this program of the Act to support the sharing of library resources through interlibrary loan. Library materials needed by a library user and not available in that user's library will be made available to the user via interlibrary loan.</del></p>	<p>Remove this section because all reference to the program has been removed from Statute.</p>
<p><b>20255. Eligibility</b></p>	<p>(a) Public Libraries. Any public library as defined in Education Code section 18710(l), which has been authorized by its jurisdiction to participate in programs of the Act must participate in the interlibrary loan programs of the Act.                  (b) Libraries Other Than Public Libraries. To be eligible to participate these libraries must be authorized by their own administrative authorities to do so and must file the proper notice with the State Board as outlined in section 20105(c). Further, a library, other than a public library, may be eligible for a reimbursement only for a loan to an eligible public library. Libraries, other than public libraries, which can become eligible for participation in the interlibrary loan reimbursement programs of the Act include only the following:                  (1) Libraries operated by public schools or school districts. These libraries include only those defined in Education Code section 18710(m).                  (2) Libraries operated by public colleges or universities. These include those academic libraries (Education Code section 18710(a)) which are funded primarily with public funds. Academic libraries potentially eligible for these programs include the libraries of the University of California, of the State University and College System, and of the California Community Colleges.                  (3) Libraries operated by public agencies for institutionalized persons. Libraries for the institutionalized include hospital, correctional, and residential treatment facility libraries which are</p>	<p><del>(a) Public Libraries. Any public library as defined in Education Code section 18710(l), which has been authorized by its jurisdiction to participate in programs of the Act must participate in the interlibrary loan programs of the Act.                  (b) Libraries Other Than Public Libraries. To be eligible to participate these libraries must be authorized by their own administrative authorities to do so and must file the proper notice with the State Board as outlined in section 20105(c). Further, a library, other than a public library, may be eligible for a reimbursement only for a loan to an eligible public library. Libraries, other than public libraries, which can become eligible for participation in the interlibrary loan reimbursement programs of the Act include only the following:                  (1) Libraries operated by public schools or school districts. These libraries include only those defined in Education Code section 18710(m).                  (2) Libraries operated by public colleges or universities. These include those academic libraries (Education Code section 18710(a)) which are funded primarily with public funds. Academic libraries potentially eligible for these programs include the libraries of the University of California, of the State University and College System, and of the California Community Colleges.                  (3) Libraries operated by public agencies for</del></p>	<p>Remove this section because all reference to the program has been removed from Statute.</p>

<p><b>20255. Cont.</b></p>	<p>funded primarily with public funds (i.e. local, state, or federal tax monies).  (4) Libraries operated by nonprofit private educational or research institutions. These libraries include those operated by private colleges and universities which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. These libraries also include those operated by private companies which are primarily devoted to educational or research purposes and which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. Such libraries may be required by the State Board to furnish proof of their nonprofit status in addition to any other required notices and forms.</p>	<p><del>institutionalized persons. Libraries for the institutionalized include hospital, correctional, and residential treatment facility libraries which are funded primarily with public funds (i.e. local, state, or federal tax monies).  (4) Libraries operated by nonprofit private educational or research institutions. These libraries include those operated by private colleges and universities which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. These libraries also include those operated by private companies which are primarily devoted to educational or research purposes and which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. Such libraries may be required by the State Board to furnish proof of their nonprofit status in addition to any other required notices and forms.</del></p>	
<p><b>20257.</b> Reimbursable Transaction.</p>	<p>An interlibrary transaction can result in reimbursement under Education Code sections 18744 and 18765 if it consists of the loan of a library material of any type which is collected by a library or if it consists of the provision of a copy in lieu of loan of a library material, from any eligible, participating lending library to any eligible public library as defined in section 20255 and in Education Code sections 18744 and 18765.</p>	<p><del>An interlibrary transaction can result in reimbursement under Education Code sections 18744 and 18765 if it consists of the loan of a library material of any type which is collected by a library or if it consists of the provision of a copy in lieu of loan of a library material, from any eligible, participating lending library to any eligible public library as defined in section 20255 and in Education Code sections 18744 and 18765.</del></p>	<p>Remove this section because all reference to the program has been removed from Statute.</p>
<p><b>20260.</b> Reimbursable Costs.</p>	<p>Reimbursable costs are only those handling costs which a lending library incurs in filling a successfully completed interlibrary loan transaction. The State Board shall periodically, and at least annually, review and approve the cost data and determine an appropriate funding formula which shall be uniform statewide.</p>	<p><del>Reimbursable costs are only those handling costs which a lending library incurs in filling a successfully completed interlibrary loan transaction. The State Board shall periodically, and at least annually, review and approve the cost data and determine an appropriate funding formula which shall be uniform statewide.</del></p>	<p>Remove this section because all reference to the program has been removed from Statute.</p>
<p><b>20265.</b> Participation Records</p>	<p>Participating libraries, both public and nonpublic, shall conform to the following requirements:  (a) Reporting. To obtain reimbursement a library shall provide by the deadline reporting date, all required reports of its interlibrary loan transactions in an established form and manner determined by the Board for the period required.  (b) Audit. For audit purposes, a record of the</p>	<p><del>Participating libraries, both public and nonpublic, shall conform to the following requirements:  (a) Reporting. To obtain reimbursement a library shall provide by the deadline reporting date, all required reports of its interlibrary loan transactions in an established form and manner determined by the Board for the period required.  (b) Audit. For audit purposes, a record of the</del></p>	<p>Remove this section because all reference to the program has been removed from Statute.</p>

<p><b>20265 Cont.</b></p>	<p>interlibrary loan transactions must be maintained for four years.</p> <p>(c) Fees. A library providing an item for interlibrary loan may not collect a handling fee on a transaction for which that library claims an interlibrary loan reimbursement under provisions of this article. A photocopy fee, exclusive of photocopy handling charge, may be collected.</p> <p>(d) Direct Loan Availability. Participating libraries shall make maximum use of available bibliographic access tools to refer users to borrow directly from nearby libraries where requested material is easily available, rather than to process an interlibrary loan.</p> <p>(e) Responsibility for Borrowed Materials. The borrowing library shall be responsible for all items it borrows, and if such item is lost or damaged by the library or its users, the borrowing library may be required by the lending library to make restitution for the item.</p> <p>(f) Adherence to Standards. All participating libraries shall attempt to follow the standards described in the "California Library Services Act Interlibrary Loan Standards," which is hereby incorporated by reference. The State Board may withhold reimbursements to libraries which continually fail to meet the standards of performance.</p>	<p><del>interlibrary loan transactions must be maintained for four years.</del></p> <p><del>(c) Fees. A library providing an item for interlibrary loan may not collect a handling fee on a transaction for which that library claims an interlibrary loan reimbursement under provisions of this article. A photocopy fee, exclusive of photocopy handling charge, may be collected.</del></p> <p><del>(d) Direct Loan Availability. Participating libraries shall make maximum use of available bibliographic access tools to refer users to borrow directly from nearby libraries where requested material is easily available, rather than to process an interlibrary loan.</del></p> <p><del>(e) Responsibility for Borrowed Materials. The borrowing library shall be responsible for all items it borrows, and if such item is lost or damaged by the library or its users, the borrowing library may be required by the lending library to make restitution for the item.</del></p> <p><del>(f) Adherence to Standards. All participating libraries shall attempt to follow the standards described in the "California Library Services Act Interlibrary Loan Standards," which is hereby incorporated by reference. The State Board may withhold reimbursements to libraries which continually fail to meet the standards of performance.</del></p>	
---------------------------	---	--	--

**CALIFORNIA LIBRARY SERVICES REGULATIONS**

(Code of California Regulations, Title 5, Division 2, Chapter 1, Subchapter 2,  
Articles 1-8, Sec. 20101-20265)

**SUBCHAPTER 2. CALIFORNIA LIBRARY SERVICES****ARTICLE 1. GENERAL PROVISIONS****§ 20100. Scope.**

The regulations contained in this chapter shall implement the California Library Services Act, Chapter 4 of Part 11 of Division 1 of Title 1 of the Education Code, beginning with section 18700 thereof.

**§ 20101. General Provisions.**

(a) The State Board finds that it is in the best interests of the citizens of California and best fulfills the purposes of the Act (Chapter 4, part 11, Division 1, Title 1, Education Code) that libraries participating in any one program of the Act participate in all applicable programs of the Act.

(b) Any public library participating in programs of the Act shall, under section 18724~~(g)~~(e) of the Act, provide access to the library's bibliographic and location data upon request from the State Board for inclusion in the appropriate database established by the State Board in implementation of the Act. The access shall be provided in such form, manner, and frequency as are agreed upon between the State Board and the library.

(c) Funding distributed according to California Library Services Act provisions may not be used to support other than library purposes. To comply with Education Code Section 18703(c), the funding may not be used to replace local funds for library services, but only to supplement the local funding to further the purposes of the Act.

(d) A public library participating in any program of the Act must participate in the direct loan transaction reporting, whether the library participates in either of the direct loan programs or not. During the designated transaction reporting periods all CLSA participating libraries must record all direct loans made to eligible residents of other jurisdictions whose libraries are participating in the direct loan programs, as long as the handling costs of paid loans are not being covered in whole, or in part, by CLSA funds in addition to direct loan reimbursement funds, LSTA funds, or by funds provided by the jurisdiction of the eligible non-resident.

**§ 20103. Waiver of Filing Date.**

The State Board may waive or reset any filing dates required by these regulations, if the State Board determines that so doing would best serve the purposes of the Act.

**§ 20104. Eligibility to Participate.**

Funding under any program of the Act shall be provided only to libraries which are physically and administratively located within California and which meet any additional eligibility criteria required for specific program participation.



### **§ 20105. General Requirements for Participation.**

(a) Public Library Participation Authorization. Every public library wishing to participate in any of the programs of the Act must file with the State Board an authorization by the jurisdictional governing body for that library's participation. The authorization must be in the form and manner and be filed by the date specified by the State Board.

(b) Public Library Certification. Upon the authorization by the jurisdictional governing body, the head librarian of each public library wishing to participate in the programs of the Act must file a certification of compliance with provisions of the Act. This certification shall remain in effect until the library jurisdiction no longer complies with the stated provisions. The certification shall specifically include compliance with Education Code Sections 18703(c) and 18724~~(e)~~(d). If the library or jurisdiction is no longer in compliance, the head librarian shall notify the Board no later than thirty days following such a change in compliance status.

(c) Participation by Libraries other than Public Libraries. The head librarian of such library eligible to participate in any of the programs of the Act and wishing to do so must file with the State Board a notice of its intent to participate and of its agreement to the provisions of the Act and administrative regulations as they apply to the library's participation. This notice shall be filed in such form and manner as specified by the State Board by September 1 of the fiscal year preceding active participation. The agreement shall remain in effect until rescinded by the State Board or the library.

(d) Reports, Applications, and Claims. Any budget documents, reports, applications, and claims for funds pursuant to this Act shall be submitted by participating libraries in such form and manner and by the dates established by the State Board.

(e) No public library participating in the programs of the Act may charge its residents, as defined in section 20203, any fee to obtain a library card nor for services for which it is receiving reimbursement under the California Library Services Act.

(f) The California Library Services Board believes that it is in the best interests of the citizens of California that the information services of public libraries be provided free of charge.

### **§ 20106. Uniform Population Statistics.**

Any funds distributed per capita shall be awarded using the most recently published and available combined estimate for cities and counties from the California State Department of Finance.

### **§ 20107. Definitions.**

(a) The definitions concerning California Library Services Act components set forth in Education Code Section 18710 are hereby incorporated by reference, with additions as noted in subsection (b) of this section. The definitions incorporated by reference are accurate to California Statutes 1979.

(b) Additions to the regulations hereby incorporated are as follows:

(1) "Board Assistant" means the Administrative Assistant II position designated to the Board

~~(1)~~(2) "Chief Executive Officer" means the State Librarian.

~~(2)~~(3) "President" means the elected President of the Board.

~~(3)~~(4) "Public library affiliation" means the formal and legal joining to a System (i.e. the obtaining of full System membership status) by a public library not previously a member of any System. A Public Library Affiliation is not considered complete until all necessary local System and jurisdictional agreements have been approved and are in force, and the State Board has approved the affiliation.

~~(4)~~(5) "Public library consolidation" means the formal and legal joining of the functions, services, operations, etc. of two or more formerly independent public libraries into a single public library, as defined in Education Code Section 18710 (f). A Public Library Consolidation is not considered complete until all necessary local jurisdictional agreements have been approved and are in force, and the State Board has approved the consolidation (see Administrative Code Section 20180, below).

(6) "Resource Sharing" refers to the allowed use or application of a resource created, purchased or leased by one (1) or more participating libraries' with three (3) or more participating libraries.

~~(5) Reference collection. Reference collection means a collection of materials, both print and non-print, designed primarily for use in answering requests for information.~~

~~(6) Reference specialist. Reference specialist means a trained and experienced librarian who can provide reference referral services and who can also understand how to approach the community in general and the underserved in particular, together with appropriate skills in analysis of information needs and design and implementation of reference programs responsive to those needs. A reference specialist may be employed in providing any of the services for which he/she is qualified.~~

~~(7) "Secretary" means the Executive Secretary of the Board.~~

~~(8)~~(7) "State Board" means the California Library Services Board.

~~(9)~~(8) "System consolidation" means the formal and legal joining of geographic service areas, functions, operations, etc. of two or more formerly separate Systems into a single Cooperative Library System, as defined in Education Code Section 18710 (c). A System Consolidation is not considered complete until all necessary local System consolidation agreements have been approved and are in force, and until the State Board has approved the consolidation (see Administrative Code Section 20185, below).

~~(10)~~(9) "Valid non-resident borrowers card" means a card that is issued free of charge by a public library to a resident of another jurisdiction which maintains a public library, as long as such card meets all of the legal requirements of the issuing library.

~~(11)~~(10) "Vice-President" means the elected Vice-President of the Board.

## ARTICLE 2. CALIFORNIA LIBRARY SERVICES BOARD PROCEDURES

### § 20116. Officers of the State Board.

The State Board shall elect a President and Vice-President. The State Librarian shall be the Chief Executive Officer of the State Board.

(a) The State Board shall ~~annually~~ biennially elect a President and Vice-President at the ~~first~~ last regular meeting of ~~each~~ every odd numbered calendar year.

(b) Should a vacancy occur in the Office of President or Vice-President, the State Board shall at its next regular meeting elect one of its members to fill such vacancy for the remainder of the term.

(c) Duties of President. The President shall preside at all meetings of the State Board, shall execute for the State Board any documents requiring such execution, and shall perform such other duties as the State Board so provides.

(d) Duties of Vice-President. The Vice-President shall in the absence of the President perform any of the duties of President that cannot reasonably await the President's return.

(e) Duties of the Chief Executive Officer.

(1) Make such reports and recommendations to the State Board as he deems desirable and appropriate or as may be required by the State Board.

(2) Administer the provisions of this chapter.

(3) Review all claims to ensure programmatic and technical compliance with the provisions of this chapter.

### **§ 20117. Quorum.**

A quorum for all State Board meetings shall be seven (7) members. The concurrence of 7 of its members shall be necessary to the validity of all actions of the State Board.

### **§ 20118. Regular Meetings.**

(a) Date. Regular meetings of the State Board shall take place at least ~~bi-monthly on the third Thursday of the months of February, April, June, August, October; the December meeting shall be held in conjunction with the California Library Association conference~~ once each year.

(b) Place. The tentative time of year and locations for the regular meetings ~~of in~~ the ~~following~~ forthcoming calendar year shall be determined ~~annually~~, at the last regular meeting of the calendar year.

(c) Change of date or place. Nothing in this regulation shall be construed to prevent the State Board from altering its regular meeting dates or ~~places of meeting~~ location.

(d) Meeting notice. ~~A notice of regular meetings shall be provided at least seven days prior to the meeting date to any person annually requesting such notice under section 20119 below. Such notice shall include the time, date, and place of the regular meeting and a copy of the agenda therefor.~~ Notices of regular meetings shall comply with all requirements laid out in Government Code sections 11120-11131.

(e) Any person or organization desiring to receive notice(s) of State Board meetings may email the current Board Assistant or direct the request to: California Library Services Board, State Librarian's Office, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.

### **~~§ 20119. Notices.~~**

~~(a) Eligibility. Notice of any regular or special public meeting of the State Board shall be given to any person annually requesting under section 20119(b).~~

~~(b) Procedure. Individuals and organizations wishing to receive notice of regular and special meetings of the State Board and copies of the agenda may annually request the Secretary to include their names on the mailing list. Inclusion on the mailing list will result in notification to the addressee of all regular and special meetings of the State~~



~~Board. The Secretary shall annually notify interested agencies and organizations that, upon request, they are entitled to be placed on the mailing list.~~

**§ 20120. Open Meetings of Committees, Commissions, and Advisory Bodies.**

(a) State Board Committees. Meetings of State Board committees composed solely of members of the State Board, created by a formal action of the State Board, shall be open and public.

(b) Advisory Bodies. Unless otherwise provided by law, meetings of any advisory body, or committees or subcommittees thereof, created by statutes or by formal action of the State Board, to advise or report or recommend to the State Board, shall be open and public.

**§ 20121. Open Meetings.**

All meetings of the State Board will be open and public except for executive sessions authorized by Government Code Sections 11120- 11131.

**§ 20122. Special Meetings.**

Special meetings may be called by the President of the State Board or a majority of the members thereof for any stated purpose. ~~Notice of such meetings shall be provided at least 24 hours in advance to those persons so requesting under section 20119(b).~~

Special meetings shall comply with all special meeting provisions provided in Government Code sections 11120-11131.

**§ 20123. Emergency Meetings and Agenda Items.**

(a) Power. An emergency meeting may be called by the President of the State Board or a majority of the members thereof without providing the notice required by ~~section 20119~~ section 20118(d) if there is an unforeseen emergency condition in existence.

(b) Definition. An unforeseen emergency condition exists when there is an immediate threat of adverse effects on the program authorized by the Act of such scope that requires action of the State Board to avert such effects.

(c) Agenda Items. An item may be included on the agenda of any regular meeting if an unforeseen emergency condition exists without the notice required by ~~section 20119~~ section 20118(d).

(d) Certification. Concurrence of 7 of the members is required to certify that an emergency condition exists in order to take any action at an emergency meeting or regarding an emergency item.

(e) Notice. If reasonably possible, notice of the emergency item or meeting shall be provided to those so requesting under ~~section 20119(b)~~ 20118(e). Lack of such notice shall not invalidate any action taken on said item or at said meeting.

**§ 20124. Agenda.**

(a) All matters to be submitted for consideration of the State Board shall be sent ~~to the Secretary to the Board Assistant~~ at least ~~40~~ 15 business days preceding a regular meeting of the State Board, by email or by mail at California Library Services Board, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.

(b) Setting of Agenda. The agenda for regular meetings of the State Board shall be set by the Chief Executive Officer at least ~~8~~ [12 business](#) days prior to the meeting.

#### **§ 20125. Speakers.**

(a) Recognition of Speakers. Members of the public or the State Library staff ~~will~~ [may](#) be recognized by the President ~~of the State Board~~ to speak at any [State Board](#) meeting. All remarks made shall be germane to the business at hand and shall be addressed to the President. ~~No person other than the person having the floor and members of the State Board shall be permitted to enter the discussion.~~

(b) Subject of Remarks. All speakers before the State Board shall confine their remarks to the subject ~~indicated in their written request, or indicated in the recognition by~~ [for which they were recognized by](#) the President.

#### **§ 20127. Robert's Rules of Order.**

Except where the provisions of the California Library Services Act of 1977 or of these regulations provide to the contrary, or when the State Board determines otherwise, the State Board shall operate under the latest edition of Robert's Rules of Order.

#### **§ 20130. Public Hearings.**

(a) Notice. The State Board may hold a public hearing regarding any matter pending before it, after giving the 45-day notice as required by the California Administrative Procedures Act. Such notice shall include adequate descriptive matter relating to the subjects to be considered in hearing.

(b) Alternative hearing. The State Board may direct that a public hearing be held before staff of the State Library, an advisory commission to the State Board, or a standing or ad hoc committee of the State Board regarding any matter which is, or is likely to be, pending before the State Board.

(c) Speakers.

(1) Notice. Persons wishing to address the State Board on a subject to be considered at a public hearing, should present a request to the ~~Secretary~~ [Board Assistant](#) four (4) working days in advance of the meeting ~~at the office of the Secretary by email, or in person at the Board Assistant's Office, at the Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814,~~ stating the subject they wish to address, the organization they represent, if any, and the nature of their testimony. Persons wishing to address the Board, who have not presented a request four days in advance, may be heard at the discretion of the presiding officer.

(2) Copies of Statement. The speaker may provide a written copy of his statement to the ~~Secretary~~ [Board Assistant](#) 24 hours in advance of the hearing.

(3) Public Testimony. At or before the hearing at which oral comments from the public are to be received, the State Board or other hearing body shall determine the total amount of time that will be devoted to hearing such oral comments, and may, at its discretion, determine the time to be allotted to each person or to each side of an issue.

### § 20131. Waiver by Presiding Officer.

At any time upon a showing of good cause, the presiding officer of the hearing may waive the requirements of Sections 20130.

### § 20134. Public Records.

(a) Inspection of Public Records.

(1) Inspection of the original copy of any public record of the State Board (as defined in Government Code section 6252(d) and 6254) will be permitted during regular office hours of the State Library, [Stanley Mosk Library-Courts Building, 914 Capitol Mall, Sacramento California 95814.](#)

(2) Requests to inspect such records should be filed with the [Secretary Board Assistant](#) at least five working days prior to the requested date in order to insure availability.

(3) Requests for inspection should be as specific as possible in identifying the records desired.

(4) Original copies of public records shall not be removed from the ~~office the Secretary~~ [Stanley Mosk Library-Courts Building.](#)

(b) Obtaining Copies of Public Records.

(1) Requests to obtain copies of public records may be made in person or by mail to the ~~office of the Secretary~~ [Board Assistant at California Library Services Board, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.](#)

(2) Such requests should be as specific as possible in identifying the records desired.

(3) Certification of the authenticity of copies may be obtained from the [Secretary Board Assistant.](#)

## ARTICLE 3. GENERAL PROVISIONS FOR SYSTEMS

### § 20135. System Budget Request and Plan of Service.

Each System participating in programs of the Act shall adopt a System Plan of Service and prepare a budget for carrying out the objectives of the Plan. After approval by the Administrative Council, the System budget request and Plan of Service shall be annually submitted to the State Board by June 1 of the fiscal year immediately preceding the fiscal year for which funds are requested.

(a) Plan of Service. The annual Plan of Service shall describe in the form and manner prescribed by the State Board how the System proposes to carry out the purposes of the Act, and it shall include information relative to the following statements:

(1) A population profile. This shall be no more than ~~five~~ ~~three~~ years old, and shall use the most current data available.

(2) A description of the users ~~and the non-users~~ of the services of the members of the System.

(3) A description of the services provided by the System.

~~(4) A list of the major unmet information needs of the population of the System area.~~

(5) A plan for the use of CLSA funds, listing each of the services ~~s~~(s) in (3) above which the System plans to maintain or improve, ~~and each of the unmet needs in (4) above~~

~~which the System plans to address.~~ Under each such service to be provided, the plan shall include:

(A) The user benefit expected.

(B) A brief description of the method by which the benefit will be provided.

(b) Budget. The System budget shall document in the form and manner prescribed by the State Board the dollar amounts to be expended for providing each System service ~~or addressing each unmet need.~~

(c) In addition, each System shall file by September 1 of each year a report, in the form and manner prescribed by the State Board for the fiscal year just ended, that describes actual accomplishments and expenditures of the System program, compares them with the planned accomplishments and expenditures for the fiscal year reported and includes other appropriate commentary.

#### **§ 20136. System Administrative Policy Manual.**

Each System participating in programs of the Act must develop by July 1, 1979, a System Administrative Policy Manual which shall include along with any other items the System finds useful, its policies for:

(a) Receiving and accounting for state and federal funds on behalf of the System.

(b) Employment of System personnel.

(c) Executing the System programs approved by the State Board. Policy manuals shall be in conformity with the California Library Services Act. Policy manuals shall be kept current.

#### **§ 20140. System Administration.**

(a) Cooperative Library Systems. The System Administrative Council shall consist of the head librarian of each jurisdiction in the system. In case of the head librarian's absence, an official delegate or alternate may vote in place of the head librarian. It shall have regular meetings, open and accessible to the public as required in the Ralph M. Brown Act (Govt. Code Section 54950-54961). Information about the meetings of the Council shall be disseminated in such a way and in such languages as the Council determines will most effectively inform the public of the Council's activities. The Council shall provide for the position of a Council Chair-person, and for rotation of that position among the Council members.

### **ARTICLE 4. SYSTEM REFERENCE**

#### **§ 20158. Allowance.**

Each System shall receive an annual allowance based on the number of member libraries of the System and on the total population served by that System. The State Board shall periodically, and at least annually, review and approve the membership and population figures, and determine an appropriate funding formula which shall be uniform statewide.

## ARTICLE 5: CONSOLIDATIONS AND AFFILIATIONS

### § 20180. Public Library Consolidations.

(a) If any two or more ~~contiguous~~ jurisdictions operating public libraries wish to consolidate their libraries into a single library agency ~~and receive establishment grants under Education Code Section 18732~~, a joint notice of intent signed by the head librarians of the consolidating jurisdictions must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date for consolidation. Authorizations to consolidate, approved by the governing body of each consolidating jurisdiction, and a joint plan for provision of consolidated services, signed by the head librarians, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of the consolidation.

(b) The State Board's approval of requests for library consolidation ~~funds under Education Code Section 18732~~ shall be based on its determination that the consolidation provides a more effective means of carrying out the purposes of the Act than would be the case if the consolidation did not occur.

(c) ~~For purposes of determining the eligibility of the consolidating jurisdictions to receive funds under other provisions of the Act, a~~ A public library consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.

### § 20185. System Consolidations.

(a) If any two or more Systems ~~whose borders are contiguous~~ wish to consolidate ~~and receive a consolidation grant under Education Code Section 18751~~, a joint notice of intent, approved by the Administrative Councils of the consolidating systems, must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date of consolidation. System participation authorizations approved by the jurisdictional governing body of each of the System's member libraries, and a new system plan of Service and budget, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of consolidation. ~~If the State Board approves the consolidation funding request, a grant shall be awarded for each of the two fiscal years following the fiscal year in which the filing is made.~~

(b) The State Board's approval of requests for System consolidation ~~funds under Education Code Section 19851~~ shall be based on its determination that the consolidation provides a more effective way of carrying out the purposes of the Act than would be the case if the consolidation did not occur.

(c) ~~For purposes of determining the eligibility of the consolidating systems to receive funds under other provisions of the Act, a~~ A system consolidation approved by the State Board will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed.

### § 20190. Public Library Affiliation with an Existing System.

(a) If any jurisdiction, not previously a member of any System, joins a System ~~with borders contiguous to the jurisdiction, and the System wishes to receive an affiliation~~

~~grant under Education Code Section 18752~~, the administrative body of the System shall file a notice of intent and the jurisdictional governing body of the affiliating library shall file an affiliation authorization with the State Board.

(b) The State Board's approval of requests for affiliation shall be based on its determination that the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with a System other than the one joined.

(c) ~~For purposes of determining the eligibility of the affiliating public library or system to receive funds under other provisions of the Act, a~~An affiliation will be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the affiliation authorization is filed.

#### **§ 20192. Public Library Withdrawal from System Membership.**

(a) If a member library does not retain its membership in any System participating in the programs of the Act, the System shall notify the State Board no later than three months preceding the beginning of the fiscal year in which the withdrawal takes effect.

(b) Any System failing to provide the notice required in Section 20192(a) may be required to return to the State Board any funds allocated to it on the basis of the withdrawing library's membership, if the Chief Executive Officer determines that such funds would not have been allocated had the required notice been provided.

#### **§ 20195. Public Library Change of System Membership.**

If any jurisdiction at present or previously a member of a System which has received state funds pursuant to that jurisdiction's membership, wishes to join another System instead, and if the library and the System it proposes to join wish to receive state funds pursuant to that jurisdiction's membership under Article 5 of the Act, the governing body of the jurisdiction and the administrative body of the System it proposes to join shall file a joint notice of intent with the State Board. The notice shall be filed by September 1 of the year preceding any July 1 of the first full fiscal year for which state funds pursuant to the new membership are requested. The State Board shall approve all appropriate state fund payments to the System under Article 5 of the Act only if it determines that the new membership results in a more effective statewide method of carrying out the purposes of the Act than would be the case if the jurisdiction retained or resumed the System membership it had previously. If the State Board does not make such a determination in favor of the new membership, then the new System's funding under Article 5 of the Act shall be calculated on the basis of the System comprising only those public library jurisdictions whose membership is approved.

### **ARTICLE 6. DIRECT LOAN**

#### **§ 20200. Scope.**

Except where otherwise specified, the regulations contained in the Article apply both to Education Code Section 18731 (Universal Borrowing) and Education Code Section 18743 (Equal Access) of the Act.



### **§ 20203. Residency.**

For purposes of this Article, each resident of the State shall be deemed to have a single legal residency, which shall entitle him/her to resident library services of the jurisdiction in which he/she resides, and such services shall not be reimbursable under this Article. In determining the places of residency, the following rules as excepted from Government Code section 244 shall be observed:

- (a) It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.
- (b) There can be only one residence.
- (c) A residence cannot be lost until another is gained.
- (d) The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of such unmarried minor child.
- (e) A married person shall have the right to retain his or her legal residence in the State notwithstanding the legal residence or domicile of his or her spouse.

### **§ 20204. Loans to Eligible Non-Resident Borrowers.**

- (a) Public libraries participating in direct loan programs under this Act, shall not charge any fee to non-residents for borrowing privileges.
- (b) Reserves and interlibrary loan requests shall be accepted by the participating public library under the same rules and policies applied to local residents.
- (c) All procedures governing registration of borrowers shall apply equally to residents and non-residents.
- (d) All materials normally loaned by a participating public library are available for loan to non-residents under the same rules and policies applied to local residents.
- (e) All loan and return rules governing circulation apply equally to residents and non-residents. If overdue materials are returned to a library other than the library from which borrowed, fines may be paid to and retained by the library to which the return is made. Payments for lost or damaged material are payable to the lending library, and are to be forwarded by the library to which payment is made.
- (f) Special loan privileges extended by the participating public library to teachers and other groups within its jurisdiction need not be extended beyond the jurisdiction.

### **§ 20205. Non-Resident Borrower Eligibility.**

An eligible non-resident borrower must be a resident of California,

- (a) Hold a valid borrowers card issued by his/her home library, or
- (b) Hold or obtain a valid non-resident borrowers card issued by any California public library, or
- (c) Hold a valid state borrowers identification card issued by any California public library;
- (d) And present any additional identification normally required by a library of its own residents.
- (e) Nothing in this section shall prevent the issuing of a non-resident card or charging of fees to a resident of another state, except that loans to such non-residents shall not be counted as reimbursable transactions.

### **§ 20206. Valid Identification.**

The lending library must be supplied with the name and current address of the borrower and the name of the library jurisdiction in which the borrower maintains his or her legal residency.

### **§ 20210. Exchange of Local Funds Prohibited.**

Libraries participating in direct loan programs authorized by the Act, shall not charge other jurisdictions for borrowing privileges extended to their residents, except that contracts for loan or other services provided within a defined geographic area by a library jurisdiction to residents of another jurisdiction not served by their library jurisdiction are not prohibited. Persons served under such contracts are to be registered as residents of the jurisdiction providing the contract service.

### **§ 20211. Maintenance of Local Service Standards.**

It is the intent of this Article that local service standards be maintained:

- (a) Extension of borrowing privileges by libraries to non-residents, should not adversely affect the level of service provided by the home library to its own residents.
- (b) No library jurisdiction may reduce or fail to maintain or improve the level of service to its residents for the purpose of placing undue reliance on the library services of neighboring library jurisdictions.

### ~~§ 20215. Reimbursement for Net Direct Loans.~~

~~Loan of a library material of any type by a participating public library to an eligible nonresident borrower shall result in reimbursement from the state under Education Code Sections 18731 and 18743 to the extent that the number of such loans exceeds the number of items borrowed by that library jurisdiction's residents from other participating public libraries, during a specific reporting period.~~

### ~~§ 20216. Reporting Requirements.~~

~~To obtain reimbursement, participating public libraries shall provide reports in the form and manner, and for the period required. Reports must be submitted by established deadlines. Records in support of claims for state funds must be maintained for four years.~~

### ~~§ 20217. Reimbursable Costs.~~

~~Reimbursable costs, expressed on a unit basis, are those handling costs incurred by the lending library in processing a direct loan to a non-resident. The State Board shall periodically review, at least once a year, and approve such cost data, but the reimbursement rate, as adopted, shall be uniform statewide.~~

## **ARTICLE 7. COMMUNICATION AND DELIVERY**

### **§ 20235. Definition of Reporting Terms.**

In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication.



~~and~~ delivery, and resource sharing programs:

(a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a "message" for communications and delivery reporting purposes.

(b) "Item delivered" means the physical-removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system or the delivery of digital materials. Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one - not 10,000 items).

(c) "Frequency/schedule of delivery service" means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported.

(d) "Other" means that when a system employs communications, ~~or~~ delivery methods, or shared resources, other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. The System must describe the communication, delivery method, or shared resource and the outcome of providing it. ~~procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.~~

### **§20236. Inclusion**

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with monthly service fees.

## **ARTICLE 8. INTERLIBRARY LOANS**

### **~~§ 20251. Scope.~~**

~~The regulations in this article refer to interlibrary loan activity covered under the provisions of Education Code section 18744 (i.e. System interlibrary loan) and 18765 (i.e. Statewide loan).~~

### **~~§ 20252. Intent.~~**

~~It is the intent of this program of the Act to support the sharing of library resources through interlibrary loan. Library materials needed by a library user and not available in that user's library will be made available to the user via interlibrary loan.~~

### **~~§ 20255. Eligibility.~~**

~~(a) Public Libraries. Any public library as defined in Education Code section 18710(lj),~~

which has been authorized by its jurisdiction to participate in programs of the Act must participate in the interlibrary loan programs of the Act.

~~(b) Libraries Other Than Public Libraries. To be eligible to participate these libraries must be authorized by their own administrative authorities to do so and must file the proper notice with the State Board as outlined in section 20105(c). Further, a library, other than a public library, may be eligible for a reimbursement only for a loan to an eligible public library. Libraries, other than public libraries, which can become eligible for participation in the interlibrary loan reimbursement programs of the Act include only the following:~~

~~(1) Libraries operated by public schools or school districts. These libraries include only those defined in Education Code section 18710(m).~~

~~(2) Libraries operated by public colleges or universities. These include those academic libraries (Education Code section 18710(a)) which are funded primarily with public funds. Academic libraries potentially eligible for these programs include the libraries of the University of California, of the State University and College System, and of the California Community Colleges.~~

~~(3) Libraries operated by public agencies for institutionalized persons. Libraries for the institutionalized include hospital, correctional, and residential treatment facility libraries which are funded primarily with public funds (i.e. local, state, or federal tax monies).~~

~~(4) Libraries operated by nonprofit private educational or research institutions. These libraries include those operated by private colleges and universities which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. These libraries also include those operated by private companies which are primarily devoted to educational or research purposes and which maintain nonprofit status under provisions of the federal Internal Revenue Service or the California Franchise Tax laws. Such libraries may be required by the State Board to furnish proof of their nonprofit status in addition to any other required notices and forms.~~

#### **~~§ 20257. Reimbursable Transaction.~~**

~~An interlibrary transaction can result in reimbursement under Education Code sections 18744 and 18765 if it consists of the loan of a library material of any type which is collected by a library or if it consists of the provision of a copy in lieu of loan of a library material, from any eligible, participating lending library to any eligible public library as defined in section 20255 and in Education Code sections 18744 and 18765.~~

#### **~~§ 20260. Reimbursable Costs.~~**

~~Reimbursable costs are only those handling costs which a lending library incurs in filling a successfully completed interlibrary loan transaction. The State Board shall periodically, and at least annually, review and approve the cost data and determine an appropriate funding formula which shall be uniform statewide.~~

#### **~~§ 20265. Participation Requirements.~~**

~~Participating libraries, both public and nonpublic, shall conform to the following requirements:~~

~~(a) Reporting. To obtain reimbursement a library shall provide by the deadline reporting date, all required reports of its interlibrary loan transactions in an established form and manner determined by the Board for the period required.~~

~~(b) Audit. For audit purposes, a record of the interlibrary loan transactions must be maintained for four years.~~

~~(c) Fees. A library providing an item for interlibrary loan may not collect a handling fee on a transaction for which that library claims an interlibrary loan reimbursement under provisions of this article. A photocopy fee, exclusive of photocopy handling charge, may be collected.~~

~~(d) Direct Loan Availability. Participating libraries shall make maximum use of available bibliographic access tools to refer users to borrow directly from nearby libraries where requested material is easily available, rather than to process an interlibrary loan.~~

~~(e) Responsibility for Borrowed Materials. The borrowing library shall be responsible for all items it borrows, and if such item is lost or damaged by the library or its users, the borrowing library may be required by the lending library to make restitution for the item.~~

~~(f) Adherence to Standards. All participating libraries shall attempt to follow the standards described in the "California Library Services Act Interlibrary Loan Standards," which is hereby incorporated by reference. The State Board may withhold reimbursements to libraries which continually fail to meet the standards of performance.~~

Article 7 Proposed Changes- System language vs. Draft language

Section	Existing language	Library Cooperative Suggested Changes	Draft Changes
20107(6)	Does not currently exist in the regulations		<a href="#">"Resource Sharing" refers to the allowed use or application of a resource created, purchased or leased by one (1) or more participating libraries' with three (3) or more participating libraries.</a>
20235	In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication and delivery programs:	No changes	In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication, <a href="#">and delivery, and resource sharing</a> programs:
20235(a)	"Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a "message" for communications and delivery reporting purposes.	"Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a "message" for communications and delivery reporting purposes. <a href="#">A discrete body of information may include library-owned, library-leased or library-created physical or digital items, content or resources and the platforms that support the sharing of these bodies of information, including databases, that are procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries.</a>	No changes
20235(b)	"Item delivered" means the physical removal of a discrete item from one library to the other by means of a delivery van, U.S. Mail, or other courier service, or other delivery system. Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one - not 10,000 items).	"Item delivered" means the physical removal of a discrete item from one library to the other by means of a delivery van, U.S. Mail, or other courier service, or other delivery system. Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one - not 10,000 items). <a href="#">A delivery system may also include the platform that is required to make digital or virtual material, that is procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries. It may also include the discovery layer or portal for access to the items delivered. A delivery system may also include the telecommunications equipment, installation and monthly service fees needed to provide access to content based on the most effective</a>	"Item delivered" means the physical removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system <a href="#">or the delivery of digital materials.</a> Reasonable judgement shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one - not 10,000 items).

		<u>methods of exchanging materials and information among participating libraries.</u>	
<b>20235(c)</b>	"Frequency/schedule of delivery service" means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported.	No changes	No changes
<b>20235(d)</b>	"Other" means that when a system employs communications, or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.	"Other" means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. <u>"Other" may include any service, communication or resource provided in support of the stated intent of the Act as defined in Section 18702. The system must describe the service, communication or resource provided and the outcome of providing it. "Other" may include resources that support planning, coordination and assessment of system-wide services so that programs and services are provided that meet the changing demographics of 21st-century populations. It may also include the delivery of eContent, including eBooks, eMagazines, eMusic, and other digital content that is</u> procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.	"Other" means that when a system employs communications, <del>or</del> delivery methods, <u>or shared resources</u> , other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method. <u>The System must describe the communication, delivery method, or shared resource and the outcome of providing it. <del>procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.</del> (NOTE: this removed language is addressed in section 20107(6) above)</u>
<b>20236</b>	Does not currently exist in the regulations		<u>Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with monthly service fees.</u>

September 2, 2016

Annly Roman  
California State Library  
Office of the State Librarian  
Administrative Assistant to California Library Services Board  
914 Capitol Mall  
Sacramento, CA 95814

Dear Ms. Roman,

This letter is in response to the email dated August 5, 2016 requesting the System Coordinators of the nine California library cooperatives for opinions on updating the California Library Services Act (CLSA) regulatory language. The System Coordinators agree with the updated language the State Library has added and omitted in the draft updated CLSA regulations you provided in your email. We thank the State Library for sharing those draft recommendations with us.

Each of us has discussed with our Boards what changes they might like to see reflected in the updated regulations. Our public library directors were grateful for this opportunity, and expressed interest in updating the language to reflect not only the current needs, but also the future of our libraries in relation to communication and delivery. As one director said, "We need to ensure our language represents future delivery models, including drones!"

In reviewing section § 20235 Definition of Reporting Terms of the regulations, we believe the sections can be distilled as follows:

- (a) "Messaging" refers to the material we are sharing – "the what." The term "library owned" can be expanded in its definition to include services such Zip Books because the library buys the books and then loans them to patrons. It could also include databases or other library owned or leased content. It may also be expanded to include library generated content, such as resource databases which could be shared to benefit all California libraries.
- (b) "Item Delivered" is more about what is delivered and how it is counted - "the how." This area can be expanded to include platforms, infrastructure, etc. This can include the clarification of telecommunications. We also believe technology will continue to be developed to enhance our access to our shared collections through discovery layers to our catalogs or other online portals. Therefore, we recommend expanding language to include discovery layers or portals.
- (c) "Frequency" is fairly straightforward and no proposed changes.
- (d) "Other" allows a potential for further broadening of areas not captured in the three previous sections to further clarify language in Code 18745: *"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries."* We suggest expanding the definition to include digital materials such eBooks, eStreaming and other eContent. This section can also include wording that reflects Section 18746: *"Funds for planning, coordination and evaluation of overall*

*systemwide services*” to include library cooperatives’ analysis of our constantly changing demographics to better respond to our patrons.

Based on these observations, below in italics are some thoughts on how the existing language could be expanded upon to become more inclusive of the current and future needs.

#### ARTICLE 7. COMMUNICATION AND DELIVERY

Sec. 20235. Definition of reporting terms. In complying with the reporting requirements of Section 20235, each system shall report the following items using the following definitions with respect to the communication and delivery programs:

- (a) “Message” means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. mail, or other courier services is not considered a “message” for communications and delivery reporting purposes.

***A discrete body of information may include library-owned, library-leased or library-created physical or digital items, content or resources and the platforms that support the sharing of these bodies of information, including databases, that are procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries.***

- (b) “Item delivered” means the physical removal of a discrete item from one library to another by means of a delivery van, U.S. mail, courier service, or other delivery system. Reasonable judgment shall be exercised in determining particular “items” status (e.g., a carton containing 10,000 brochures is one -- not 10,000 items).

***A delivery system may also include the platform that is required to make digital or virtual material, that is procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries. It may also include the discovery layer or portal for access to the items delivered.***

***A delivery system may also include the telecommunications equipment, installation and monthly service fees needed to provide access to content based on the most effective methods of exchanging materials and information among participating libraries.***

- (c) “Frequency/schedule of delivery service” means that the specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported.

- (d) "Other" means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method.

***"Other" may include any service, communication or resource provided in support of the stated intent of the Act as defined in Section 18702. The system must describe the service, communication or resource provided and the outcome of providing it. "Other" may include resources that support planning, coordination and assessment of system-wide services so that programs and services are provided that meet the changing demographics of 21<sup>st</sup> century populations. It may also include the delivery of eContent, including eBooks, eMagazines, eMusic, and other digital content that is procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.***

In conclusion, the System Coordinators are interested and willing to contribute and participate in further discussions regarding changes in the regulatory language.

Respectfully submitted,

Maureen Theobald, Black Gold

Carol Frost, Pacific Library Partnership

Jacque Brinkley and Carol Frost, NorthNet

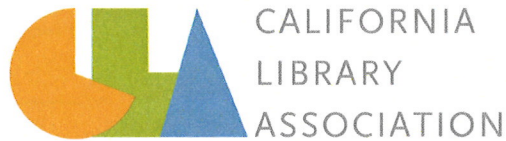
Kelley Landano, San Joaquin Valley

Diane Satchwell, Southern California Library Cooperative, Santiago, Inland, 49-99 and Serra

Susan Hildreth, Strategic Advisor, Pacific Library Partnership and NorthNet

cc: Sara Jones, Chair, CLA Advocacy and Legislation Committee  
Christina DiCaro, Lobbyist, Michael F. Dillon and Associates  
Greg Lucas, State Librarian, California State Library





September 9, 2016

Anne Bernardo, President  
California Library Services Board  
914 Capitol Mall  
Sacramento, CA. 95814

Greg Lucas, State Librarian  
California State Library  
914 Capitol Mall  
Sacramento, CA. 95814

**RE: Proposed Regulatory Changes – California Library Services Act: Support**

Dear President Bernardo and State Librarian Lucas,

The California Library Association (CLA) Legislative Committee would respectfully like to register its support for the proposed revisions to the California Library Services Act that are being suggested by the collective System Coordinators (see attached). Specifically, the proposal submitted by the System Coordinators seeks to amend Section 20235 of the California Code of Regulations, which addresses communications and delivery.

The 2016-17 California Budget bill and corresponding Budget “Trailer bill,” contain several major changes to the California Library Services Act, including the statutory elimination of Transaction-based reimbursement and other amendments, which attempt to streamline the delivery of services between collaborating libraries and Systems. The statutory changes now necessitate that the regulations provide both an adequate modernization and conformance to the Act.

The regulatory changes proposed by the System Coordinators incorporate language that recognizes the increased usage of digital or virtual materials, shareable platforms, and databases. The existing regulations are deficient in their acknowledgement of this more modern way of sharing materials between Systems and libraries, as the current language seems to embrace a more physical mode of delivering and exchanging items.

CLA has been impressed with the outreach of the California Library Services Board to the Systems Coordinators for the purpose of seeking their expertise regarding Section 20235. Similarly, CLA is appreciative of the System Coordinators for their exhaustive work in developing language and concepts for Section 20235 that our Legislative Committee feels comfortable supporting.



Thank you for your consideration of CLA's comments and for your thoughtful review of the System Coordinators language and concepts, attached.

Sincerely,

A handwritten signature in blue ink that reads "Sara Jones". The signature is fluid and cursive, with the first name "Sara" and last name "Jones" clearly legible.

Sara Jones, Legislative Committee Chair  
California Library Association

cc: Annly Roman, California State Library  
Misty Jones, CLA President  
System Coordinators

September 2, 2016

Annly Roman  
California State Library  
Office of the State Librarian  
Administrative Assistant to California Library Services Board  
914 Capitol Mall  
Sacramento, CA 95814

Dear Ms. Roman,

This letter is in response to the email dated August 5, 2016 requesting the System Coordinators of the nine California library cooperatives for opinions on updating the California Library Services Act (CLSA) regulatory language. The System Coordinators agree with the updated language the State Library has added and omitted in the draft updated CLSA regulations you provided in your email. We thank the State Library for sharing those draft recommendations with us.

Each of us has discussed with our Boards what changes they might like to see reflected in the updated regulations. Our public library directors were grateful for this opportunity, and expressed interest in updating the language to reflect not only the current needs, but also the future of our libraries in relation to communication and delivery. As one director said, "We need to ensure our language represents future delivery models, including drones!"

In reviewing section § 20235 Definition of Reporting Terms of the regulations, we believe the sections can be distilled as follows:

- (a) "Messaging" refers to the material we are sharing – "the what." The term "library owned" can be expanded in its definition to include services such as Zip Books because the library buys the books and then loans them to patrons. It could also include databases or other library owned or leased content. It may also be expanded to include library generated content, such as resource databases which could be shared to benefit all California libraries.
- (b) "Item Delivered" is more about what is delivered and how it is counted - "the how." This area can be expanded to include platforms, infrastructure, etc. This can include the clarification of telecommunications. We also believe technology will continue to be developed to enhance our access to our shared collections through discovery layers to our catalogs or other online portals. Therefore, we recommend expanding language to include discovery layers or portals.
- (c) "Frequency" is fairly straightforward and no proposed changes.
- (d) "Other" allows a potential for further broadening of areas not captured in the three previous sections to further clarify language in Code 18745: *"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries."* We suggest expanding the definition to include digital materials such as eBooks, eStreaming and other eContent. This section can also include wording that reflects Section 18746: *"Funds for planning, coordination and evaluation of overall*

- (d) "Other" means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method.

***"Other" may include any service, communication or resource provided in support of the stated intent of the Act as defined in Section 18702. The system must describe the service, communication or resource provided and the outcome of providing it. "Other" may include resources that support planning, coordination and assessment of system-wide services so that programs and services are provided that meet the changing demographics of 21<sup>st</sup> century populations. It may also include the delivery of eContent, including eBooks, eMagazines, eMusic, and other digital content that is procured by one (1) or more participating libraries to be shared by three (3) or more participating libraries, accessible for use by participating libraries.***

In conclusion, the System Coordinators are interested and willing to contribute and participate in further discussions regarding changes in the regulatory language.

Respectfully submitted,

Maureen Theobald, Black Gold  
Carol Frost, Pacific Library Partnership  
Jacquie Brinkley and Carol Frost, NorthNet  
Kelley Landano, San Joaquin Valley  
Diane Satchwell, Southern California Library Cooperative, Santiago, Inland, 49-99 and Serra  
Susan Hildreth, Strategic Advisor, Pacific Library Partnership and NorthNet

cc: Sara Jones, Chair, CLA Advocacy and Legislation Committee  
Christina DiCaro, Lobbyist, Michael F. Dillon and Associates  
Greg Lucas, State Librarian, California State Library

**CLSA Statute Reflecting changes from AB 1602 passed in 2016****California Library Services Act**

(Education Code, Title 1, Division 1, Part 11, Chapter 4,  
Sec. 18700-18767)

**Article 1. General Provisions**

**18700.** This chapter shall be known as the California Library Services Act.

**18701.** The Legislature finds and declares that it is in the interest of the people of the state to ~~insure~~ ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government. This finding is based on the recognition that:

- (a) The public library is a primary source of information, recreation, and education to persons of all ages, any location, or any economic circumstance.
- (b) The expansion of knowledge and the increasing complexity of our society ~~create~~ needs creates a need for materials and information that ~~go~~ goes beyond the ability of any one library to provide.
- (c) The public libraries of California are supported primarily by local taxes. The ability of local governments to provide adequate service is dependent on the taxable wealth of each local jurisdiction and varies widely throughout the state.
- (d) Public libraries are unable to bear the greater costs of meeting the exceptional needs of many residents, including people with disabilities, non-English-speaking and limited-English-speaking persons, those who are confined to home or in an institution, and those who are economically disadvantaged.
- (e) The effective sharing of resources and services among the libraries of California requires an ongoing commitment by the state to ~~compensate libraries for services beyond their clientele~~ promote access to information in both print and digital format.

**18702.** It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state.

This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.

**18703.** In adopting this chapter, the Legislature declares that its policy shall be as follows:

- (a) To reaffirm the principle of local control of the government and administration of public libraries, and to affirm that the provisions of this chapter apply only to libraries authorized by their jurisdictions to apply to participate in the programs authorized by this act.
- (b) To require no library, as a condition for receiving funds or services under this chapter, to acquire or exclude any specific book, periodical, film, recording, picture, or other material, or any specific equipment, or to acquire or exclude any classification of books or other material by author, subject matter, or type.
- (c) To encourage the adequate financing of libraries from local sources, with state aid to be furnished to supplement, not supplant, local funds.
- (d) To encourage service to the underserved of all ages.
- (e) To encourage and enable the sharing of resources between libraries.
- ~~(f) To reimburse equitably any participating library for services it provides beyond its jurisdiction if a public library, or, in not a public library beyond its normal clientele.~~
- ~~(g)~~(f) To ensure public participation in carrying out the intent of this act.

## **Article 2. Definitions**

**18710.** As used in this chapter, the following terms have the following meanings, unless the context otherwise indicates or unless specific exception is made:

- (a) “Academic library” means a library established and maintained by a college or university to meet the needs of its students and faculty, and others by agreement.
- (b) “Act” means the California Library Services Act.
- (c) “Cooperative library system” means a public library system that consists of two or more jurisdictions entering into a written agreement to implement a regional program in accordance with this chapter, and ~~which~~ that, as of the effective date of this chapter, was designated a library system under the Public Library Services Act of 1963 or was a successor to ~~such a~~ that library system.
- (d) “Direct loan” means the lending of a book or other item directly to a borrower.
- (e) “Equal access” means the right of the residents of jurisdictions that are members of a cooperative library system to use on an equal basis with one another the services and loan privileges of any and all other members of the same system.
- (f) “Independent public library” means a public library that is not a member of a system.
- (g) “Interlibrary loan” means the lending of a book or other item from one library to another as the result of a user request for the item.



- ~~(h)~~ "Interlibrary reference" means the providing of information by one library or reference center to another library or reference center as the result of a user request for the information.
- ~~(i)~~(h) "Jurisdiction" means a county, city and county, city, or any district that is authorized by law to provide public library services and that operates a public library.
- ~~(j)~~(i) "Libraries for institutionalized persons" means libraries maintained by institutions for the purpose of serving their resident populations.
- ~~(k)~~ "Net imbalance" means the disproportionate cost incurred under universal borrowing or equal access when a library directly lends a greater number of items to users from outside its jurisdiction than its residents directly borrow from libraries of other jurisdictions.
- ~~(l)~~(j) "Public library" means a library, or two or more libraries, that is operated by a single public jurisdiction and that serves its residents free of charge.
- ~~(m)~~(k) "School library" means an organized collection of printed and audiovisual materials that satisfies all of the following criteria:
- (1) Is administered as a unit.
  - (2) Is located in a designated place.
  - (3) Makes printed, audiovisual, and other materials as well as necessary equipment and services of a staff accessible to elementary and secondary school pupils and teachers.
- ~~(n)~~(l) "Special library" means one maintained by an association, government service, research institution, learned society, professional association, museum, business firm, industrial enterprise, chamber of commerce, or other organized group and the greater part of their collections being in a specific field or subject, e.g., such as natural sciences, economics, engineering, law, and history.
- ~~(o)~~(m) "Special Services Programs" means a project establishing or improving service to the underserved of all ages.
- ~~(p)~~(n) "State board" means the California Library Services Board.
- ~~(q)~~(o) "System" means a cooperative library system.
- ~~(r)~~(p) "Underserved" means any population segment with exceptional service needs not adequately met by traditional library service ~~patterns~~; patterns, including, but not limited to, those persons who are geographically isolated, economically disadvantaged, functionally illiterate, of non-English-speaking or limited-English-speaking ability, ~~shut in~~ homebound, or institutionalized, or who are persons with disabilities.
- ~~(s)~~(q) "Universal borrowing" means the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries.

### **Article 3. Administration**

#### **18720.**

- (a) There is hereby established in the state government the California Library Services Board, to consist of 13 members. The Governor shall appoint nine members of the board. Three of the Governor's appointments shall be representative of laypersons, one of whom shall represent people with disabilities, one of whom shall represent limited- and non-English-speaking persons, and one of whom shall represent economically disadvantaged persons.
- (b) The Governor shall also appoint six members of the board, each of whom shall represent one of the following categories: school libraries, libraries for institutionalized persons, public library trustees or commissioners, public libraries, special libraries, and academic libraries.
- (c) The Legislature shall appoint the remaining four public members from persons who are not representative of categories mentioned in this section. Two shall be appointed by the Senate Committee on Rules and two shall be appointed by the Speaker of the Assembly.
- (d) The terms of office of members of the board shall be for four years and shall begin on January 1 of the year in which the respective terms are to start.
- (e) On January 1, 2013, the members of the board shall be those persons serving on the former Library of California Board, appointed pursuant to former Section 18820, as it existed on December 31, 2012, who shall serve for the duration of their terms.

**18722.** The concurrence of seven members of the state board shall be necessary to the validity of any of its acts.

**18723.** Members of the state board shall serve without pay. They shall receive their actual and necessary traveling expenses while on official business.

**18724.** The duties of the state board shall be to adopt rules, regulations, and general policies for the implementation of this chapter. In addition, the state board, consistent with the terms and provisions of this chapter, shall have the following powers and duties:

- (a) To direct the State Librarian in the administration of this chapter.
- (b) To review for its approval all annual proposals submitted under this chapter.
- ~~(c) To annually submit budget proposals as part of the annual budget of the Department of Finance.~~
- ~~(d)~~(c) To expend the funds appropriated for the purpose of implementing the provisions of this chapter.



~~(e)~~(d) To require participating libraries and systems to prepare and submit any reports and information ~~which~~ that are necessary to carry out the provisions of this chapter, and to prescribe the form and manner for providing ~~such~~ those reports and information.

~~(f)~~(e) To require that any public library participating in programs authorized by this chapter provide access to its bibliographic records and materials location information consistent with the legislative policy of encouraging the sharing of resources between libraries.

**18725.** The state board shall serve as the State Advisory Council on Libraries for the purpose of meeting the requirements of the federal Library Services and Technology Act.

**18726.** The State Librarian shall be the chief executive officer of the state board for purposes of this chapter and shall:

- (a) Make such reports and recommendations as may be required by the state board.
- (b) Administer the provisions of this chapter.
- (c) Review all claims to insure programmatic and technical compliance with the provisions of this chapter.

#### **Article 4: Local Public Library Services**

**18730.** Any public library or combination of public libraries may submit proposals to the state board for Special Services Programs within the service area. Applications shall identify the needs of the target service group, assess the capacity of the applicant library or libraries to respond to those needs, and shall identify the activities and timelines necessary to achieve those objectives. Funds may be expended for the development of collections to meet the needs of the underserved, together with the employment or retraining of staff necessary to properly utilize the collections, and to provide appropriate services to the underserved.

**18731.** ~~Any~~ A California public library may participate in universal borrowing. ~~Public libraries~~ A public library participating in universal borrowing ~~may~~ shall not exclude the residents of any jurisdiction maintaining a public library. ~~Public libraries that incur a net imbalance shall be reimbursed for the handling costs of the net loans according to the allocation formula developed pursuant to subdivision (f) of Section 18724.~~

~~Reimbursement shall be incurred only for imbalances between:~~

- ~~(a) System member libraries and independent public libraries.~~
- ~~(b) Independent public libraries with each other.~~

~~(c) Member libraries of one system with member libraries of other systems.~~

~~18732. If two or more public library jurisdictions wish to consolidate their libraries into a single library agency, an establishment grant in the annual maximum amount of twenty thousand dollars (\$20,000) shall be made to the newly consolidated library jurisdiction for each of two years, provided that notice of such consolidation is filed with the State Librarian within one year after the consolidation.~~

## **Article 5. Library System Services**

**18740.** A library system, eligible for funds under this article, may consist of the following systems:

- (a) A cooperative library system that, as of the effective date of this act, was designated a system under the Public Library Services Act of 1963.
- (b) A library system in which two or more systems consolidate to form a library system.
- (c) A library system that is formed by adding independent public library jurisdictions to an existing system.
- (d) A library system formed by any combination of the above.

**18743.** Each member library of a system shall provide equal access to all residents of the area served by the system. ~~Member libraries that incur a net imbalance shall be reimbursed through the system for the handling costs of the net loans according to the allocations formula developed pursuant to subdivision (f) of Section 18724.~~

**18744.** ~~Each member library of a system shall be reimbursed through the system to cover handling costs, excluding communications and delivery costs, of each interlibrary loan between member libraries of the system according to the allocation formula developed pursuant to subdivision (f) of Section 18724.~~

**18745.** Each system shall annually apply to the state board for funds for intrasystem communications and ~~delivery.~~ delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

**18746.** Each system shall annually apply to the state board for funds for planning, coordination, and evaluation of the overall systemwide services authorized by this chapter.

**18747.** Each system shall establish an administrative council whose membership consists of the head librarians of each jurisdiction in the system. Duties of the administrative council shall include general administrative responsibility for the system, adopting a system plan of service, and submitting annual proposals to the state board for implementation of the provisions of this article.

~~**18751.** When any system or systems consolidate, a grant of ten thousand dollars (\$10,000) for each of the two years following the consolidation shall be made to the newly consolidated system.~~

### **Article 6. Statewide Services**

**18760.** The state board shall establish and administer two or more state reference centers. The centers shall be responsible for answering reference requests that cannot be met by systems and libraries participating in the programs authorized by this chapter.

**18761.** Each reference center established by the state shall provide statewide service. Such service shall include the handling of reference requests that cannot be met locally and regionally.

**18762.** Each reference center established pursuant to Section 18760 may enter into reciprocal or contractual agreements with libraries or any other information source for the purpose of making available their materials and informational services for the benefit of the library users of this state. Each California public library participating in any program under this chapter shall make materials and services available, as needed, to state reference centers.

**18763.** The budget of any reference center established pursuant to Section 18760 may include funds for the general operations of such centers, including funds for collection development and use.

**18764.** The state board shall designate one or more of the reference centers established pursuant to Section 18760 as a repository for collections specially relevant to economically disadvantaged persons and non-English-speaking persons.

~~**18765.** Each California library eligible to be reimbursed under this section for participation in the statewide interlibrary loan program shall be reimbursed according to the allocation formula developed pursuant to subdivision (f) of Section 18724 to cover the handling costs of each interlibrary loan whenever the borrowing library is a public library, except for the interlibrary loans made between members of a cooperative library~~

~~system as provided in Section 18744. Libraries eligible for interlibrary loan reimbursement under this section shall include public libraries, libraries operated by public schools or school districts, libraries operated by public colleges or universities, libraries operated by public agencies for institutionalized persons, and libraries operated by nonprofit private educational or research institutions. Loans to eligible libraries by public libraries shall also be reimbursed according to the allocation formula developed pursuant to subdivision (f) of Section 18724.~~

**18766.** The state board shall establish and maintain a statewide communications and delivery and resource-sharing network between and among systems, state reference centers, independent public libraries libraries, and all other libraries participating in the programs authorized by this act.

**18767.** The state board shall establish and maintain a computerized data base of bibliographic records and locations of all materials acquired by public libraries in this state, for the purpose of carrying out the legislative policy of enabling libraries to share resources efficiently.



Exhibit G

# Amador County Library

Main Library  
530 Sutter Street  
Jackson, CA 95642  
Phone: 209-223-6400  
Literacy Services: 223-6305

April 5, 2017

Anne R. Bernardo, President  
California Library Services Board  
Stanley Mosk Library and Courts Building  
914 Capitol Mall, Rm 500  
Sacramento, CA 95814

Dear Anne:

I am writing to ask that the members of the board consider conducting a study of the ramifications of changing the language regarding contiguous jurisdictions. Although this may seem, on the face of it, like a simple language change this change may in fact have lasting consequences for California libraries and their current system affiliations especially some of the more rural jurisdictions.

I am the County Librarian for Amador County, a small rural county library located in the Sierra Foothills. We are a member of the 49/99 Cooperative. Our membership in 49/99 provides our library access to services we would not be able to afford on our own. Programs such as Link+, membership in CALIFA, grant opportunities, material delivery, Book-Club in a Box, to mention a few.

My biggest concern regarding the change in the language would be the loss of the smaller cooperatives and the possibility of huge mega-systems being formed which could potentially place a monopoly on funding and services.

As you know small libraries and systems already struggle to stay current and funded if the focus was shifted to allow the formation of huge urban systems the smaller libraries would be left out of the mix which could potentially mean residents in the more rural areas would receive even fewer services than they do now.

Thank you for your consideration.

Sincerely,

  
Laura Einstadter, County Librarian

*The Amador County Library is a service-oriented network of community libraries, a main library, branches, and outreach services providing books, information and other resources for people of all ages in our diverse communities."*

Ione • Pioneer • Plymouth • Pine Grove  
[www.amadorgov.org/departments/library](http://www.amadorgov.org/departments/library)





April 6, 2017

Anne R. Bernardo, President  
California Library Services Board  
Stanley Mosk Library and Courts Building  
914 Capitol Mall, Rm 500  
Sacramento, CA 95814

Dear Ms. Bernardo:

I am writing to ask that the members of the California Library Services Board undertake a study of the effects of changing the language regarding contiguous jurisdictions before proceeding to a vote. What may seem like a simple language change could have serious consequences for California libraries and our effective traditions of sharing and mutual support.

I am the director of Chula Vista Public Library in San Diego County. We are a member of the Serra Cooperative Library System. Unfortunately our city has not fully recovered from the devastating effects of the economic downturn, leaving our library in the bottom 15% of library funding per capita in the state. Our membership in Serra gives access to services we would not be able to afford on our own. Serra sponsors and supports programs and resources such as Overdrive, Zinio, membership in CALIFA, grant opportunities, material delivery, and many more assets that mean so much to our residents.

My biggest concern regarding the change in the language would be the loss of the mix of big and small, rural and urban, wealthy and modest that we see in our current system make-up. Changing to non-contiguous jurisdictions might destroy the ability to maximize resources that now virtually 100% of Californians benefit from. It would be a shame if our library organizations contributed to the have/have-not divide that is overtaking so many avenues of life.

Libraries are one of the great equalizers; I know that the California Library Services Board does not want to jeopardize that great characteristic of the public library ideal.

Thank you for your consideration, and for your unselfish service to our state.

Sincerely,

A handwritten signature in cursive script that reads "Betty Waznis".

Betty Waznis, Director  
Chula Vista Public Library



April 7, 2017

Annly Roman  
California State Library  
Office of the State Librarian  
Administrative Assistant to California Library Services Board  
914 Capitol Mall  
Sacramento, CA 95814

Dear Ms. Roman,

This letter is in response to the California Library Services Act (CLSA) draft regulatory changes spreadsheet which was shared with the system coordinators on April 3, 2017. As the President of the Pacific Library Partnership (PLP), I would like to express PLP's appreciation of the efforts which have been undertaken by the California State Library as well as the California Library Services Board to update this language to reflect current as well as future needs of our public libraries. PLP agrees with most of the changes, and would like to provide you with comments regarding two sections.

We appreciate the proposed updates to Article 7, Communication and Delivery, including the newly proposed Section 20236, Communication, Delivery and Resource Sharing, as this section clearly defines the allowable uses for our CLSA funds in supporting resource sharing. Section 20236 is written very broadly, which allows for interpretation as libraries continue to discover new ways for resource sharing. It is our hope that the CLSB and the State Library will ensure that this section will be interpreted to include the following elements, which we believe are critical to successful, collaborative resource sharing:

- Ability to share various types of content which is library-owned, library-leased or library- created, including eResources (eBooks, eMusic, eMagazines, etc.), digital items,
- The costs associated with a shared platform for sharing resources, such as a discovery layer or portal for access to the items delivered
- Databases
- Subscription tools which support the assessment of system-wide services to allow libraries to respond to the changing needs of their communities.

In Article 5, Consolidations and Affiliations, there are three sections which refer to contiguous borders: Section 20180, Public Library Consolidations, Section 20185 (a), and Section 20190 (a). The proposed changes include removing the current requirement for both systems and public library consolidations to have contiguous borders. We would like to call your attention to the current CLSA funding formula:

- 30% awarded on the basis of the first three members of each System, equally;
- 45% for each System's combined portion of the total state population and System membership, excluding the first three members per System;
- 25% of each System's combined portion of full membership and round-trip mileage of the System's service area.

Prior to the language about contiguous borders in Article 5 being removed, PLP believes that a study should be conducted by the California State Library staff to provide an analysis of potential impacts of the recommended changes. Some considerations include:

- Should two large libraries, for instance, one in Northern California and one in Southern California, form a system, would they be obligated to share delivery of physical items? The funding formula as it stands today could have negative impacts on the other systems based on the round-trip mileage element. Also, would they be required to share physical materials? There may be benefit to them forming and sharing resources which do not include delivery.
- Do libraries need to belong to just one system, or can they belong to several systems and pick and choose the services of the systems they prefer?
- Are there non-contiguous libraries or systems currently interested in consolidation but prohibited by these regulations?
- What would be the potential positive and negative impacts of consolidation of non-contiguous libraries or systems on other libraries and systems, and would the formula need to be modified?

We appreciate the consideration of this letter by the State Library staff as well as the CLSB. Should you need additional information, please do not hesitate to contact me at [JChisaki@alamedaca.gov](mailto:JChisaki@alamedaca.gov) or 510-747-7747.

Sincerely,



Jane Chisaki

cc: Pacific Library Partnership Executive Committee  
Jennifer Addington, Chair, CLA Advocacy and Legislation Committee  
Christina DiCaro, Lobbyist, KP Public Affairs  
Greg Lucas, State Librarian, California State Library





City of Huntington Beach

# Library Services Department

*Established 1909 --- Providing access to Education, Information and Cultural Enrichment*

Stephanie Beverage, Director of Library Services

April 7, 2017

Anne R. Bernardo, President  
California Library Services Board  
Stanley Mosk Library and Courts Building  
914 Capitol Mall, Rm 500  
Sacramento, CA 95814

Dear Ms. Bernardo:

I am writing to ask that the members of the California Library Services Board undertake a study of the effects of changing the language regarding contiguous jurisdictions before proceeding to a vote. What may seem like a simple language change could have serious consequences for California libraries and our effective traditions of sharing and mutual support.

I am the director of the Huntington Beach Public Library in Orange County, and the current Chair of the Santiago Library System. Just within the past 3 years, Huntington Beach was able to rejoin the CLSA community thanks to the many programs made available through the library systems. I was able to show that the services and programs available through our participation in Santiago would more than compensate for the loss of a small nonresident fee, and improve our overall service to the community. Our membership in Santiago has expanded our ability to provide new services, through support for programs like Enki and other Ebooks, as well as enhancing opportunities for effective cooperation among all the libraries of Orange County. All our libraries are stronger for the close connection that Santiago provides us.

My biggest concern regarding the change in the language would be the loss of the mix of big and small, wealthy and modest that we see in our current system make-up. Changing to non-contiguous jurisdictions could lead to serious resource imbalances around our state.



*Central Library and Cultural Center ~ 7111 Talbert Avenue, Huntington Beach, CA 92648 (714) 842-4481*

*Fax (714) 375-5180*

*Branches: Banning 375-5005 • Graham 375-5006 • Main St. 375-5071 • Oak View 375-5068*



City of Huntington Beach

# Library Services Department

*Established 1909 --- Providing access to Education, Information and Cultural Enrichment*

Stephanie Beverage, Director of Library Services

Libraries are great equalizers; I know that the California Library Services Board does not want to jeopardize access for any Californian.

Thank you for your consideration.

Sincerely,



Stephanie Beverage  
Director of Library Services



Central Library and Cultural Center ~ 7111 Talbert Avenue, Huntington Beach, CA 92648 (714) 842-4481

Fax (714) 375-5180

Branches: Banning 375-5005 • Graham 375-5006 • Main St. 375-5071 • Oak View 375-5068



April 7, 2017

Annly Roman  
California State Library  
Office of the State Librarian  
Administrative Assistant to California Library Services Board  
914 Capitol Mall  
Sacramento, CA 95814

Dear Ms. Roman,

This letter is in response to the California Library Services Act (CLSA) draft regulatory changes spreadsheet which was shared with the system coordinators on April 3, 2017. The Black Gold Cooperative appreciates the efforts of the California State Library and the California Library Services Board to update this language to reflect current and projected future needs of public libraries.

Black Gold Council members would like to comment on the issue of contiguous borders which is mentioned in three sections: Section 20180, Public Library Consolidations, Section 20185 (a) and Section 20190 (a). The proposed changes include removing the current requirement for both systems and public library consolidations to have contiguous borders. Per the current CLSA funding formula:

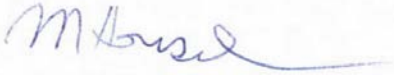
- 30% awarded on the basis of the first three members of each System, equally;
- 45% for each System's combined portion of the total state population and System membership, excluding the first three members per System;
- 25% of each System's combined portion of full membership and round-trip mileage of the System's service area.

The Black Gold region covers approximately 8000 square miles but is not heavily populated. We share an automated library system which allows us to move over half a million physical items a year among libraries, and for that we rely heavily on the delivery service funded by CLSA. Fully one-half of our annual CLSA funds, in the new funding amounts approved a year ago, pay for the delivery service. If changes to the contiguous border language are not fully considered, Systems could be inadvertently penalized and lose funding. After losing Transaction-Based Reimbursements and Public Library Funds, CLSA funds are the only ongoing state funding for public libraries.

The Black Gold Council would like to see a study done prior to the language about contiguous borders being removed to ascertain what effect those changes could have on existing services. While there are a number of possibilities for libraries if that language is changed, there may also be unintended consequences.

Thank you again for consideration of these issues for our member libraries.

Sincerely,

A handwritten signature in blue ink, appearing to read "M Housel", is centered below the text "Sincerely,".

Mary Housel, City Librarian, Santa Maria Public Library  
Chair, Black Gold Administrative Council

CC:

Jessica Cadiante, Director, Santa Barbara Public Library System

Sarah Bleyl, Director, Lompoc Public Library System

Christopher Barnickel, Director, San Luis Obispo County Library

Angelica Fortin, City Librarian, Paso Robles City Library

Ned Branch, District Director, Blanchard/Santa Paula Community Library

**Roman, Annly@CSL**

---

**From:** Theyer, Hillary <HTheyer@TorranceCA.gov>  
**Sent:** Monday, April 10, 2017 8:11 AM  
**To:** Roman, Annly@CSL  
**Cc:** Diane Satchwell  
**Subject:** for April 25 CLSB Meeting

I apologize for this not being on letterhead, I am out of the office, but I wanted to be certain my comments were received for the CLSB meeting.

April 10, 2017

Annie R. Bernardo, President  
California Library Services Board

Dear Ms. Bernardo,

I have been actively participating in the discussions and changes in California libraries, and working through the needs to change language in the laws and regulations regarding library funding, library systems, and resource sharing. It is an exciting time to be in libraries, as we are driven, often by necessity, to reshape and rethink how to best serve everyone in California. It is also a time that causes us to think deeply about how to act now to be good ancestors for the libraries to come.

I understand that the Board will be considering removing the requirement for contiguous borders from systems at the April 25 meeting. This is a foundational issue for how we work together, and how we get our separate jurisdictions to agree to resource share, especially in an era with more and more localities wanting to isolate behind literal or figurative walls. NIMBY, "us vs. them" and "I don't need that service, why should I have to pay for that service?" are all sentiments, and statements, that are alive and well in our communities. I combat them every day. We are often the institution with the deepest roots, and we are the best at holding hands. Our shared borders bring a lot of that history, and I urge you not to take removal of that language lightly.

I have both practical and philosophical concerns. On the practical side, a significant change to any system will require a lot of administrative overhead, and I urge the Board to study the ramifications to cities, counties, special districts, JPAs, and the systems themselves. At a time when I am combing through my own organization always seeking administrative overhead and process that is wasteful so I can move resources to direct public service, I do not know what impact this would have at large. I would want to know how this would work, and would want to be certain that this would be worth the change.

On the philosophical side, would this break up our shared vesting in the concerns of our area? Society, and social concerns, land on the doorsteps of libraries every day, and they don't respect jurisdictional lines. I work more closely with my neighboring libraries, though we are very diverse organizationally, than I do with my "like cities" that other departments may use for comparison. We see the same people, we have the same problems, and I know we have each other's backs. Our system helps us do this, and the fact that we share in priorities, resources, and support helps us all be better. I have a looming fear that we could see the big leave the small behind, the well-resourced leave the under-resourced behind, and that those who don't have enough voice on their own won't have the automatic support of a geographically connected system.

I urge the Board to undertake a deeper study of the practical issues, and survey the field for other concerns about how our profession works together in California.

Thank you,

Hillary Theyer  
City Librarian  
Torrance Public Library  
3301 Torrance Blvd.  
Torrance, CA 90503  
310-618-5953





DEPARTMENT OF  
LIBRARIES AND INFORMATION SERVICES

April 8, 2017

Anne R. Bernardo, President & Members of the CLSB Board  
California Library Services Board  
Stanley Mosk Library and Courts Building  
914 Capitol Mall, Rm 500  
Sacramento, CA 95814

Dear Ms. Bernardo and Members of the CLSB Board:

First, I would like to thank you for taking the time to read this letter and your time and attention to California's public libraries.

I have recently learned that the potential changes to Article 5 – Consolidation & Affiliations could have a serious impact on systems and resource sharing. I am writing to ask that the members of the California Library Services Board consider a study to determine the effects of changing the language regarding contiguous jurisdictions before moving forward with a vote.

I am the new Pasadena Public Library Director and our library is a member of the Southern California Library Cooperative. In my previous role as a library director in the Inland Empire and a member of the Inland Library System, I saw firsthand the positive impacts library systems can have because of contiguous borders. It gave us a formal partnership with libraries with common challenges. It also allows for different types of libraries (large, small, rural, economically challenged, well-funded, etc.) to work together and succeed together. That common local partnership allowed us to share resources, share training programs, and network with our library neighbors. Whereas this language change may appear to be a simple change, it could have wide-spread impacts.

Membership in strong, defined library systems allows for effective resource sharing. Access to reduced cost databases and resources is so crucial to libraries, especially those with budget problems. If systems begin breaking apart and new ones forming based on what a current library director wants at the time, we are going to lose the diversity that makes our library systems so strong. I suspect what will happen is that the more well-funded, larger library systems will break off and form their own system and those valuable resources will go along with them, just like a redistricting effort. Thank you for your time and attention in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Perera".

Michelle Perera  
Director of Libraries & Information Services  
Pasadena Public Library



April 7, 2017

Annly Roman  
California State Library, Office of the State Librarian  
Administrative Assistant to California Library Services Board  
914 Capitol Mall  
Sacramento, CA 95814

Dear Ms. Roman,

This letter is in response to the California Library Services Act (CLSA) draft regulatory changes spreadsheet which was shared with the system coordinators on April 3, 2017. As Chair of the NorthNet Library System (NLS), I would like to express NLS's appreciation of the efforts which have been undertaken by the California State Library as well as the California Library Services Board to update this language to reflect current as well as future needs of our public libraries. NLS agrees with most of the changes, and would like to provide you with the following comments.

We believe it is important to update Article 7, Communication and Delivery, and we agree with adding the newly proposed Section 20236, Communication, Delivery and Resource Sharing. Section 20236 is written very broadly, which allows for interpretation as libraries continue to discover new ways for resource sharing. It is our hope that the CLSB and the State Library will ensure that this section will be interpreted to include the following elements, which we believe are critical to successful, collaborative resource sharing:

- Support for different types of inter-library loan to support the rural areas of California. Those would include ZipBooks and its associated acquisition and delivery of the items, Innovative's Link+ Resource Sharing product, as well as future alternative models which may be developed. This is especially important for our rural areas where delivery between libraries is very costly and inter-library loan becomes very difficult.
- Ability to share various types of content which is library-owned, library-leased or library-created, including eResources (eBooks, eMusic, eMagazines, etc.) and digital items. NLS currently uses CLSA funds for eBooks and eMusic, and would like to expand the shared collections as additional formats become available.
- The costs associated with a shared platform for sharing resources, such as a discovery layer or portal for access to the items delivered
- Databases
- Subscription tools which support the assessment of system-wide services to allow libraries to respond to the changing needs of their communities.

In Article 5, Consolidations and Affiliations, there are three sections which refer to contiguous borders: Section 20180, Public Library Consolidations, Section 20185 (a), and Section 20190 (a). The proposed changes include removing the current requirement for both systems and public

library consolidations to have contiguous borders. We would like to call your attention to the current CLSA funding formula:

- 30% awarded on the basis of the first three members of each System, equally;
- 45% for each System's combined portion of the total state population and System membership, excluding the first three members per System;
- 25% of each System's combined portion of full membership and round-trip mileage of the System's service area.

Prior to the language about contiguous borders in Article 5 being removed, NLS believes that a study should be conducted by the California State Library staff to provide an analysis of potential impacts of the recommended changes. Some considerations include:

- Should two large libraries, for instance, one in Northern California and one in Southern California, form a system, would they be obligated to share delivery of physical items? The funding formula as it stands today could have negative impacts on the other systems based on the round-trip mileage element. Also, would they be required to share physical materials? There may be benefit to them forming and sharing resources which do not include delivery.
- Do libraries need to belong to just one system, or can they belong to several systems and pick and choose the services of the systems they prefer?
- Are there non-contiguous libraries or systems currently interested in consolidation but prohibited by these regulations?
- What would be the potential positive and negative impacts of consolidation of non-contiguous libraries or systems on other libraries and systems, and would the formula need to be modified?

We appreciate the consideration of this letter by the State Library staff as well as the CLSB. Should you need additional information, please do not hesitate to contact me at [blear@sonoma.lib.ca.us](mailto:blear@sonoma.lib.ca.us) or 510-747-7747.

Sincerely,



Brett Lear

cc: NorthNet Library System Executive Committee  
Jennifer Addington, Chair, CLA Advocacy and Legislation Committee  
Christina DiCaro, Lobbyist, KP Public Affairs  
Greg Lucas, State Librarian, California State Library

**Survey responses from Public Library Directors on topics of interest to the State Board:**

**Should the CLSA regulations be modified to remove the contiguous borders requirement?**

- The contiguous borders issue might be solved by a compromise, where library systems offering conventional services must have contiguous borders, and those uniting for specialty services need not.
- I would like to see the requirement lifted. This would give libraries in rural areas an opportunity to join other systems that more closely align with their needs.
- Currently, we are part of North State Library System. We have more in common, geographically, patron-wise, and demographically with the Peninsula Library System south of us. We are looking into the benefits of joining PLS instead. We are technically geographically contiguous to both.
- I don't have a strong opinion about this. One of the great values of the system for us has been the opportunity for staff to meet and work with nearby colleagues. I do recognize the value of potentially setting up a system that serves the special needs of certain groups of jurisdictions.
- It might spur some innovative partnerships.
- Yes they should. In the age of instant communication with the Internet, the contiguous borders requirement is outmoded. It makes more sense to have affinities based on the shared interests of libraries and the communities they serve rather than an artificially drawn border. Possibly causing existing groupings to fail is a concern, but I believe that ways can be found to ameliorate that possibility.
- I don't know what that is or how it is relevant. However, if doing so would make it easier for libraries to collaborate across jurisdictions, I am all for it.
- Yes – borders don't matter as much as they did before.
- Yes I think the contiguous border requirement is outdated in our digital age and possibly un-enforceable. We would ideally like to form non-geographic cooperative arrangements within the state as well as additional partnerships nationwide that parallel what OCLC does for us, but using open source tools such as Fulfillment@.
- No. I get the argument for it, but as a former County Librarian, I understand the potential (and likely) negative impacts it would have.
- For my library (and I suspect for the rest of the Inland libraries), this is not an issue that is of importance to us.
- Take a look at a map of California and see what might be involved in this. A large portion of California does not even have air or passenger rail access.
- Yes- I would love to partner with innovative libraries with similar goals and interests.
- YES, absolutely. We are seeking more and more to work with libraries across needs, and geography is less and less a factor. This is for the future of effective collaboration.
- Just remove the words contiguous borders.
- I don't think so, personally. I think it could potentially open things up for abuse.
- No. While I understand that the contiguous borders requirement presents challenges, without it it seems that Systems serving rural communities would be further weakened, and the stronger systems which are in more urban areas and require a greater financial commitment from their

members would dominate. I worry that this would leave smaller/less well off/rural library jurisdictions without a viable option for regional resource sharing.

- Not sure about that – I need more information about the requirements.
- I would need to review the pros/cons of such a change before giving an opinion on this. Although it appears that allowing libraries (or systems) not contiguous, to align with another that may be more related to its mission or services, and it may be advantageous, I'm not sure what that means or how it affects current systems and libraries and logistics.
- The ability for entities to "select" a library consortium could result in those groups who are already weak only suffering more. That is, if libraries opt to align with a stronger cooperative rather than one that is geographically close, that neighboring cooperative only grows weaker. I think we would need to ensure greater uniformity before we consider this seriously.
- I feel that CLA, ALA, CALIFA and even InfoPeople and other LSTA supported projects serve the purpose of connecting libraries beyond contiguous borders. I feel it's important that CLSA continues to emphasize geographic location because it's important for a library to be aware of what's happening in neighboring communities to avoid duplication, improve efficiency and support each other's efforts.
- Yes: 5
- No: 3