



## **NOTICE OF PUBLIC MEETING**

**California Library Services Board**  
**October 17, 2017**  
**9:30am – 4:00pm**

**LSTA Advisory Council on Libraries Meeting**  
*Immediately following Board business meeting*

**REGULAR BUSINESS**  
**9:30am-12:00pm**

**CLOSED SESSION**  
**1:00pm-1:30pm**

**RESUME REGULAR BUSINESS IN OPEN SESSION**  
**1:30-4:00pm**

For further information contact:

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

### **Meeting Locations are as follows:**

California State Capitol  
Room 2040  
Sacramento, CA 95814

Braille Institute  
741 North Vermont Ave.  
Chairman's Conference Room  
Los Angeles, CA 90029

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

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

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

## October 17<sup>th</sup>, 2017 Meeting Agenda

### A. BOARD OPENING

1. **Welcome and Introductions**  
Welcome and introductions of Board members, staff, and participants
2. **Adoption of Agenda**  
Consider agenda as presented or amended
3. **Approval of April 2017 Board Minutes – Document 1**  
Consider minutes as presented or amended
4. **Board Resolutions – Document 2**
  - a. Consider resolution for Penny Kastanis
  - b. Consider resolution for Gregory McGinity
  - c. Consider resolution for Dr. Kevin Starr
5. **Election of Board Officers for 2018 – Document 3**
  - a. Report from the Nominating Committee
  - b. Consider nominations for Board President and Vice-President for 2018
6. **Board Meeting Schedule for 2018 – Document 4**

### B. REPORTS TO THE BOARD

1. **Board President's Report**  
Report on activity 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**  
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**

**RESOURCE SHARING**

**Consolidation and Affiliations – Document 5**

Consider Goleta City Public Library for affiliation with Black Gold

**BUDGET AND PLANNING**

**System Plans of Service and Budgets – Document 6**

- a. Consider System population and membership figures for 2017/18
- b. Consider 2017/18 CLSA System Plans of Service for the \$3.63 million in ongoing funding

**SYSTEM REPORTS**

Consider uniform financial disclosure standard for the nine cooperative library systems

**D. CLSA REGULATIONS**

- a. Update on the regulatory process - *Document 7*
- b. Discussion of the “contiguous” borders issue. – *Document 8*

**E. CLOSED SESSION**

Pursuant to Section 11126(a) (1) of the Government Code, the Board will meet in Closed Session to conduct a performance evaluation of the Administrative Assistant II.

**F. RESUME REGULAR BUSINESS IN OPEN SESSION**

Report from closed session

**G. LEGISLATIVE UPDATE – Document 9**

Update on federal and state legislative issues

**H. BOARD DISCUSSION ITEMS 2015/2016 – Document 10**

Board Focus/Strategic Planning

**I. PUBLIC COMMENT**

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

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

Board member or officer comment on any item or issue that is under the purview of the State Board and is not on the agenda

**K. OLD BUSINESS**

Any old business to be discussed

**L. AGENDA BUILDING**

Agenda items for subsequent State Board meetings

**M. ADJOURNMENT**

Adjourn the meeting.

## California Library Services Board Meeting

April 25, 2017

California State Library  
914 Capitol Mall, Room 500  
Sacramento, CA

**Welcome and Introductions**

President Bernardo called the California Library Services Board (CLSB) meeting to order on April 25, 2017 at 9:00 a.m.

**Board Members Present:** Anne Bernardo, Gary Christmas, Aleita Huguenin, Florante Ibanez, Paymaneh Maghsoudi, Peter Mindnich, Eric Schockman, Sandra Tauler, and Connie Williams.

**California State Library Staff Present:** State Librarian Greg Lucas, Natalie Cole, Janet Coles, Susan Hanks, Wendy Hopkins, Lena Pham, Monica Rivas, Annly Roman, and Mark Webster.

**Adoption of Agenda**

*It was moved, seconded (Maghsoudi/Williams) and carried unanimously that the California Library Services Board adopts the agenda of the April 25, 2017 meeting.*

**Approval of April 2016 Board Minutes**

*It was moved, seconded (Maghsoudi/Schockman) and carried unanimously that the California Library Services Board approves the draft minutes of the October 14, 2016 meeting.*

**Board Resolution**

Vice President Maghsoudi read the California State Library Services Board resolution 2017-01 attached to this document as Exhibit A.

*It was moved, seconded (Ibanez/Christmas) and carried unanimously that the California Library Services Board adopts California Library Services Board Resolution 2017-01 for Gerald Maginnity.*

**Board Meeting Date for Fall 2017**

Annly Roman reported that the Board had previously indicated they wanted to meet in-person. For fall, typically the Board met in late August or early September. President Bernardo brought up a previous suggestion to have the meeting in the State Capitol and

1 suggested looking at October dates as well in order to have more availability. Bernardo  
2 said they would wait on the Doodle poll to determine the exact date.

3 Annly Roman asked if the Board wanted to meet in person in spring and if so, would  
4 Board members want to hold legislative meetings. Member Christmas said it appeared  
5 most Board members felt meeting in person was valuable. President Bernardo felt  
6 legislative visits would be helpful. Annly Roman said that in order to accommodate  
7 legislative visits she could put out a doodle poll and take the two best days together.

### 8 **Nomination of Board Officers**

9 Annly Roman reported that the Board would need to elect two people to be part of  
10 the nominating committee to determine potential nominees. Members Williams and  
11 Schockman agreed to serve on the committee.

12 ***It was moved, seconded (Christmas/Ibanez) and carried unanimously***  
13 ***that the California Library Services Board appoints Connie Williams***  
14 ***and Eric Schockman to the Nominating Committee to select board***  
15 ***officers for 2018.***  
16

## 17 **REPORTS TO THE BOARD**

### 18 **Board President's Report**

19 President Bernardo reported that since the October meeting she attended the  
20 Council of County Law Librarians meeting and their February legislative day in  
21 Sacramento. She met with local legislators and joined in meetings with legislative  
22 leadership about the status of County Law Libraries in California.

23 She also attended the California State Library Strategic Planning retreat as the  
24 Board's representative in January. She indicated that a report generated from the  
25 retreat was sent out and she hoped that all Board members had read it.

26 President Bernardo continued to serve as the law librarian's liaison to the Executive  
27 Committee of the Law Practice Management and Technology section of the State of  
28 California. Additionally, Wendy Hopkins had asked Anne to assist with the next LSTA 5-  
29 year plan which was currently proceeding.

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

31 Vice-President Maghsoudi reported that her library had unveiled a Pop-up library  
32 created with Library Services and Technology Act (LSTA) funds. The project brought

1 goodwill into the community and was being used almost every day. It was a wonderful  
2 example of what LSTA could bring to libraries if funding stayed in place.

### 3 **Chief Executive Officer's Report**

4 State Librarian Greg Lucas reported that state library staff had been working to get  
5 the one-time CLSA money out into the field.

6 Lucas stated that the President proposed, in his budget summary, eliminating  
7 funding for the Institute of Museum and Library Services. It was a \$230 million program  
8 with about \$180 million going to public libraries and about \$150 million of that went in  
9 block grants to states on a per-capita basis. Of the funds coming to California, 2/3rds  
10 went to the field and the remainder constituted about 1/3 of the State Library's operating  
11 budget. Lucas stated that the President had yet to put out a formal budget, but there  
12 were a lot of efforts to demonstrate the value of federal investment in libraries.

13 As a consequence of the President's budget, Governor Brown put forward a  
14 cautious budget proposal in January. The Governor's rationale was that we didn't know  
15 what to expect. One-third of Californians got health insurance through Medical and if the  
16 Federal government changed eligibility or the reimbursement formula it could have large  
17 financial impacts on California.

18 State Librarian Lucas thought that only smaller or one time funding requests had any  
19 chance of being funded in the March revision. He noticed that March, which was not  
20 normally a big revenue month, came in \$1 billion over the administration's projections.  
21 However, there was still a lot of uncertainty based on the federal government.

22 As a condition of Institute of Museum and Library Services (IMLS) funding, the State  
23 Library was required to create a 5-year plan demonstrating how IMLS funds would be  
24 spent. The last 5-year plan ended in 2017 and, as required, an outside evaluation was  
25 just completed to assess if we accomplished our goals. The State Library was in the  
26 process of creating a new 5-year plan that would go until 2022.

27 Among the suggestions in the outside evaluation was using the plan as a living  
28 document. It could be revisited each year during the 5-year period to measure progress  
29 and goals could be changed or amended if necessary. State Librarian Lucas said that  
30 was not done with the previous plan.

1 State library staff would be seeking input from various stakeholders so a very basic  
2 first draft showing the goals, mission, and perceived field needs would be sent out soon.  
3 Some surveying and focus groups of librarians around the state had already been done.

#### 4 **Lighting Up Libraries: Broadband Update Report**

5 Natalie Cole reported that the project goal was to bring high speed broadband to all  
6 California public libraries by connecting them to the California Research and Education  
7 Network (CalREN) and statewide high speed network managed by the Corporation for  
8 Education Network Initiatives in California. Cole mentioned that they had created a  
9 broadband infographic which really shows the progress and successes to date. (The  
10 infographic could be downloaded at <http://www.library.ca.gov/lds/broadband.html>.)

11 127 of California's 184 library jurisdictions were connected or in the process of  
12 connecting to CalREN. Within those jurisdictions, 539 of California's approximately 1100  
13 public outlets were currently connected or connecting. Cole said the project was in year  
14 three and up to 12 new jurisdictions and 75 new outlets would begin connecting. Natalie  
15 Cole anticipated that the project would provide \$1.2 million in grants to support new  
16 connections. Additionally, a database was being created on the State Library's website  
17 that allowed people to search at the outlet level to see which libraries are connected or  
18 connecting.

19 Cole reported that strategies were being explored for helping libraries with significant  
20 inhibitors preventing them from taking part in the project. These included extreme  
21 financial hardship, or topography or geography that made it hard for them to connect.

22 Member Schockman was concerned that there was a socioeconomic overly over  
23 who is getting this money and assistance first. He was concerned there were still areas  
24 on dial-up or lacking 21<sup>st</sup> century connections. Schockman asked how state library staff  
25 prioritized the distribution of funds.

26 Natalie Cole said that one of the current focuses was libraries that were unable to  
27 participate. In some of these areas it was not just public libraries that struggle to  
28 connect but also schools and community colleges so we are working to explore  
29 partnership opportunities that can try to address this problem.

30 State Librarian Lucas brought up the federal e-rate program which offered  
31 connection discounts depending on the economic level of your community. E-rate was

1 expanded under the previous administration to allow for actual building of broadband  
2 infrastructure for struggling communities, but that part of the e-rate program is in flux.  
3 One of the California Library Association's budget proposals was not only to create a  
4 mechanism to help connect the difficult geographic areas but also offer micro-loan  
5 assistance to those libraries that couldn't afford to wait the 18 months before their e-rate  
6 discount check arrived.

7 Natalie Cole added that the grant program was expanded this year to allow libraries  
8 to put grant funds toward connectivity, which addressed the needs of some libraries that  
9 would not otherwise be able to afford the project.

10 Member Tauler said that her County library had major issues due to branch locations  
11 and she suggested that the plan for helping small libraries include technical assistance  
12 because sometimes they lack the staff to take the time to determine solutions or figure  
13 out the program. She felt the one-person staff libraries were being left behind. Natalie  
14 Cole clarified that libraries could use funds for technical assistance.

15 President Bernardo asked about the \$2.475 million ongoing budget appropriation to  
16 the broadband program. State Library Lucas clarified that was general fund money paid  
17 to CENIC as the fee for California libraries to be part of the network. Lucas said the  
18 grant funding was the remainder \$1 million Board investment and the original one-time  
19 money given toward the project.

20 Member Christmas asked if it was correct that some jurisdictions were not interested  
21 in connecting to CENIC. Cole confirmed that some jurisdictions were happy with their  
22 connections and were not looking for a CENIC connection right now.

23 Christmas asked if there were issues with the implementation process. Natalie Cole  
24 said that there were challenges that they are trying to address, such a reimbursement  
25 delays for start-up costs. However, the response to a survey done for jurisdictions that  
26 had been connected for 12-months showed that the positives were outweighing the  
27 negatives.

### 28 **Library eBook Platform with Library Owned Content Program Report**

29 Lena Pham reported that the Board allocated \$300,000 toward a shared eBook  
30 platform called the enki library. About half of California libraries were already connected.  
31 \$100,000 of the grant funds would be used to connect the remaining public libraries to



1 the enki platform. Pham reported that as of January 2017, 91 eligible libraries were not  
2 connected. A sign-up form would go to those libraries inviting them to sign up for the  
3 eBook platform.

4 An additional \$200,000 would be used for expanding the enki library eBook  
5 collection. There are 60,000 titles currently in the enki collection, which focuses on  
6 popular niche content as well as indie fiction and non-fiction titles. Califa created a  
7 collection development survey, which closed in April, which was sent out to subscribed  
8 libraries to get their input on new collection items and availability preferences such as  
9 always available content. The goal was to make purchases and fully develop the  
10 collection by the end of 2017.

11 Member Williams asked what amount of the enki collection were multi-use items vs.  
12 single checkout. Lena Pham said that she did not know the exact details of that. The  
13 library had a collection of always available classics as well as a self-publishing  
14 collection which were both multi-use. Member Williams said that she was interested in  
15 what conversations were going on in terms of these platforms and their use within the  
16 school day for children. Carol Frost said that there was not a lot of good, hard data. It  
17 was apparent that most people do not exclusively use eBooks. When it came to studies  
18 on youth and eBook use for curriculum data showed children prefer not to use eBooks.  
19 However, it was a good to broaden the base of collections to appeal to youth and items  
20 they would expect students to use.

### 21 **Cross Platform eBook Discovery App and Reader Program Report**

22 Lena Pham reported that the cross discovery application, SimplyE was developed by  
23 New York Public Library with Institute of Museum and Library Services funding. The  
24 purpose of the application was to make eCollections across different vendors  
25 discoverable using only one app. Currently, patrons that had access to 360 eBooks,  
26 Overdrive, and other eBook vendors through their library had to download a different  
27 application for each program.

28 The allocation by the Board was \$200,000 to set-up the base infrastructure to allow  
29 California libraries to connect to the app. Those funds would also be used to conduct a  
30 pilot project with full set-up of SimplyE for six library jurisdictions. There were three  
31 California Public libraries that were involved with the SimplyE project development,

1 Sacramento Public Library, Santa Clara County Library, and Alameda County Library.  
2 Califa was working with Alameda County library, which had previously tried to set-up the  
3 app but were unsuccessful. When Lena Pham last spoke with Califa they indicated  
4 Alameda County Libraries might complete set-up on the SimplyE app by the end of  
5 May, 2017. Gary Christmas asked if the Alameda County connection was part of a pilot  
6 project to test the connection in one jurisdiction so that it would be spread to others.  
7 Pham confirmed that it was.

8 Pham said that there was an ongoing cost for the hosting and maintenance of the  
9 app, so a sustainability plan that would probably take the form of a subscription fee from  
10 the participating libraries was being developed. More information on the development  
11 side of the applications was available at [librarysimplified.org](http://librarysimplified.org).

12 The other project goal reported by Lena Pham was to make the enki eBook library a  
13 discoverable platform on the SimplyE app, which was expected to take four months.

14 Member Williams asked if all the titles owned by the library would be integrated in a  
15 single catalogue or would she have to know exactly which eBook platform had the Book  
16 she wanted. Pham said SimplyE should be searchable across all platforms. Carol Frost  
17 clarified that SimplyE created connectors to the different platforms to which a library  
18 subscribed and it drew from all of the eBook vendors in real time and allowed the patron  
19 to read right from the app.

## 20 **Innovation Lab Grant Program Update**

21 Wendy Hopkins reported that the Board designated \$200,000 in one-time funding to  
22 create Innovation Labs through partnerships with libraries, corporations, and educators.  
23 The proposal was modeled on the Chula Vista Public Library “Think-a-bit” lab project.  
24 Chula Vista partnered with Qualcomm and the local elementary school district to create  
25 a lab in the library building which allowed kids to learn science, technology, math and  
26 gain experience in STEM related learning. The program was designed for 6<sup>th</sup>-8<sup>th</sup> graders  
27 but the library found that the program applied to adults and veterans as well. It was  
28 teaching in incredibly innovative ways to encourage excitement around STEM subjects.  
29 In the long run it would also help create a stronger workforce base.

30 For this project, the Southern California Library Cooperative, the State library’s  
31 project partner, would set-up a pool of funding and libraries that wished to create these

1 stations or labs could select from a menu of all the resources that would be applicable  
2 to their communities. Giving libraries a choice would allow for the creation of creative  
3 labs that will resonate with the local community. This would help re-establish the library  
4 as the corner-stone of the community.

5 Hopkins reported that part of the goal was for libraries to develop their existing  
6 space. There has been a lot of discussion around new construction and this grant would  
7 encourage libraries to repurpose and reimagine the space they already have. It would  
8 also encourage technology experimentation for young kids and take them beyond the  
9 iPad, iPhone, or games they play while providing them with practical experience with  
10 math and science.

11 The funding would be made available for purchasing necessary technology to  
12 enable libraries to create those spaces. Best practices would be ensured and shared  
13 through survey, social media, calix, email, and webinars. As the project progressed, the  
14 goal was for communities to realize what a huge value the program was and that the  
15 library was the only place providing these services.

16 Diane Satchwell added that Betty Waznis, the head of the Chula Vista project, said  
17 that Qualcomm was looking to partner with other libraries in the state. Also, Microsoft  
18 has approached the Chula Vista library looking to expand the workforce investment  
19 base.

20 Member Williams asked about making cross connections with local schools. She  
21 asked if teachers could participate so that public libraries could use teachers' and  
22 teacher librarians' expertise. Wendy Hopkins said they had not had those discussions  
23 yet but were planning on looping in schools. Diane Satchwell clarified that the Chula  
24 Vista school district actually has one school district funded teacher at the library lab at  
25 night and on weekends.

## 26 **Libraries Illuminated: Software and Hardware Improvement Programs Grant** 27 **Program Report**

28 Natalie Cole reported that the project goal was to help libraries, particularly those in  
29 underserved communities, make software and hardware improvements to maximize  
30 benefits to patrons as they access new high-speed Internet connections. The project  
31 would support the purchase of: cutting-edge technology that helps libraries provide

1 innovative services and programming that fulfills the potential of their broadband  
2 connections; functional hardware and software that allows libraries to use their new  
3 broadband connections effectively; and technology that enables libraries to make the  
4 best use of their non-broadband Internet connections should they not be able to  
5 participate in that project.

6 Cole reported that the project would be potentially accessible to all public libraries.  
7 Funds would be divided equitably between libraries requesting different types of  
8 technology and different types of public libraries—e.g. rural, suburban, and urban; city,  
9 county, and special district; lower- and higher-resourced— to provide a variety of  
10 programming and service models for the library community to learn from and replicate.

11 She reported that libraries would be asked to work with community partners and  
12 provide cash and in-kind matches for the funds. The level of match required would be  
13 tied to the library's Local Income Per Capita (LIPC) to allow less well-resourced libraries  
14 to participate.

15 A partnership was formed with the national Public Library Association to support the  
16 evaluation for this project. Libraries were asked to use the association's Project  
17 Outcome evaluation tools to measure the impact of the programs and services provided  
18 with the new technologies. Project Outcome surveys measured knowledge, confidence,  
19 application, and awareness over a large breadth of topics including civic and community  
20 engagement, digital learning, economic development, education and lifelong learning,  
21 early childhood literacy, job skills, and summer reading programs. This would allow the  
22 gathering of consistent data on the project regardless of the programming provided with  
23 the new technology.

24 Cole reported that a portion of the funds would provide libraries with virtual reality  
25 equipment to contribute to a State Library technology project that was supporting  
26 innovative programming in public libraries. Aligning the two projects provided an  
27 opportunity to combine state, federal, and private resources for the benefit of  
28 California's public libraries and their communities.

29 Natalie Cole stated that an advisory group would be formed to guide the  
30 development of the project to ensure that it meets the needs of California's public

1 libraries. The group would represent a variety of geographic areas and bring a variety of  
2 skills in technology and evaluation.

3 The next steps for the project would be to finalize the application materials and  
4 guidelines and distribute those in late spring. It was anticipated that applications would  
5 be completed in the fall and libraries selected to receive funds.

6 Member Schockman expressed an interested in how virtual reality could be used to  
7 enliven and enrich academics. He was wondering if, at the next meeting, state library  
8 staff could provide the board members with a demonstration of virtual reality headsets  
9 so they could see what the children were using. Janet Coles said that would be  
10 possible.

### 11 **Impact Study and Online Clearing House Grant Program Report**

12 Natalie Cole reported the project was to create an impact study and online  
13 clearinghouse cataloging the economic and social value of libraries. A first set of  
14 approximately 65 resources had been gathered and organized for the online  
15 clearinghouse. The resources were created between 1998 and 2017 and were selected  
16 for their relevance to California.

17 The resources focused mainly on the economic and financial return on investment  
18 provided by public libraries. They provided a solid foundation for the project and  
19 demonstrated that investing in libraries was a sound use of public funds. The resources  
20 also provided potential methodologies that could be considered for the original research  
21 phase of the project.

22 The preliminary finding showed that for every dollar invested, \$2-\$10 is returned,  
23 with an average of between \$3-\$6. These numbers were compelling, but were just one  
24 way of demonstrating libraries' value. A more complex approach would consider the  
25 many dimensions of value such as user satisfaction, economic impact, and social  
26 impact. With libraries, it is particularly important to consider the more difficult-to-  
27 measure indirect value of the growth of an informed population with equitable  
28 opportunities for learning, leisure, and connection.

29 The next steps for the project were to prepare the collected resources for inclusion  
30 on the State Library's website; continue to identify and collect resources that

1 demonstrate other dimensions of libraries' value; and begin planning an original study  
2 demonstrating the impact of California's libraries.

3 Member Christmas asked how we promote these one-time grants and their value to  
4 the legislature, Department of Finance and the Governor's office. He wanted to know if  
5 all the information was provided to the library jurisdictions. Christmas felt that we should  
6 be promoting these programs.

7 Natalie Coles said promotion was part of the reason they wanted to get everything  
8 up on the website. President Bernardo pointed out a reported needed to be submitted to  
9 the legislature by September.

### 10 **Zip Books Grant Program Report**

11 Janet Coles reported that the \$1 million in onetime funds allocated to Zip Books was  
12 awarded to the NorthNet Library Cooperative System and the grant period would run  
13 from January 1, 2017 through June 30, 2019.

14 A detailed project plan had been created by NorthNet and they would be working  
15 with the Califa group which has managed the project for the last four years. One of the  
16 activities scheduled for the first six months was the addition of 14 new libraries to the  
17 project. The libraries will be drawn mostly from the central valley and the central coast  
18 area.

19 An advisory group was selected and held its first meeting in March. The new 14  
20 libraries were in the process of coming on board and those libraries were expected to  
21 be offering Zip Books to their patrons by December.

22

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

#### 24 **BUDGET AND PLANNING**

#### 25 **CLSA Proposed Budget for FY 2017/18**

26 Monica Rivas reported that the preliminary budget of \$3.63 million had been sent out  
27 to the systems already with the annual plans of service.

28 ***It was moved, seconded (Schockman/Tauler) and carried***  
29 ***unanimously that the California Library Services Board adopts,***  
30 ***contingent upon the passage of the budget act, the 2017- 2018 fiscal***  
31 ***year California Library Services Act budget as directed in the***  
32 ***governor's proposed 2017-2018 budget, totaling \$3,630,000 for***  
33 ***allocation to Cooperative Library Systems.***

1 **RESOURCE SHARING**

2 **Consolidation and Affiliations**

3 Annly Roman stated that this item was a reporting item only. The State Library had  
4 received a letter from the City of Goleta Library indicating that they wanted to separate  
5 from the City of Santa Barbara Library. The letter was notifying the Board that they  
6 wanted to form their own library and join the Black Gold Library Cooperative.

7 Member Schockman asked why the City of Goleta wanted to separate. Annly  
8 Roman said that the City of Goleta, currently contracting with the City of Santa Barbara,  
9 owned the library building and wanted to provide their own library services to their local  
10 population. Schockman asked if they would be in a system. Roman reported that Goleta  
11 was a member of the Black Gold Library Cooperative under the City of Santa Barbara  
12 but would need to join a system independently once established as a library jurisdiction  
13 or municipality. The Board would need to approve that affiliation.

14 **CLSA System-level Programs**

15 Monica Rivas reported that Board members had been provided with the System  
16 Annual reports, which show all Systems on track to meet the goals submitted in the  
17 plans of service, and a breakdown of funds used for communication and delivery and  
18 administration.

19 Member Schockman said that the information appeared to show a local contribution.  
20 Rivas said that was correct, that systems did receive some local funds.

21 **D. CLSA REGULATIONS**

22 Annly Roman reported that at the October Board meeting the Board had discussed  
23 necessary regulatory amendments including: updating language to comply with  
24 changes made to statute by budget trailer bill AB 1602 in 2016; changes requested by  
25 board members such as having a biennial election for Board officers and removal  
26 reference to the word “contiguous” in article 5; and changes to comply with existing  
27 Bagley-Keene Open Meeting Act requirements. State Library staff took into account:  
28 changes conforming to statute; suggestions from Board members; and suggestions  
29 from the Cooperative Systems when providing recommended updated regulatory  
30 language (Exhibit B).

1 In October, the Cooperative Library Systems submitted a letter recommending  
2 specific changes to the "Communication and Delivery" section in regulation to expand  
3 what was allowable under the section such as databases and supporting technologies.  
4 This section contained definitions of reporting terms and adding the requested language  
5 did not appear to permit the systems to expand the use of funds. It appeared to expand  
6 the reporting requirements. Staff proposed including a new section, Section 20236. The  
7 section referenced education code sections which addressed communication, delivery,  
8 and resource sharing fund allocations and the ability of cooperative systems to request  
9 funds for planning and assessment of system services. Section 20236 was written that  
10 way to address the systems' expressed wish of being able to use Communication and  
11 Delivery money to assess system wide programs. The new section also clarified that  
12 communication, delivery, and resource sharing also included technology resources and  
13 accompanying supportive services and fees.

14 President Bernardo suggested proceeding by discussing each regulatory section  
15 individually. In section 20107(a), President Bernardo mentioned a reference to the  
16 initiating 1979 statute which should have referenced the 2016. President Bernardo also  
17 questioned the staff recommended definition of resource sharing in Section 20107(b),  
18 item 6 which required sharing between at least three libraries. She felt requiring sharing  
19 between at least two instead of three would be less restrictive. Member Christmas  
20 agreed.

21 Annly Roman stated that a minimum of three had been a system recommendation.  
22 Carol Frost commented that system coordinators had discussed this issue and felt that  
23 a minimum of three libraries would be better than two. Member Christmas asked if  
24 resource sharing done by the systems would be approved by the Board. Annly Roman  
25 said resource sharing was an approved use of communication and delivery money and  
26 would require approval by the Board as part of the system's plans of service but not as  
27 individual projects for approval.

28 Member Williams commented that by sharing with a minimum of three or more you  
29 are accomplishing a larger pool or sharing. Carol Frost indicated that was the systems'  
30 thinking.



1 Member Christmas said that he still felt there might be an ideal project in the future  
2 but only had two participants. He felt adding language for sharing to be done between  
3 three or more libraries limited opportunities for smaller options that might be  
4 appropriate. State Librarian Lucas said that he believed the Systems' purpose in  
5 recommending a larger number than two was to encourage more collaboration and  
6 cooperation and stretch the finite amount of available money.

7 Jane Chisaki, Alameda Free Library, stated that Alameda liked the minimum of three  
8 languages because they found it beneficial to have a third, due to the small size of their  
9 library and number of staff, to equalize sharing of labor. It also seemed more equitable  
10 because there were more people to exchange and assess ideas and it spread  
11 resources around when you require three or more.

12 Member Ibanez said that he felt what the system representatives were saying made  
13 sense. President Bernardo said that those explanations helped with understanding the  
14 reasoning behind the recommendation. Most Board members stated that they agreed  
15 with the three library recommendation.

16 President Bernardo also commented that the definition of the State Board in section  
17 20107(b), number 7 was already in statute and so was unnecessary. She  
18 recommended removal. Bernard also had a small wording change in section 20122 to  
19 remove a superfluous word.

20 In Section 20136, President Bernard recommended removed the date of July 1,  
21 1979 from the requirement that Systems create a System Administrative Policy Manual  
22 by July 1, 1979 since that date was no longer relevant. Additionally, in Section 20140  
23 the Ralph M. Brown Act was sited and the code section was incorrectly shown as  
24 54950-54961 instead of 54950-54963. Annly Roman said those changes could be  
25 made.

26 President Bernardo stated that she was confused why Section 20158, Article 4,  
27 System Reference was still included. She thought the whole article should be removed  
28 because the system reference program had been repealed. Annly Roman reported that  
29 Section 20158 was the only spot in the regulations to reference population number  
30 review and approval which was still needed for the Communication and Delivery  
31 allocations. Roman offered removing that section from Article 4 and adding it elsewhere.

1 President Bernardo suggested moving it to Article 3, General Provisions for  
2 Systems. Member Williams agreed because a section in that article referenced a  
3 population profile. Member Christmas agreed as well.

4 President Bernardo also indicated that the first of the two sentences that comprised  
5 Section 20158 gains its authority from a repealed code section referencing an annual  
6 allowance for the systems. State Librarian Lucas clarified that the important language in  
7 Section 20158 was the collection of population numbers. Lucas recommended moving  
8 that portion of the language into Article 3, General Provisions for Systems which would  
9 then allow for the removal of Article 4.

10 Member Williams commented in Section 20135(a), number 2 a reference to systems  
11 providing a description of non-users and a list of major unmet information needs of the  
12 System population had been removed. She felt that information would still be useful and  
13 wanted to be sure systems were considering and planning for the full population in their  
14 area. Member Christmas asked why those references were removed. Annly Roman  
15 stated that it was conforming the language to what the systems were current reporting.

16 Diane Satchwell said that the systems' databases did not have that capability to  
17 track information on non-users and so they did not report that information. The systems  
18 did still pursue who that non-user. Member Williams said it was important, especially for  
19 grants, but that a regulation mandate might not be the best place to require that  
20 information.

21 Annly Roman commented that as "Article 5: Consolidations and Affiliations" was  
22 currently marked in the documents before the Board, the word "contiguous" was  
23 removed as well as references to programs and grant funds that were removed from  
24 statute. Those changes were consistent in Sections 20180-20190. Roman commented  
25 that there were board members who felt that in the 21<sup>st</sup> century there was no reason  
26 why libraries should be required to have contiguous borders. However, the cooperative  
27 library systems provided letters detailing concerns about the removal of the word  
28 contiguous from the regulations. Based on the diverse opinions, State Library staff felt  
29 this issue needed further discussion and more research. The draft language was  
30 marked up with the word contiguous removed but staff recommended the Board delay  
31 making a decision. The regulatory process was fluid and the Board could always make

1 additional language changes down the road. President Bernardo mentioned that  
2 Member McGinity could not join the Board that day but that he, she was sure, would  
3 want to discuss the issue further.

4 Roman reminded the board that it was incumbent on them to only approve changes  
5 to system or library jurisdiction affiliations that further the purposes of the California  
6 Library Services Act.

7 Member Tauler stated that she wanted to oppose the deletion of the word  
8 contiguous because she felt geographical continuity in library systems was important.  
9 Tauler thought removing that term it would create the possibility of larger systems  
10 banding together and leaving out smaller library systems. If the spirit of the Act was to  
11 promote resource sharing then smaller systems need the ability to participate with the  
12 larger systems. She felt very strongly that “contiguous” should remain in the regulatory  
13 language because it was important for small libraries throughout the state. Vice-  
14 President Maghsoudi agreed.

15 Member Christmas indicated he thought the Board should wait to decide. He felt the  
16 State Library should conduct a study on the impacts of removing the word contiguous  
17 and delaying a decision until the next Board meeting. Member Williams and President  
18 Bernardo indicated they were in favor of Member Christmas’ suggestion.

19 Annly Roman stated that the State Library was unsure of what form a study would  
20 take. A study of the impacts would be difficult because it was dealing with hypotheticals.  
21 State library staff could run the financial numbers if various libraries joined alternate  
22 systems but the information would be “what if” information and would create an  
23 indigestible volume due to the number of potential library and system affiliations. Roman  
24 said staff thought there was more information to be collected. Staff had considered a  
25 survey of libraries to see how they feel about the potential language change and its  
26 impacts. There could also be an examination of what the Board’s responsibility might be  
27 to prevent mergers of large systems or library jurisdictions.

28 Member Williams said conversation around the word contiguous based on  
29 geographical location was limiting and she felt the conversation was more around the  
30 idea of 21st century sharing. She felt the conversation needed to center deeply around  
31 the possibilities of “what if” in virtual and physical locations.

1 Member Bernardo said that when the term was discussed in 2014 discussion of the  
2 term “contiguous borders” was held open until a new term and definition could be  
3 developed for “universal access”. She said maybe that should be part of the study, the  
4 definition of direct lending provisions or the need to explore one broad universal access  
5 policy.

6 Annly Roman said the discussion also needed to include how much system sharing  
7 was done via vans and physical delivery and how quickly systems were moving away  
8 from physical delivery. Carol Frost, speaking on behalf of the Pacific Library  
9 Partnership, said that their Board felt that if the term was removed now without  
10 changing anything else there could be negative impacts. Frost reported that several  
11 libraries were very interested in a product that provided cloud based eBook sharing  
12 through consortia, location didn’t matter. She thought it was a great idea that would be  
13 an allowable use of CLSA funds under the amended regulations would allow different,  
14 distant systems like PLP and SCLC to share resources. Frost stated that maybe some  
15 concepts to be explored were providing people the ability to share resources in a  
16 different way.

17 Carol Frost expressed concerns about a survey and because she file it would be  
18 difficult to get comprehensive responses due to a lack on context. Diane Satchwell  
19 stated System coordinators were also concerned potential impacts to the cooperative  
20 systems if contiguous was removed; would it impact their JPAs, would there be legal  
21 costs for them to recreate systems. The systems were also concerned with how the  
22 affiliation process would change.

23 Donna Ohr, Chair of the Serra Library Cooperative, expressed support for a study on  
24 the impact of changing the language from contiguous to non-contiguous. It was difficult  
25 for them to support the language change with no analysis of potential financial and  
26 political impacts, or impacts to library services the cooperatives provide. Ohr felt the  
27 suggested change was intriguing but that libraries would be remiss as stewards of  
28 taxpayer dollars not to study all of the implications of that change.

29 Member Christmas said that he thought hearings, maybe in Northern and Southern  
30 California, were a good formal assessment alternative to a survey.

1 ***It was moved, seconded (Christmas/Schockman) and carried***  
2 ***unanimously that that a study be conducted, in a form to be***  
3 ***determined by State Library Staff, of the contiguous vs. non-***  
4 ***contiguous borders issue in the regulations, including possible***  
5 ***hearings in northern and southern California to get input from the***  
6 ***field.***

7 President Bernardo said that she had concerns about language in Section  
8 20203 which contained “he or she” and “his or her” language. She wanted to  
9 replace those with gender neutral language. Bernardo also brought up section  
10 20205, item a, which mentioned a borrower’s home library. She wondered if  
11 there was a definition of “home library”. Annly Roman said there was not an  
12 official definition but it would be the library that served a patrons place of  
13 residence. Other Board members expressed confusion on what constituted a  
14 home library.

15 Diane Satchwell stated that Irwindale had 1500 actual residents, but during  
16 the day the population was over 4000. Many of those people reside in the County  
17 of LA Library System. If Irwindale decided to charge a non-resident fee borrowers  
18 would have to show evidence that they live or rent in Irwindale to avoid the  
19 charge. If, for example, someone lived in Pomona but worked in Irwindale they  
20 would be charged the fee because it is not their home library. Bernardo said that  
21 she understood that explanation but wanted to add a definition of a “home library”  
22 to Section 20107.

23 Article 7, Section 20235-20236, was the Communication and Delivery section  
24 that Annly Roman reported on at the beginning on the regulation discussion.  
25 Some of the changes being made were to conform to statutory changes such as  
26 adding references to resource sharing, and digital materials. There was also the  
27 addition of the new proposed section 20236 which referenced funding  
28 allowances in statute as well as clarifying that communication, delivery, and  
29 resource sharing funds could be used for technology, fees, etc., to support  
30 communications, delivery and resource sharing programs and products. There  
31 was one system suggestion that was not included the recommended regulatory  
32 changes. The systems had recommended a definition of “other” which included  
33 “any service” and staff felt that language was overly broad and extended beyond

1 what statute authorized. Diane Satchwell commented that the systems  
2 supported those new provisions.

3 Audience members expressed support for the changes to the articles and the  
4 Board postponing a decision on the “contiguous” language.

5 ***It was moved, seconded (Christmas/Tauler) and carried unanimously***  
6 ***that the California Library Services Board approves the amended***  
7 ***California Library Services Act regulatory language as discussed at***  
8 ***the April 25, 2017 California Library Services Board meeting, except***  
9 ***for the removal of the “contiguous” language in Article 5, and directs***  
10 ***State Library staff to begin the regulatory approval process.***

11

## 12 **E. LEGISLATIVE UPDATE**

13 Annly Roman reported that the California Library Association had one sponsored bill  
14 for 2017, SCA 3, which reduced the vote threshold for bonds for public library facility  
15 construction from two-thirds to 55%. CLA had done state legislative visits recently and a  
16 contingent was going to Washington DC. Vice-President Maghsoudi reported that library  
17 staff had also had local meetings with legislators that were very successful.

18 Member Williams wanted to bring SB 390 before the Board. The California School  
19 Library Association with the California Teachers Association had sponsored SB 390  
20 authored by Senator Dodd. This measure amended section 520260 which pertained to  
21 school Local Control and Accountability Plan (LCAP), which deals with how schools  
22 spend their funds. SB 390 included the addition of state Model School Library  
23 Standards, which had been passed by the State Board of Education, as one of the  
24 guiding principles for writing those plans.

25 State Librarian Lucas clarified a formula was used to give out money to schools but  
26 local districts had flexibility to tailor spending of their funds to local needs in their LCAP.  
27 There were a series of standards that districts should consider in creating their spending  
28 plan. SB 390 would include the Model School Library Standards as an additional factor  
29 that should be considered but did not mandate that districts spend money on those  
30 standards.

31 Member Williams asked the Board to write a letter in support of SB 390, which had  
32 passed the Senate Education Committee. Annly Roman reported the bill was going to

1 the Senate Appropriations Committee. Member Christmas asked if there was any  
2 opposition to the measure and Member Williams said not to her knowledge.

3 ***It was moved, seconded (Ibanez/Christmas) and carried unanimously***  
4 ***that the California Library Services Board supports SB 390 and***  
5 ***directs State Library staff to draft a letter of support on behalf of the***  
6 ***California Library Services Board***

7 President Bernardo asked if the Board should write a letter of support for SCA  
8 3, the California Library Association's sponsored bill.

9 ***It was moved, seconded (Christmas/Tauler) and carried unanimously***  
10 ***that the California Library Services Board supports SCA 3 and***  
11 ***directs State Library staff to draft a letter of support on behalf of the***  
12 ***California Library Services Board.***

13 **F. BOARD DISCUSSION ITEMS 2017/2018**

14 Member Schockman asked if the Board should do a strategic plan in parallel with the  
15 State Library's plan. He just felt the Board needed to be more strategic about what they  
16 are doing and be more intentional. Schockman indicated that he did not think there  
17 would be a need for additional meetings. He thought they could integrate planning into  
18 Board discussions.

19 Member Schockman said that, thinking strategically, given the resources available  
20 the board needs to advise smartly. As they go through the process he felt the Board  
21 would become more agile as critical thinkers in the role they play for the state. He felt it  
22 could be done in collaboration with staff and what staff has done for the State Library  
23 plan.

24 Members Christmas and Bernardo agreed with the suggestion. Annly Roman  
25 specified that a strategic planning session would have to be open to the public but it  
26 could be incorporated in the next meeting depending on how much business the board  
27 had to conduct. President Bernardo indicated they could at least start the process.

28 State Librarian Lucas asked how the state library could be of help to the board.  
29 Member Schockman asked if the state library had an outside person helping with their  
30 strategic process. Lucas said that the state library had an outside facilitator who helped  
31 lay out the original strategic plan. The state library had a second meeting planned for a  
32 six-month update with her then we would proceed internally. Member Schockman asked

1 if the Board could get some of her time to help create a plan in parallel to the state  
2 library. Annly Roman said that based on the set-up she did not think the working with  
3 the Board would be included in her fee to the state library. Vice-President Maghsoudi  
4 asked if there was funding available for an outside person. Wendy Hopkins said that if  
5 they used LSTA funding to facilitate a strategic plan it would leave less for the libraries.

6 State Librarian Lucas said that he was uncertain the process the state library was  
7 following was what the Board needed. Annly Roman stated that she thought a plan for  
8 the Board would be different then something done for a larger department like the state  
9 library but she felt that if the Board set a direction or priorities that would be helpful.

10 Vice President Maghsoudi asked for clarification on what Schockman meant by  
11 strategic plan. Schockman said that he thought the plan should be aspirational,  
12 directional, big picture and staff should deal with the weeds of planning and allocation.  
13 Annly Roman brought up the funding allocation process for the \$3 million in one-time  
14 when the Board set broad priorities and the individual projects put forward fell under the  
15 umbrella of one or more but were not necessarily designated for a specific priority. She  
16 wondered if that was what Schockman was thinking.

17 President Bernardo said that there was an existing strategic plan, it was just  
18 outdated and needed to be revisited. Member Schockman asked to see the existing  
19 plan and the Board could start there.

20 **G. PUBLIC COMMENT**

21 There were no public comments brought forward.

22

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

24 Board members expressed appreciation for all of the information staff provided and  
25 the hard work that went into it.

26 **I. OLD BUSINESS**

27 There was no old business brought forward.

28 **J. AGENDA BUILDING**

29 No additional agenda items were brought forward.



1 **K. ADJOURNMENT**

2 President Bernardo called for adjournment on the California Library Services Board  
3 meeting in honor of the late Dr. Kevin Starr in honor of his service to the Library and the  
4 State of California at 1:46 pm.

*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

***California Library Services Board Resolution 2017-02  
In Honor of Penny Kastanis***

**WHEREAS**, on May 31, 2017 the California Library Services Board, California State Library and the library community was saddened by the loss of a dedicated colleague and champion, Penny Kastanis; and

**WHEREAS**, the California Library Services Board wishes to express its heart-felt sympathy to her husband Terry and their family; and

**WHEREAS**, the board, state library staff, and the library community will remember Penny Kastanis as a tireless advocate for education, literacy, and California libraries of all kinds; and

**WHEREAS**, Penny Kastanis dedicated over 50 years to the field of education; in the classroom, in libraries, and through her work with various state agencies, schools, and library, literacy, and educational organizations and associations; and

**WHEREAS**, the board wishes to recognize the myriad of contributions Penny Kastanis made during her career including her work as faculty coordinator for the Library Media Teacher Services Credential Program at California State University at Sacramento, the director of Educational Technology and Learning Resources Center for the Sacramento County Office of Education, and as a leader and teacher of credentialing programs at Sacramento City College, as well as her participation as a trustee and committee member on various state, regional, and local boards, commissions and committees; and

**WHEREAS**, Penny Kastanis will always be appreciated for her work on legislation which funded literacy programs throughout the state; and

**WHEREAS**, the board wishes to acknowledge Penny Kastanis for her leadership and dedication during her tenure on the California Library Services Board and the Library of California Board, where she served as President from 2008-2010;

***NOW, THEREFORE, BE IT RESOLVED, that***

*the California Library Services Board  
extends its sincere sympathy and deep regard  
to the family of*

***Penny Kastanis***

*for her commitment and contributions  
to the libraries and people of the State of California  
on this day of 17 October, 2017*

***California Library Services Board Resolution 2017-03  
In Honor of Gregory McGinity***

**WHEREAS**, the California Library Services Board desires to recognize Gregory McGinity for his distinguished contributions as one of its members on the occasion of his resignation as a member of the board; and

**WHEREAS**, the board wishes to honor Gregory McGinity for his exceptional public service and engagement with California Library Services Board issues as a representative of the “Public-at-Large” since his appointment by Governor Arnold Schwarzenegger on December 30, 2010; and

**WHEREAS**, it should be noted that Gregory McGinity serves as an senior director of the Broad Foundation, working for the public good in education, science, and the arts, since 2003; and

**WHEREAS**, Gregory McGinity worked as the acting chief of staff for the California Office of the Secretary of Education in 2003, and as the senior policy consultant for the California State Board of Education from 1997 to 1999; and

**WHEREAS**, he was vice president of marketing for Pure Pharmaceuticals from 2002 to 2003, and a marketing intern for Amgen in 2001; and

**WHEREAS**, Gregory McGinity worked as the legislative director for the Office of U.S. Representative Lindsey Graham form 1996 to 1997 and legislative assistant for the Office of U.S. Senator Thad Cochran form 1993 to 1996; and

**WHEREAS**, Gregory McGinity’s experience and insight has proved invaluable both to the Library of California Board and California Library Services Board;

***NOW, THEREFORE, BE IT RESOLVED that***

*the California Library Services Board  
extends its sincere appreciation and deep regard to*

***Gregory McGinity***

*for his contributions and service  
to the libraries and people of the State of California  
on this day of 17 October, 2017*

***California Library Services Board Resolution 2017-04***

***In Honor of Dr. Kevin Starr***

**WHEREAS**, on January 14, 2017, the California Library Services Board, California State Library and the library community was saddened by the loss of a dedicated colleague and renowned historian, Dr. Kevin Starr; and

**WHEREAS**, the California Library Services Board wishes to express its heat-felt sympathy to his wife Sheila and their family; and

**WHEREAS**, the board, State Library staff, and library professionals throughout California will always remember Dr. Kevin Starr's dedication and contributions to the library community, the California State Library, the Library of California Board, the California Library Services Board, and the people of California during his term of service to California as State Librarian, beginning with his appointment by Governor Pete Wilson on August 31, 1994 and extending beyond his retirement from the position in 2004; and

**WHEREAS**, Dr. Kevin Starr, as State Librarian created and promoted numerous programs for the benefit of the people of California including; Access News, the California Newspaper Project, the California Civil Liberties Education Program, and the English Language Literacy Intensive program; and

**WHEREAS**, Dr. Kevin Starr provided leadership and guidance as the Chief Executive Officer of the California Library Services Board, the Chair of the State Advisory Council on Libraries, and helped establish the Library of California in 1999, and create the Office of Library Construction under the Library Bond Act of 2000; and

**WHEREAS**, Dr. Kevin Starr continues to enrich the lives of Californians through his works as an historian and professor, especially his *Americans and the California Dream* series; and

**WHEREAS**, Dr. Kevin Starr will be remembered for his exceptional service to the people of California and work toward the preservation of its rich and diverse heritage;

***NOW, THEREFORE, BE IT RESOLVED that***

*the California Library Services Board  
extends its sincere sympathy and deep regard  
to the family of*

***Dr. Kevin Starr***

*for his distinguished leadership and contributions  
to the libraries and people of the State of California  
on this day of 17, October 2017*

**AGENDA ITEM:** Election of California Library Services Board Officers for 2018

**ISSUES TO COME BEFORE THE BOARD AT THIS MEETING:** Election of Board Officers for calendar year 2018.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board elect Anne R. Bernardo as President of the California Library Services Board for the year 2018.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board elect Paymaneh Maghsoudi as Vice-President of the California Library Services Board for the year 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 the policy of the Board, to date, to elect Board officers at the last meeting of the calendar year so that the new officers may begin their term in the new calendar year.

A Nominating Committee, elected at the April 25<sup>, 2017</sup> meeting, sought member’s interest in becoming a board officer for 2018. Only members Bernardo and Maghsoudi responded that they were willing to run. The Committee then took a poll of the Board to determine the Board’s opinion for which member should serve as Board President and Vice-President. The Nominating Committee is prepared to make a report at the meeting.

**Roman, Annly@CSL**

---

**From:** Roman, Annly@CSL  
**Sent:** Monday, July 24, 2017 3:58 PM  
**To:** Aleita Huguenin (aleita@aol.com); Anne R. Bernardo (abernard@co.tulare.ca.us); Brandy Buenafe (brandy.buenafe@cdcr.ca.gov); Connie Hamner Williams (chwms@mac.com); Elizabeth O. Murguia (eomurg@pacbell.net); Florante Peter Ibanez (florante.ibanez@lls.edu); Gary M. Christmas (GChrist256@aol.com); Gregory F. McGinity (gmcginity@hotmail.com); H. Eric Schockman PH. D. (heschockman@gmail.com); Paymaneh Maghsoudi (pmaghsoudi@whittierlibrary.org); Peter Mindnich (pamindnich@brailleinstitute.org); Sandra Tauler (stauler@calexico.ca.gov)  
**Subject:** CLSB Nominating Committee update

Sent on behalf of the CLSB Nominating Committee.

Hello CLSA Board members:

Two individuals have expressed a willingness to run in the election for next year's Board President and Vice President. The members who have agreed to run for office are:

Anne Bernardo  
Paymaneh Maghsoudi

The committee would like each individual Board member to vote for these offices by email. Please indicate the order (1-2) in which you choose from the candidates below the position of Board President, **with 1 being your first choice**.

- \_\_\_\_\_ Anne Bernardo
- \_\_\_\_\_ Paymaneh Maghsoudi

Send replies to [annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov) by Friday, August 4<sup>th</sup>. The candidate with the lowest score will be asked to fill the position of Board President for 2018, and the other candidate will be asked to fill the position of Vice-President for 2018. The full Board will elect the Board Officers for 2018 at its next meeting. Feel free to contact me if you have questions.

Sincerely,  
Annly Roman  
California State Library  
Office of the State Librarian  
Administrative Assistant to CLSB  
P.O. Box 942837  
Sacramento, CA 94237  
914 Capitol Mall, Room 220  
Sacramento, CA 95814  
(916) 323-0057

**AGENDA ITEM:** 2018 Meeting Schedule and Locations

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

**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 exact date for the April 2018 meetings once the 2018 Legislative calendar is released. The question for Board members is when and where to schedule the Fall 2018 meeting. 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>
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The following is a list of upcoming library-related events and dates worth noting:

<b>2017</b>		
Educause Annual Conference	October 31-November 3, 2017	Philadelphia, PA
Public Library Directors Forum	November 1, 2017	Riverside, CA
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 9-13, 2018	Baltimore, MD
PLA (Public Library Association) at ALA	June 21-26, 2018	New Orleans, LA
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
State Bar of California Annual Meeting	September 13-14, 2018	Los Angeles, CA, CA
ARL (Association of Research Libraries) Association Meeting, Fall 2018	September 24-27, 2018	Washington, DC
Educause Annual Conference	October 30-November 2, 2018	Denver, CO
<b>2019</b>		
ALA (American Library Association) Midwinter Conference	January 25-29, 2019	Seattle, WA
ACRL (Association of College & Research Libraries) 2017 Conference	April 10-13, 2019	Cleveland, OH
ALA (American Library Association) Annual Conference	June 20-25, 2019	Washington, DC
AALL (American Association of Law Libraries) Annual Meeting and Conference	July 13-16, 2019	Washington, DC
ARL (Association of Research Libraries) Association Meeting, Fall 2019	September 23-26, 2019	Washington, DC
Educause Annual Conference	October 14-17, 2019	Chicago, IL
AASL (American Association of School Libraries) National Conference	November 14-16, 2019	Louisville, KY

**AGENDA ITEM:** CLSA Consolidations and Affiliations

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

1. Consideration of City of Goleta Library affiliation with Black Gold Cooperative Library System

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board approve the affiliation of the Goleta Library with the Black Gold Cooperative Library System effective July 1, 2018, and waive the September 1, 2017 filing date for 2018/19 affiliations.

**BACKGROUND:**

A request has been received from the City of Goleta requesting approval to join the Black Gold Cooperative Library System effective July 1, 2018 (see Exhibit A). The Goleta Library building is owned by the City of Goleta but has been operated by the City of Santa Barbara library jurisdiction through a contract between the City of Goleta and the City of Santa Barbara. The City of Goleta has taken steps to become an independent municipal library jurisdiction. An ordinance from the City Council of Goleta to that effect is included as Exhibit B. A letter from the City of Santa Barbara recognizing the City of Goleta's withdrawal from their library system is also included as Exhibit C.

The City of Goleta has submitted a copy of their request for affiliation to the Black Gold Cooperative Library System (Exhibit D). Black Gold Cooperative Library System has approved the affiliation request to join its membership (see Exhibit E).

**GENERAL OVERALL PROGRAM UPDATES:**

**CURRENT STATUS:** June 30, 1983 marked the last date on which public libraries affiliating with Systems were eligible for grants under the affiliations program.

Although affiliation grants are no longer available, the State Board must still approve the proposed affiliation of independent public libraries with Systems, since CLSA funds are allocated based on formulas in which the number of System members is a significant factor.

At its April 2017 meeting, the Board was notified that the City of Goleta was negotiating with the County of Santa Barbara to assume operational control of the Goleta Valley Library (Exhibit F). The Goleta Valley Library is currently a member of the Black Gold Library Cooperative as a branch of the City of Santa Barbara Library jurisdiction. As its own library jurisdiction the City of Goleta would need to be approved as a new member of the Black Gold Cooperative Library System.

Included for your information is a revised history of CLSA consolidations and affiliations through fiscal year 2017/18 (see Exhibit G). A revised map of cooperative library systems, based on proposed membership for fiscal year 2017/18, is including as Exhibit H.

**RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE:** The State Board will be notified of all proposed affiliations or consolidations at the Board meeting immediately following the receipt of notices of intent.

Staff Liaison: Monica Rivas



August 30, 2017

**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. Anne R. Bernardo  
California Library Services Board President  
P.O. Box 942837  
Sacramento, CA 94237

RE: City of Goleta's Request for Affiliation with Black Gold Cooperative Library System

Dear Ms. Bernardo,

The City Council of the City of Goleta voted unanimously on August 15, 2017 to assume direct management and operation of the Goleta Library, beginning on July 1, 2018. Currently the Goleta Library is managed and operated under contract by the City of Santa Barbara and is considered part of the Santa Barbara public library system. This change in management will provide our City with increased local control and an opportunity to better serve our patrons with anticipated cost savings to the library's budget.

We understand that a CLSB meeting is scheduled for October 17, 2017. This letter is to formally request that the Board consider our City's affiliation with the Black Gold Cooperative Library System (Black Gold) at that meeting. Included with this letter is documentation that illustrates the Goleta Library's withdrawal from the current service entity including a copy of our City's ordinance creating a municipal library, our communication with Black Gold requesting membership into their system, and correspondence back from Black Gold that they did not receive the unanimous support needed to accept the City of Goleta as a member at their recent July 25, 2017 meeting. Black Gold will reconsider our City's membership at their next meeting scheduled for September 22, 2017.

Due to this setback in the timeline, we would like to request that the California State Library waive the September 1, 2017 deadline for document submittal. We appreciate your flexibility and look forward to your consideration of our request at the October 17, 2017 CLSB meeting. Please feel free to reach out to us with any questions you may have in the meantime.

Sincerely,

Michelle Greene  
City Manager, City of Goleta

**ORDINANCE NO. 17-01**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA ADDING CHAPTER 2.13 ENTITLED "ESTABLISHMENT OF MUNICIPAL LIBRARY AND CREATION OF LIBRARY BOARD OF TRUSTEES"**

**WHEREAS**, on February 21, 2017, the City Council desired to establish a Municipal Library to directly manage the Goleta Library in accordance with the California Library Services Act (Education Code sections 18700 et seq.); and

**WHEREAS**, a Goleta Municipal Library can be created to serve only the residents of Goleta and can serve residents of the broader Goleta Valley if the City enters into an agreement with the County of Santa Barbara; and

**WHEREAS**, the City Council desires to continue to provide library services to the broader Goleta Valley consistent with the current service area, subject to an agreement with the County of Santa Barbara that would be entered into at some future date; and

**WHEREAS**, the City Council desires to enter into the Black Gold Library Cooperative as a direct and equal member, subject to approval by the Black Gold Library Cooperative Administrative Council; and

**WHEREAS**, the new Goleta Library System serving the broader Goleta Valley is subject to approval by the State of California Library Services Board; and

**WHEREAS**, the Goleta Library and its Board of Trustees will not be implemented until such time as approved by the State of California and funded by the City of Goleta;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GOLETA DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.        Recitals**

The foregoing recitals are true and correct.

**SECTION 2.        Addition of Chapter 2.13 to the Goleta Municipal Code**

Chapter 2.13 entitled, "Establishment of Municipal Library and Library Board of Trustees," is hereby added to Title 2, "Administration and Personnel" of the Goleta Municipal Code to read as follows:

**"Chapter 2.13**

**Sections:**

- 2.13.010        Municipal Library Established
- 2.13.020        Library Board of Trustees Created
- 2.13.030        Membership and Appointment
- 2.13.040        Term of Office

2.13.050	Removal from Office
2.13.060	Organization
2.13.070	Meetings
2.13.080	Duties
2.13.090	Compensation

### **2.13.010 Municipal Library Established**

A public municipal library is hereby established to be maintained in all respects in accordance with the provisions Education Code sections 18700 et seq.

### **2.13.020 Library Board of Trustees Created**

The Library Board of Trustees of the City of Goleta is hereby established in accordance with Education Code sections 18910 et seq and as provided herein.

### **2.13.030 Membership and Appointment**

- A. The Board shall consist of five members, appointed by the Mayor with the consent of the City Council.
- B. Three members of the Board shall be residents of the City of Goleta, and two members shall be residents of the County of Santa Barbara residing within the designated library service area.

### **2.13.040 Term of Office**

- A. Members of the Library Board of Trustees shall be appointed to a three year term.
- B. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter.
- C. There is no limit on the number of terms to which commissioners may be appointed.
- D. Notwithstanding the expiration of a term, a trustee may continue to serve until his or her successor has been appointed.
- E. If a vacancy occurs other than by expiration of a term, a new trustee shall be appointed in the manner as set forth in this Chapter and shall serve the unexpired portion of the term.

### **2.13.050 Removal from Office**

- A. A member of the Board of Trustees is automatically removed from office if the

member is absent from three regular meetings of the Board in any fiscal year, unless excused by the president, with such action recorded in the minutes of the meeting.

B. Excuse for the absence of the president shall be made by the president pro tempore.

C. Excused absences shall be recorded in the minutes of the meeting.

D. The president shall promptly notify the trustee of his or her removal due to unexcused absences, or the president pro tempore shall inform the president of such removal, as appropriate.

#### **2.13.060 Organization**

A. The Board shall appoint a president and president pro tempore from among its members, each for a term of one year, at its regular meeting in July of each year. The president, or in the absence of the president, the president pro tempore, shall preside over the meetings of the Board.

B. The Board may appoint standing or ad hoc subcommittees from its membership and, with the consent of the city council, may appoint advisory committees comprised of non-trustees.

C. The Board may adopt by-laws, rules and regulations as necessary for the administration, government and protection of the libraries under its management and all property belonging to the libraries, subject to approval by the City Council.

D. The city manager, or his or her designee, shall serve as the staff liaison to the Board.

#### **2.13.070 Meetings**

A. The Board shall meet at least once a month.

B. Meetings shall be governed by the Ralph M. Brown Act (Government Code sections 54950 et seq.)

#### **2.13.080 Duties**

The Board shall have the powers and duties specified in Education Code sections 18910 et seq., and the power and duty to act in an advisory capacity to the City Council in matters pertaining to the management, administration, operation, development, improvement and maintenance of libraries within the Goleta library system, including but not limited to:

- A. Reviewing contracts for library services, acquisitions and equipment, and making recommendations on those contracts to the City Council consistent with Goleta Municipal Code Chapter 3.05, Purchasing System.
- B. Recommending and implementing library goals and objectives, as well as policies and procedures necessary to provide library services;
- C. Submitting an annual report on the condition of the library to the City Council and State Librarian on or before August 31st, pursuant to Education Code section 18927 ;
- D. Reviewing the bi-annual budget in order to make recommendations to the City Council;
- E. Performing such other duties as may be requested from time to time by the City Council or as may be required by law.

### **2.13.090 Compensation**

The City Council may establish by Resolution the compensation to be paid to the members of the Board of Trustees.

**SECTION 3:** *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

**SECTION 4:** *Continued Effectiveness.* Repeal of any provision of the Goleta Municipal Code will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

**SECTION 5:** *Certification.* The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Goleta's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.



**SECTION 6: Effective Date.** This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

**INTRODUCED ON** the 21<sup>st</sup> day of February 2017.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of March 2017.

  
\_\_\_\_\_  
PAULA PEROTTE, MAYOR

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
DEBORAH S. LOPEZ  
CITY CLERK

  
\_\_\_\_\_  
WINNIE CAI  
ACTING CITY ATTORNEY

STATE OF CALIFORNIA )  
COUNTY OF SANTA BARBARA ) ss.  
CITY OF GOLETA )

I, Deborah S. Lopez, City Clerk of the City of Goleta, California, do hereby certify that the foregoing Ordinance No. 17-01 was introduced on February 21, 2017, and adopted at a regular meeting of the City Council of the City of Goleta, California, held on the 7<sup>th</sup> day of March 2017, by the following roll-call vote, to wit:

AYES: MAYOR PEROTTE, MAYOR PRO TEMPORE KASDIN,  
COUNCILMEMBER RICHARDS

NOES: COUNCILMEMBER ACEVES

ABSENT: COUNCILMEMBER BENNETT

ABSTENTIONS: NONE

(SEAL)

  
DEBORAH S. LOPEZ  
CITY CLERK



# Santa Barbara Public Library System

August 29, 2017

**Central Library**

402 Argonaut St.  
PO Box 9019  
Santa Barbara, CA  
93107  
805.962.1852  
Fax: 805.584.9660

Ms. Anne R. Bernardo  
California Library Services Board President  
P.O. Box 942837  
Sacramento, CA 94237

**Buellton Library**

40 West Highway 216  
Buellton, CA  
93427  
805.482.1115

Dear Ms. Bernardo,

This letter is to state our understanding that the City Council of the City of Goleta voted on August 15, 2017 to assume the provision of library services at the Goleta Library. This transition will become effective by July 1 of 2018. Under a contract with the City of Goleta, our City has provided library services for the Goleta Library including management, staffing, and library operations. The Goleta Library has been considered a branch library of the Santa Barbara public library system.

**Carpinteria Library**

5141 Carpinteria Ave.  
Carpinteria, CA  
93013  
805.482.4374

**Eastside Library**

112 E. Main St. W  
Santa Barbara, CA  
93103  
805.961.3721

We acknowledge the City of Goleta's withdrawal from our system with a change in management and formation of a municipal library.

If you have any questions, you may contact me via email at [jcadiente@santabarbaraca.gov](mailto:jcadiente@santabarbaraca.gov) (phone 805-564-5608).

**Goleta Library**

5301 Pismo Ave.  
Goleta, CA  
93117  
805.961.3275

Thank you for your attention to this matter.

**Los Olivos Library**

5000 2nd St.  
2155 Avenue Potrero  
Los Olivos, CA  
93440

Sincerely,

**Montecito Library**

1449 East Valley Rd  
40584-1528  
Santa Barbara, CA  
93108  
805.961.3275

Jessica Cadiente  
Library Director  
City of Santa Barbara

**Santa Ynez Library**

3400 Laguna St  
Santa Ynez, CA  
93461

**Solvang Library**

17000 Highway 7  
Solvang, CA  
93462  
805.961.3275



August 17, 2017

**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. Sarah Bleyl  
Administrative Council Chair  
Black Gold Cooperative Library System  
580 Camino Mercado  
Arroyo Grande, CA 93420

RE: City of Goleta's Request for Membership into Black Gold

Dear Ms. Bleyl,

The City Council of the City of Goleta voted unanimously on August 15, 2017 to assume direct management and operation of the Goleta Library, beginning on July 1, 2018. We are excited to be able to pursue this opportunity to directly serve our library's patrons through a change in management from the City of Santa Barbara to the City of Goleta. We understand that the process for making such a transition will involve continued communication and coordination with Black Gold in the coming months, in addition to near-term deadlines that the City will need to meet with the California State Library.

The California Library Services Board (CLSB) will be meeting on October 17<sup>th</sup>, and the City of Goleta is required to submit various documents to the California State Library by September 1<sup>st</sup> in preparation for that meeting. The CLSB will ultimately make a determination to accept the City of Goleta's affiliation with Black Gold and the establishment of a new library jurisdiction.

The purpose of this letter is to formally request that the Black Gold Administrative Council consider the City of Goleta's membership into the Black Gold system for the upcoming 2018-19 Fiscal Year, at your next regularly scheduled Administrative Council meeting on August 25<sup>th</sup>, 2017. To document Black Gold's acceptance of the City as a new member, we would request a formal letter summarizing the Administrative Council's decision. We will submit this letter to the California State Library as part of our document submittal package.

Please feel free to reach out to us with any questions may have.

Sincerely,



Michelle Greene  
City Manager, City of Goleta

Cc: Maureen Theobald, Black Gold Executive Director



September 25, 2017

Michelle Greene  
City Manager  
City of Goleta  
130 Cremona Drive, Suite B  
Goleta, CA 93117

Dear Ms. Greene:

At their meeting on September 22, 2017, the Black Gold Administrative Council reconsidered the request by the City of Goleta to join Black Gold as a member effective July 1, 2018.

We are pleased to report that the Council unanimously voted to make Goleta a member. Because of the special circumstances of Goleta already being part of the shared ILS, which affects all the existing members, there are conditions related to the acceptance which must be met in order for membership to be effective July 1, 2018. Failure to meet deadlines will put the effective membership date in jeopardy.

A Memo of Understanding which includes all the conditions is in progress and will be sent within the next two weeks. Please let us know if you have any questions in the meantime.

Sincerely,

Sarah Bleyl  
Chair, Black Gold Administrative Council 2017-18

CC: Dana Grossi, Management Analyst  
Maureen Theobald, Black Gold Executive Director



# BLACK GOLD

COOPERATIVE LIBRARY SYSTEM

580 Camino Mercado  
Arroyo Grande, CA 93420  
805 543 6082  
[Blackgold.org](http://Blackgold.org)

September 27, 2017

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

Dear Annly –

This letter is to formally recognize approval of the City of Goleta's request for membership in the Black Gold Cooperative Library System. Black Gold's Administrative Council approved the motion to reconsider Goleta's membership request with a unanimous vote at their regular Council meeting on September 22, 2017.

Best regards,

Maureen Theobald  
Executive Director



# BLACK GOLD

COOPERATIVE LIBRARY SYSTEM

580 Camino Merced  
Arroyo Grande, CA 93420  
805 543 6082  
[BlackGold.org](http://BlackGold.org)

August 28, 2017

Michelle Greene  
City Manager  
City of Goleta  
130 Cremona Drive, Suite B  
Goleta, CA 93117

Dear Ms. Greene:

At their meeting on August 25, 2017, the Black Gold Administrative Council considered the request by the City of Goleta to join Black Gold as a member effective July 1, 2018.

The request did not receive the unanimous vote required. At least one member of the Council requested more information from Black Gold staff on the financial impact to Black Gold should Goleta become a member. That information will be presented at the next Council meeting on September 22, 2017. We welcome the City of Goleta to ask for the membership vote to be discussed again at that meeting.

Sincerely,

Sarah Bleyl  
Chair, Black Gold Administrative Council 2017-18

CC: Dana Grossi, Management Analyst  
Maureen Theobald, Black Gold Executive Director





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 Cadiente, 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

**Consolidations and Affiliations Made Under CLSA**

The following consolidations and affiliations have been made since 1978/79, the first year of CLSA. They are shown by year of effective date of first grant award. Grant awards are made for each of two years.

**1978/79 (first year of CLSA)**

- a. Public library consolidations:
  - Crescent City Public Library/Del Norte County Library District
  - Vacaville Unified School District/Solano County Free Library
  - Calistoga Public Library/Napa City-County Library
  - Woodland Public Library/Yolo County Library (Note: This consolidation was reversed by initiative, and the grant award was returned to the State.)
- b. Library System consolidations:
  - Berkeley-Oakland Service System/East Bay Cooperative Library System/BALIS
- c. Affiliations: None

**1979/80**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Buena Park Public Library/Santiago
  - Arcadia Public Library/MCLS
  - Dixon Public Library/MVLS
  - Del Norte County Library District/North State

**1980/81**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - King City Public Library/MOBAC
  - Livermore Public Library/BALIS

**1981/82**

- a. Public library consolidations: None
  - b. Library System consolidations:
    - Los Angeles Public Library/Long Beach Public Library/MCLS
    - San Francisco Public Library/BALIS
  - c. Affiliations:
    - San Leandro Public Library/BALIS
    - Palmdale Public Library/South State
    - Banning Public Library/Inland
    - Beaumont District Library/Inland
- (San Leandro withdrew from BALIS at the end of its first year of membership and the second year of the grant was not awarded)*

**1982/83**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Hayward Public Library/BALIS
  - Los Gatos Memorial Library/South Bay

**1983/84**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Thousand Oaks Public Library/Black Gold

**1984/85**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Benicia Public Library/North Bay
- d. System membership changes:
  - Kern County Library from South State to SJVLS

**1985/86**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - Larkspur Public Library withdraws from North Bay

**1986/87**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

**1987/88**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

**1988/89**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Inglewood Public Library/MCLS
- d. System membership changes:
  - Thousand Oaks Public Library from Black Gold to MCLS (*waived contiguous borders requirement*)

**1989/90**

- a. Public library consolidations:
  - King City Library/Monterey County Library
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - San Benito County Library from South Bay to MOBAC
  - San Juan Bautista Public Library from South Bay to MOBAC

**1990/91**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Oxnard Public Library/MCLS (*waived contiguous borders requirement*)
  - Signal Hill Library/MCLS
- d. System membership changes: None

**1991/92**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

**1992/93**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. Systems membership changes: None

**1993/94**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - Monterey Public Library withdraws from MOBAC
  - Pasadena Public Library from MCLS to South State

**1994/95**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Folsom Public Library/MVLS
  - Mariposa County Library/SJVLS
- d. System Membership changes:
  - Los Gatos Public Library withdraws from South Bay

**1995/96**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Rancho Cucamonga Public Library/Inland
  - Susanville Public Library/North State
  - Rancho Mirage Public Library/Inland
- d. System Membership changes:
  - Huntington Beach Public Library withdraws from Santiago
  - Inglewood Public Library withdraws from MCLS

**1996/97**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Inglewood Public Library/South State
  - Belvedere-Tiburon Library/North Bay
  - Mission Viejo Public Library/Santiago
- d. System Membership changes:
  - Santa Ana Public Library withdraws from Santiago

**1997/98**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Riverside County Library System/Inland
  - Riverside Public Library/Inland
- d. System Membership changes: None

**1998/99**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Calabasas Public Library/MCLS
  - Moreno Valley Public Library/Inland
  - Murrieta Public Library/Inland
- d. System Membership changes: None

**1999/2000**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Pleasanton Public Library/BALIS
- d. System Membership changes:
  - Richmond Public Library from BALIS to North Bay

**2000/01**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Larkspur Public Library/North Bay
  - Los Gatos Public Library/Silicon Valley
- d. System Membership changes: None

**2001/02**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Irwindale Public Library/MCLS
- d. System Membership changes:
  - Colusa County Free Library from North State to MVLS

**2002/03**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

**2003/04**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - Dixon Unified School District Library District from MVLS to North Bay
  - Fullerton Public Library withdraws from Santiago

**2004/05**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

**2005/06**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

**2006/07**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Fullerton Public Library/Santiago
- d. System membership changes:
  - Richmond Public Library from North Bay to BALIS

**2007/08**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Monterey Public Library/MOBAC
  - Moorpark City Library/MCLS (waived contiguous borders requirement)
  - Victorville Public Library/Inland
  - Shasta Public Libraries/North State
- d. System membership changes: None

### **2008/09**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
  
- d. System Membership changes:
  - Merced County Library from 49-99 to SJVLS
  - San Juan Bautista City Library withdraws from MOBAC

### **2009/10**

- a. Public library consolidations: None
- b. Library System consolidations:
  - BALIS/MOBAC/Peninsula/Silicon Valley merged to form Pacific Library Partnership
  - MVLS/North Bay/North State merged to form NorthNet Library System
  - MCLS/Santiago/South State merged to form Southern California Library Cooperative
- c. Affiliations:
  - San Juan Bautista City Library/MOBAC
- d. System membership changes:
  - Cerritos Public Library withdraws from SCLC

### **2010/11**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership change:
  - Ventura County Library from Black Gold to SCLC

### **2011/12**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - Camarillo Public Library/SCLC
  - Santa Clarita Public Library/SCLC
- d. System Membership changes:
  - Santa Clara County Library withdraws from PLP

### **2012/13**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes: None

### **2013/14**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes:
  - Nine library jurisdictions in Orange County withdraw from SCLC and reinstate as Santiago Library System
  - Santa Monica Public Library withdraws from SCLC (MCLS)



### **2014/15**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes: None

### **2015/16**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - Santa Clara County Library District/PLP
  - Huntington Beach Public Library/Santiago
- d. System Membership changes:
  - Hayward Public Library withdraws from PLP (BALIS)

### **2016/2017**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - Santa Monica Public Library/SCLC
- d. System Membership changes: None

### **2017/2018**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes: None

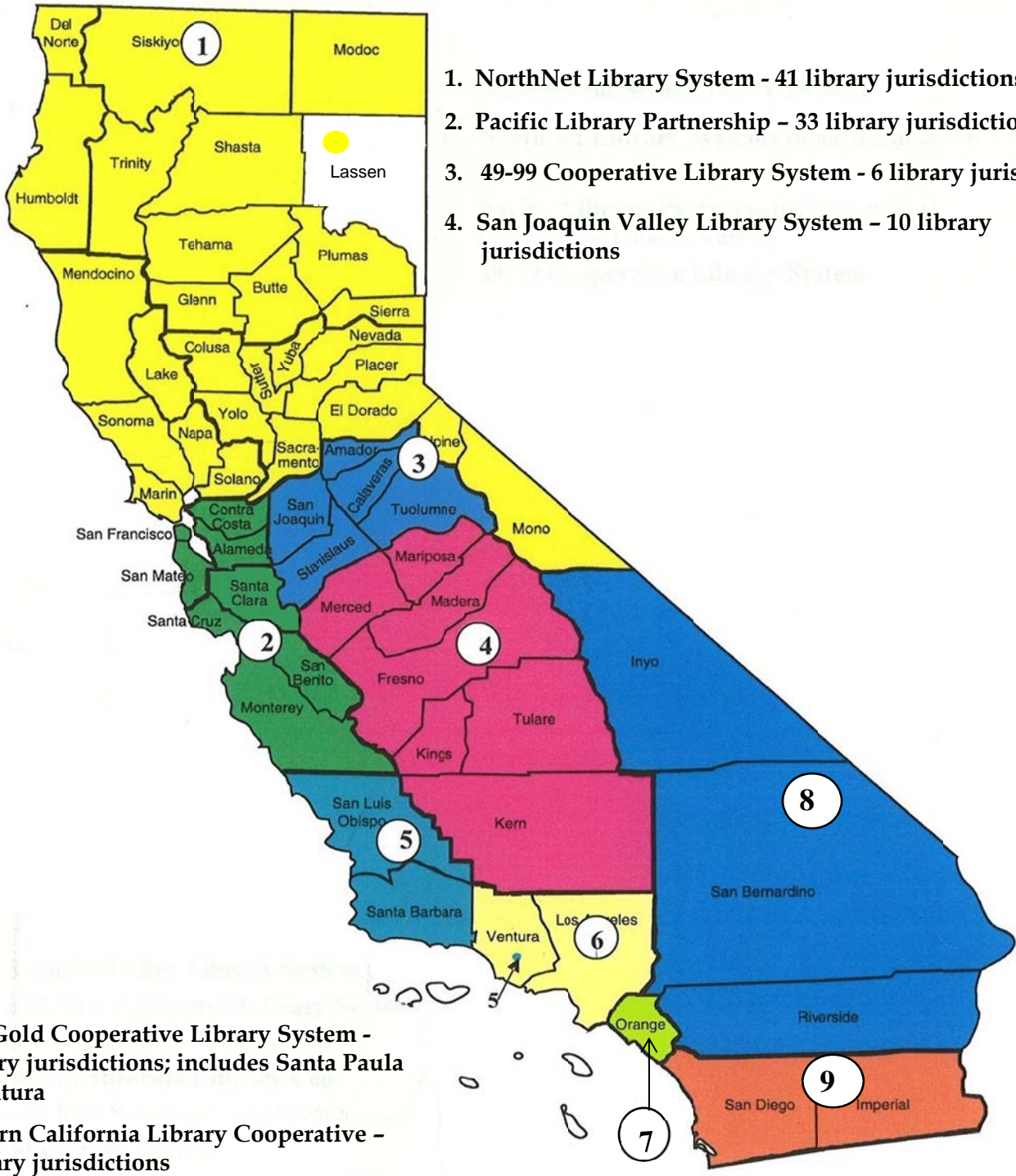
NOTE: September 1, 1982 was the last filing date for affiliations before grants for this part of the Act ended. (CLSA Regulations, Section 20190(a)(3)).

### **Public Libraries not members of any System, July 1, 2016**

1. Cerritos Public Library \*
2. Hayward Public Library
3. (Redlands) A.K. Smiley Public Library
4. San Leandro Public Library \* (*was in BALIS 1981/82 only*)
5. Santa Ana Public Library \*
6. Simi Valley Public Library (*withdrew from Ventura Co Library System in Dec. 2011 and has not requested system membership*)
7. Vernon Public Library

\* *CLSA ILL Participants*

# CALIFORNIA LIBRARY SYSTEMS



- 1. NorthNet Library System - 41 library jurisdictions
- 2. Pacific Library Partnership - 33 library jurisdictions
- 3. 49-99 Cooperative Library System - 6 library jurisdictions
- 4. San Joaquin Valley Library System - 10 library jurisdictions

- 5. Black Gold Cooperative Library System - 6 library jurisdictions; includes Santa Paula in Ventura
- 6. Southern California Library Cooperative - 38 library jurisdictions
- 7. Santiago Library System - 10 library jurisdictions
- 8. Inland Library System - 19 library jurisdictions
- 9. Serra Cooperative Library System - 13 library jurisdictions

**AGENDA ITEM:** CLSA System Plans of Service and Final Budget

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

1. Consideration of 2017/18 CLSA System Population and Membership figures
2. Consideration of 2017/18 CLSA System Plans of Service and Final Budget

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board approve the System Population and Membership figures for use in the allocation of System funds for the fiscal year 2017/18.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board approve the CLSA System Plans of Service and Final Budget for the nine Cooperative Library Systems, submitted for fiscal year 2017/18.

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

Section 20158 of the Administrative Regulations provides for an annual review and approval of System population and membership figures used in the allocation of System funds by the State Board. Section 20106 stipulates that any CLSA funds distributed on the basis of population shall be awarded using the most recently published and available combined estimate for cities and counties from the State Department of Finance. By June 1<sup>st</sup> the State Librarian must certify that the population for each public library jurisdiction is a true accounting of the geographic service area of California public library jurisdictions.

The System population and membership figures for FY 2017/18 are documented in Exhibit A.

**ISSUE 2:** Consideration of CLSA System Plans of Service and Final Budget for FY 2017/18

**BACKGROUND:**

CLSA System Plans of Service for FY 2017/18 were submitted for Board approval as authorized in CLSA Sections 18724(b) and 18745. Exhibit B summarizes each System's goals for the Communications and Delivery (C&D) program funding, and how each will support the needs of their communities. It also displays program support through local funds and in-kinds contributions. C&D continues to be a valuable program as it provides the physical and digital delivery of materials within cooperative member libraries. Exhibit C gives the estimated workload for delivery and the

vehicle used to transport materials throughout the region. Exhibit D displays a summary of the demographics of each System's service area. These statistics help ensure that underserved populations are addressed in system-wide services.

The Governor's budget, released on June 27, 2017 for fiscal year 2017/18, appropriated CLSA \$3,630,000 million in funding. Exhibit E provides the final budget amounts for each cooperative system for FY 2017/18.

**RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE:** Summary of 2016/17 System Annual Reports (Spring 2018).

2017/18 Worksheet

**SYSTEM/MEMBER**

**POPULATION**

**Pacific Library Partnership – 34 Members (BALIS+MOBAC+PLS+SVLS)**

6,893,991

**BALIS – 9 Members**

3,409,786

- Alameda County Library
- Alameda Free Library
- Berkeley Public Library
- Contra Costa County Library
- Livermore Public Library
- Oakland Public Library
- Pleasanton Public Library
- Richmond Public Library
- San Francisco Public Library

**MOBAC – 10 Members**

775,822

- Carmel (Harrison) Memorial Library
- Monterey County Free Library
- Monterey Public Library
- Pacific Grove Public Library
- Salinas Public Library
- San Benito County Free Library
- San Juan Bautista City Library
- Santa Cruz Public Library
- Watsonville Public Library
- + King City/Monterey County

**PENINSULA – 8 Members**

770,203

- Burlingame Public Library
- Daly City Public Library
- Menlo Park Public Library
- Redwood City Public Library
- San Bruno Public Library
- San Mateo County Library
- San Mateo Public Library
- South San Francisco Public Library

**SILICON VALLEY – 7 Members**

1,938,180

- Los Gatos Public Library
- Mountain View Public Library
- Palo Alto City Library
- San Jose Public Library
- Santa Clara City Library
- Santa Clara County Library District
- Sunnyvale Public Library

**SYSTEM/MEMBER**

**POPULATION**

**BLACK GOLD – 6 Members**

- Lompoc Public Library
- Paso Robles Public Library
- San Luis Obispo City-County Library
- Santa Barbara Public Library
- Santa Maria Public Library
- Santa Paula (Blanchard Community) Library

761,418

**49-99 – 6 Members**

- Amador County Library
- Calaveras County Library
- Lodi Public Library
- Stanislaus County Free Library
- Stockton-San Joaquin County Public Library
- Tuolumne County Free Library

1,433,182

**INLAND – 19 Members**

- Banning Unified School District Library
- Beaumont Library District
- Colton Public Library
- Corona Public Library
- Hemet Public Library
- Inyo County Free Library
- Moreno Valley Public Library
- Murrieta Public Library
- Ontario City Library
- Palm Springs Public Library
- Palo Verde Valley Library District
- Rancho Cucamonga Public Library
- Rancho Mirage Public Library
- Riverside County Library System
- Riverside Public Library
- San Bernardino County Library
- San Bernardino Public Library
- Upland Public Library
- Victorville Public Library

4,493,807

**SANTIAGO – 10 Members**

- Anaheim Public Library
- Buena Park Library District
- Fullerton Public Library
- Huntington Beach Public Library
- Mission Viejo Public Library
- Newport Beach Public Library
- Orange County Public Library
- Orange Public Library

2,852,683

Placentia Library District  
Yorba Linda Public Library

**SYSTEM/MEMBER**

**POPULATION**

**Southern California Library Cooperative – 39 Members (MCLS+SSCLS)**

10,890,013

**MCLS – 35 Members**

7,099,815

- Alhambra Public Library
- Altadena Library District (incorp)
- Arcadia Public Library
- Azusa City Library
- Beverly Hills Public Library
- Burbank Public Library
- Calabasas Public Library
- Camarillo Public Library
- City of Commerce Public Library
- Covina Public Library
- Downey City Library
- El Segundo Public Library
- Glendale Public Library
- Glendora Library & Cultural Center
- Irwindale Public Library
- Long Beach Public Library
- Los Angeles Public Library
- Monrovia Public Library
- Monterey Park (Bruggemeyer) Memorial Library
- Moorpark City Library
- Oxnard Public Library
- Palos Verdes Library District
- Pomona Public Library
- Redondo Beach Public Library
- San Marino Public Library
- Santa Clarita Public Library
- Santa Fe Springs City Library
- Santa Monica Public Library
- Sierra Madre Public Library
- Signal Hill Public Library
- South Pasadena Public Library
- Thousand Oaks Library
- Torrance Public Library
- Ventura County Library Services Agency
- Whittier Public Library

**SOUTH STATE - 4 Members**

3,790,198

- County of Los Angeles Public Library
- Inglewood Public Library
- Palmdale City Library
- Pasadena Public Library



**SYSTEM/MEMBER**

**POPULATION**

**NorthNet Library System – 44 Members (MVLS+NBC+NSCLS)**

4,878,269

**MVLS – 14 Members**

2,608,833

- Alpine County Library
- Colusa County Free Library
- El Dorado County Library
- Folsom Public Library
- Lincoln Public Library
- Mono County Free Library
- Nevada County Library
- Placer County Library
- Roseville Public Library
- Sacramento Public Library
- Sutter County Library
- Woodland Public Library
- Yolo County Library
- Yuba County Library

**NORTH BAY – 17 Members**

1,501,234

- Belvedere-Tiburon Library Agency
- Benicia Public Library
- Dixon Library District
- Lake County Library
- Larkspur Public Library
- Marin County Free Library
- Mendocino County Library
- Mill Valley Public Library
- Napa City-County Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library
- Solano County Library
- Sonoma County Library
- St. Helena Public Library
- + Vacaville/Solano
- + Calistoga/Napa

**NORTH STATE – 13 Members**

768,202

- Butte County Library
- Del Norte County Library District
- Humboldt County Library
- Lassen Library District
- Modoc County Library
- Orland Free Library
- Plumas County Library
- Shasta Public Libraries
- Siskiyou County Free Library
- Tehama County Library
- Trinity County Library
- Willows Public Library
- + Crescent City/Del Norte

**SYSTEM/MEMBER**

**POPULATION**

**SJVLS- 10 Members**

2,961,771

- Coalinga-Huron Unified School District Library
- Fresno County Public Library
- Kern County Library
- Kings County Library
- Madera County Library
- Mariposa County Library
- Merced County Library
- Porterville Public Library
- Tulare County Free Library
- Tulare Public Library

**SERRA – 13 Members**

3,504,526

- Brawley Public Library
- Calexico (Camarena Memorial) Public Library
- Carlsbad City Library
- Chula Vista Public Library
- Coronado Public Library
- El Centro Public Library
- Escondido Public Library
- Imperial County Library
- Imperial Public Library
- National City Public Library
- Oceanside Public Library
- San Diego County Library
- San Diego Public Library

**GRAND TOTALS**

- All System Members: 181\*
- All System Population: 38,669,660

**Unaffiliated Public Libraries – 7 Libraries**

838,063

- Cerritos Public Library
- Hayward Public Library
- Redlands (A.K. Smiley) Public Library
- San Leandro Community Library
- Santa Ana Public Library
- Simi Valley Public Library
- Vernon Public Library

**Jurisdictions that don't have service**

16,312

- Industry
- Lassen County

**TOTAL STATE POPULATION: 39,524,035**

\*Includes Consolidations since 1/1/78

P:SH/2017 September Board Meeting docs/system population 2017-18

**California Library Services Act  
System Communications and Delivery Program  
Plan of Service – FY 2017/18**

**Exhibit B**

<b>Baseline Budget and Number of Member Libraries Served</b>	<b>Goals for Using CLSA Funding To Meet the Needs of the Community</b>	<b>Support for C&amp;D Using Non-CLSA System Funds</b>
<p>Black Gold \$150,686 Members: 6</p>	<ul style="list-style-type: none"> <li>• Make items readily available to patrons as quickly as possible (Delivery contract : 3 days a week with courier services using 2 drivers)</li> <li>• Sharing of eContent</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>Patrons are able to request items from other libraries that their library does not own, and have them made available as soon the library can provide them.</p>	<p><b><u>Local Funds :</u></b></p> <ul style="list-style-type: none"> <li>• Provide a shared ILS to 32 branches in an 8,000 square mile region all connected to servers from a central location.</li> <li>• Public Internet Connection</li> <li>• Sponsor downloadable and streaming products including Over Drive, Zinio magazines, Hoopla and Enki.</li> </ul> <p><b><u>Grant Funds :</u></b></p> <ul style="list-style-type: none"> <li>• Adding CENIC to half the branches</li> </ul>
<p>Inland \$383,705 Members: 19</p>	<ul style="list-style-type: none"> <li>• Delivery of physical materials remains Inland priority. Physical delivery supports ILL and Universal Borrowing among ILS members.</li> <li>• Funding will also pay for a virtual meeting service (GotoMeeting) to enable all members of various committees and groups to meet electronically.</li> <li>• Assessment to determine future potential for the cooperative member libraries. (\$20,000)</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>Providing Inland's clients with material from a variety of collections.</p>	<ul style="list-style-type: none"> <li>• Riverside County Library System is subsidizing most of the cost of delivery to the four ILS members who share a common integrated library system.</li> <li>• Postage required to return non-ILS member materials to their home library.</li> <li>• Staff and overhead costs associated with preparation of items for delivery.</li> <li>• Staff time devoted to meetings and committee work and transportation costs to meetings.</li> </ul>

<p>NorthNet \$819,731 Members: 44</p>	<ul style="list-style-type: none"> <li>• Shared resources remain a priority for all NorthNet members and with this priority in mind; NLS will use C&amp;D funds to implement Link+ or a similar model.</li> <li>• Continue supporting the Zinio consortium and planned for an augmentation to the Zinio subscription.</li> <li>• Expand a very popular Overdrive eBook subscription and membership.</li> <li>• Enki eBook subscriptions</li> <li>• Some of the cost of physical delivery</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>Participating libraries will be able to dramatically increase the amount of material they offer, reduce fulfillment, decrease costs, and raise the profile and visibility in their user communities.</p>	<p><b><u>Local Funds :</u></b></p> <ul style="list-style-type: none"> <li>• Pay for all the cost for the shared participation in the shared computer system.</li> <li>• Most of the delivery cost to move materials among the group.</li> <li>• Shared catalogs of e-books and other e-resources through enki, Overdrive and Zinio.</li> </ul>
<p>PLP \$695,935 Members: 34</p>	<ul style="list-style-type: none"> <li>• Support resource sharing</li> <li>• Physical delivery of materials (PLP supports four separate delivery services)</li> <li>• Purchase of Enki subscription</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>PLP unanimous first priority is the delivery of materials. PLP's ability to provide delivery services in support of resource sharing allows member libraries to enhance the breadth and depth of their individual collection.</p>	<p><b><u>Local Funds :</u></b></p> <ul style="list-style-type: none"> <li>• Support 5-day delivery.</li> <li>• ILL services such as LinkPlus</li> <li>• Join CalREN with a combination of CENIC grant funds.</li> </ul>

<p>SJVLS \$ 240,952 Members: 10</p>	<ul style="list-style-type: none"> <li>• Physical deliveries three times per week to all headquarter libraries.</li> <li>• Broadband connectivity</li> <li>• Supplement a shared e-book collection (Biblioteca Cloud Library &amp; Enterprise)</li> <li>• Digitization of local collections through building skillset among member libraries.</li> <li>• Share in the cost of the operation and maintenance of the Depository of Information agreed upon with Black Gold Cooperative pilot project.</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>Increasing collections that will provide a robust collection to communities with currently low accessibility and increase broadband connectivity. Digitization of local collections for use by our communities.</p>	<p><b><u>Local Funds :</u></b></p> <ul style="list-style-type: none"> <li>• Telecommunications</li> <li>• Continue building existing Omeka digital collection platform.</li> <li>• Purchase of 10 scanners</li> <li>• Strategic Plan</li> </ul>
<p>Santiago \$211,038 Members: 10</p>	<ul style="list-style-type: none"> <li>• Funds will be used to complete an assessment to determine the needs of their community.(\$75,000)</li> <li>• E-resources as determined by the assessment.</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>Santiago will be doing an assessment to determine the needs of their communities to best utilize the CLSA funds with the new Rules and Regulations.</p>	<ul style="list-style-type: none"> <li>• Contribute to Santiago's telecommunications costs, office space, equipment and other overhead costs needed for delivery and communication.</li> </ul>

<p>Serra \$271,182 Members: 13</p>	<ul style="list-style-type: none"> <li>• Physical delivery of material (contracted service pickups and drop offs)</li> <li>• Member library directors will review potential use of LINK+</li> <li>• Continual funding for Zinio and OverDrive.</li> <li>• Assessment (\$75,000)</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>Serra continues to provide physical delivery of materials and provide shared electronic resources in rural libraries.</p>	<ul style="list-style-type: none"> <li>• Task force will review potential projects which will be created to use non-CLSA funds.</li> <li>• Serra hosts a Youth Services Professional Day. Funds are used from membership dues.</li> </ul>
<p>SCLC \$706,037 Members: 39</p>	<ul style="list-style-type: none"> <li>• SCLC will participate in an assessment process to determine the needs of the communities the libraries serve. (\$125,000)</li> <li>• Interest in pursuing e-resources</li> <li>• Physical delivery through a contracted company.</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>It is the intent of SCLC to improve access to their community members and working cooperatively stretches the resources available to their residents. SCLC will participate in an assessment process to determine the needs of the communities the libraries serve.</p>	<ul style="list-style-type: none"> <li>• SCLC provides the traditional shared programs and services for free with or without a library card. (examples: Summer Reading events, teen programs, adult programs, veteran resources, One City One Story with book clubs in a bag, homework center with state of the art technology, access to meeting rooms, literacy.)</li> </ul>

<p>49-99 \$150,734 Members: 6</p>	<ul style="list-style-type: none"> <li>• 49-99 joined LINK+ for delivery.</li> <li>• Utilizing a local delivery company for courier service.</li> </ul> <p><b><u>Meeting the Community needs:</u></b></p> <p>LINK+ provides a seamless delivery of materials that the rural communities would otherwise not be able to access. They have daily delivery and access to materials from almost 80 libraries within California and Nevada</p>	<ul style="list-style-type: none"> <li>• The library created Book Club in a Box.</li> <li>• Libraries participate in Zipbooks and are a member of the Northern California Digital Library Consortium for eBooks.</li> </ul>
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P:/sh/2017 October Board meeting documents/C&D PoS report FY17-18

**Exhibit C**

**System Communications & Delivery Program  
2017/18 Service Methods and Workload Estimates**

	Estimated Delivery Workload (Items)	Delivery Systems Usage				
		System Van	Contracted Delivery	US Mail	UPS	Other
BLACK GOLD	531,360	0%	97%	2%	0.5%	0.5%
49-99	3,850	0%	99%	1%	0%	0%
INLAND	23,303	0%	12%	1%	1%	86%
NORTHNET	1,265,000	0%	79.5%	0.5%	20%	0%
PLP	3,050,000	70%	28.9%	1%	0%	0.1%
SJVLS	945,315	98%	2%	0%	0%	0%
SANTIAGO	7,202	0%	0%	12%	7%	81%
SERRA	18,750	0%	97%	2%	1%	0%
SCLC	15,300	0%	99%	1%	0%	0%
<b>TOTALS</b>	<b>5,860,080</b>	<b>52.2%</b>	<b>42.0%</b>	<b>0.8%</b>	<b>4.3%</b>	<b>2.1%</b>

System C&D workload FY17-18



### SYSTEM DEMOGRAPHICS

Statistics taken from 2017/18 System Plans of Service and are Derived from a Combination of Federal, State, County, and Municipal Sources

	BLACK GOLD	49-99	INLAND	NORTHNET	PLP	SJVLS	SANTIAGO	SERRA	SCLC	Total Population All Systems	
<b>Total Population</b>	<b>755,446</b>	<b>1,411,411</b>	<b>4,467,193</b>	<b>4,703,096</b>	<b>6,653,240</b>	<b>2,915,704</b>	<b>2,840,081</b>	<b>3,474,443</b>	<b>11,208,281</b>	<b>38,428,895</b>	
<b>Underserved Population</b>											
<b>Children &amp; Youth</b>											
Under 5	8%	7%	8%	6%	6%	8%	9%	7%	7%	2,623,385	6.2%
5 to 9	6%	8%	8%	6%	6%	8%	9%	6%	6%	2,369,256	6.2%
10 to 14	7%	7%	8%	6%	6%	8%	10%	6%	7%	2,385,178	6.2%
15 to 19	9%	7%	8%	7%	6%	8%	10%	7%	7%	2,779,525	7.2%
<b>Aged 65+</b>	12%	11%	9%	13%	11%	10%	18%	12%	11%	4,638,678	12.1%
<b>Ethnicity</b>											
Black	1%	4%	8%	5%	6%	4%	3%	5%	8%	2,268,167	5.9%
Hispanic	52%	42%	49%	21%	26%	53%	50%	36%	53%	16,112,829	41.9%
Asian	5%	9%	6%	9%	25%	6%	27%	11%	13%	5,296,334	13.8%
Native American	1%	1%	1%	1%	1%	1%	1%	1%	0%	261,535	0.7%
Other *	79%	4%	22%	7%	8%	4%	1%	9%	3%	3,305,724	8.6%
<b>Limited English Speaking</b>	9%	16%	16%	17%	32%	18%	25%	35%	23%	8,490,318	22.1%
<b>Non-English Speaking</b>	6%	5%	3%	10%	17%	25%	4%	18%	7%	4,091,304	10.6%
<b>Functionally Illiterate</b>	3%	17%	1%	8%	16%	10%	28%	21%	27%	6,627,367	17.2%
<b>Institutionalized</b>	4%	2%	1%	1%	1%	3%	1%	1%	1.0%	417,595	1.1%
<b>Shut-in</b>	3%	4%	5%	5%	3%	2%	4%	4%	4%	1,529,784	4.0%
<b>Handicapped</b>	11%	10%	10%	13%	8%	12%	12%	10%	10%	4,031,457	10.5%
<b>Economically Disadvantaged</b>	16%	22%	15%	15%	11%	24%	14%	15%	23%	6,743,312	17.5%
<b>Geographically Isolated</b>	8%	13%	3%	15%	2%	13%	1%	4%	1.0%	1,775,187	4.6%

All #'s in thousands

\* White, Multi-race, Native Hawaiian, Pacific Islander

**CLSA Final 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.

## 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~~2016.

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

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

~~(4)~~(2) "Chief Executive Officer" means the State Librarian.

(3) "Home library" means the library jurisdiction whose service area covers the patron's residence.

~~(2)~~(4) "President" means the elected President of the Board.

~~(3)~~(5) "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)~~(6) "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).

(7) "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) "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 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 ~~10~~ 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~~[2016](#) 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 [\(s\)](#) 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.

(d) Membership and Population Figures. 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.

#### **§ 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 54950-54964<sup>3</sup>). 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~~ <sup>Δ</sup>n 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~~ them to resident library services of the jurisdiction in which ~~he/she~~ they 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~~ one 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~~ their place of abode is the residence of such unmarried minor child.
- (e) A married person shall have the right to retain ~~his or her~~ their legal residence in the State notwithstanding the legal residence or domicile of ~~his or her~~ their 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~~ their 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 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.~~

**AGENDA ITEM:** California Library Services Act regulations – Contiguous Borders

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

Consider whether the word “contiguous” should be removed from regulatory sections 20180, 20185, or 20190.

**BACKGROUND:**

As part of the 2016-2017 fiscal year budget package, the governor signed AB 1602 into law, which made statutory changes to the California Library Services Act, Education Code 18700-18767. These changes triggered the need for conforming changes to the California Library Services Act regulations.

Among the changes made by AB 1602 was specific inclusion of digital materials in the library services act. Under the original act, signed into law in 1977, most of the programs focused solely on improving access to and the sharing of information and physical materials – books, primarily.

The inclusion of digital materials was one of a number of changes imposed by AB 1602. Because of the complexity of the state regulatory review process, the board elected to include other regulatory changes suggested by the library cooperative systems created under the act and members of the board. Laws relating to open meetings had also changed and changes were proposed to the regulations to reflect that.

Among the changes proposed by board members was the striking of the word “contiguous” from the regulations. The word, which doesn’t appear in the library services act itself, appears in the regulations as part of the affiliation and consolidation process for members of a cooperative library system. Members of individual systems, the regulations say, must be library jurisdictions with “contiguous” borders.

In other words, a library jurisdiction in Northern California could not seek to join the Serra Cooperative Library System, which is composed of the library jurisdictions in the southernmost part of the state.

At its April 25, 2017 meeting the California Library Services Board discussed all of the proposed changes to the California Services Act regulations including whether to strike the word “contiguous” in Article 5, Sections 20180-20195.

Board members favoring removal of the word “contiguous” argued that in an age of digital connections and alternate methods of resource-sharing, physical proximity need not be a necessity for partnership.

Several public libraries and the cooperative library systems expressed concerns that removal of the word “contiguous” could have detrimental effects on smaller or rural libraries as well as the cohesiveness they feel is essential to their library systems. Several hypothetical possibilities were raised which some cooperative library systems felt could adversely affect the equitable

distribution of California Library Services Act funding should the word “contiguous” be removed.

The board postponed making a decision on whether to retain the word “contiguous” in the regulations pending further information and discussion. At the board’s direction, the State Library has spent a significant amount of time researching the potential implications of the removing of the word “contiguous” and determined the impact of doing so to be insignificant.

Similarly, at least in the near term, leaving the word in the regulations offers few inhibitions to the operation of California’s 1,119 libraries.

### **RECOMMENDATION:**

After conducting the research ordered by the board and weighing the input of libraries and library cooperative systems, the State Library recommends removal of the word “contiguous” from library services act regulations.

None of the possibilities raised by opponents of the word’s removal are supported by law or the long-standing customs and precedents developed over the act’s 40-year life. Formations of any new library systems or changes in affiliations are subject to the board’s approval and must be “in furtherance of the purposes” of the library services act.

“Contiguous” is – at best – a needless qualifier of the necessary conditions to facilitate the better sharing of physical materials among libraries. The law has been amended to include digital materials. Contiguousness is not necessary for the sharing of e-resources.

### **EVALUATION OF CONTIGUOUS BORDERS LANGUAGE:**

- 1) Does the California Library Services require the member libraries of a cooperative system to be “contiguous?”

No. The California Library Services Act doesn’t contain the word “contiguous.” The act contains no language whatsoever pertaining to a process for library or cooperative library system affiliation or collaboration. Those processes are located only in sections 20180-20195 of the California Library Services Act regulations.

- 2) Is being contiguous required for all library jurisdictions or system affiliations?

No. The “contiguous” requirement is not universal. Under section 20195 of the regulations, library jurisdictions that wish to change their system membership do not have to consider whether they are contiguous to the new system they would like to join. Section 20195 reads:

“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.”

Additionally, the board has, in the past, waived the contiguous requirement. (See the motion attached as Exhibit A)

- 3) Would it be possible for large, geographically separated libraries to form a cooperative library system?

This is one of the potential scenarios proffered by the cooperative library systems, and several individual library jurisdictions as a possible consequence of removing the word “contiguous” from library services act regulations.

While there is no specific prohibition in the library services act against large non-contiguous libraries consolidating, the definition of what constitutes a “cooperative library system” contained in Education Code, Section 18710(c) appears to bar such a merger.

Education Code Section 18710(c) says a cooperative library system is:

“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 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 that library system.”

Part of the definition includes a reference to “regional” programs. There is no definition of a “region” in the related statute but Merriam-Webster dictionary says a region is a “broad geographic area distinguished by similar features.”

Geographically and, in many cases, statutorily, California is comprised of a number of regions: the Central Valley, the Bay Area, Southern California, Northern California, the Inland Empire – all of which roughly mirror the outlines of the state’s library cooperative systems.

Based on the 1977 act’s original intent of sharing and transporting print materials and the commonly accepted geo-political understanding of what constitutes a “region,” geographically separated libraries would be unsuccessful in convincing the board they are located in a single “region.”

The definition of a cooperative library system also says that it can only be a system created under the Public Library Services Act of 1963 (Attached as Exhibit B) or a “successor” to one of those original systems.

State Library records show that the systems in existence at the passage of the 1977 Act are regional in the traditionally understood geo-political definition of the word (Attached as Exhibit C).

In other words, a new, non-contiguous system cannot be created under the law.

Buttressing that conclusion, there is no instance in the 40-year history of the library services act in which a new system comprised of two formerly unaffiliated library jurisdiction has been proposed. (See Exhibit D). All “new” systems created over the past 40 years are comprised of legacy systems consolidating into larger systems or library jurisdictions joining an existing system.

Even if the constrictive definition of what constitutes a library cooperative system were not present in statute, consolidations of systems or the creation of new ones requires the approval of the California Library Services Board.

The board is charged with upholding the purposes of the California Library Services Act. The act’s purpose is:

“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.”

In evaluating a system consolidation or affiliation the board is charged with various responsibilities:

Section 20180. “...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.”

Section 20185. “...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.”

Section 20190. “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.”

Section 20195. “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.”

Removal of the word “contiguous” from the regulations neither diminishes the board’s authority to approve any consolidation or affiliation nor limits the factors that must be weighed in such a decision.

The concerns expressed by the library cooperative systems and some library jurisdictions regarding the creation of a hypothetical “mega-system” allowed by removing the word “contiguous” from library service act regulations could, through its population and service area

size, siphon away much of the state revenue received by the current systems. Creation of this hypothetical “mega-system” would imperil access to materials and services for many Californians, particularly those in underserved communities, the current cooperative systems contend.

If such a hypothetical system were created (which the law doesn’t allow, as noted above) and funding formulas for systems remained the same, resulting in underserved communities being further disadvantaged, the board would be failing its responsibility to uphold the act by allowing such a merger.

Finally, the funding formula that determines the amount of state funds provided to library cooperative systems is set by the board and can be modified at any time by majority vote.

- 4) If large geographically separated library jurisdictions were allowed to merge would such a merger actually be practical or cost effective?

This is a question stemming from the hypothetical creation of a new cooperative system composed of geographically separated library jurisdictions or systems.

Nevertheless, while the law and responsibilities of the board prevent such a system from being created, if such an effort were attempted it wouldn’t be easy – or cheap.

In the 2016–2017 fiscal year, AB 1602 repealed Section 18751, an unfunded section of the Education Code, which authorized the awarding of grants to facilitate system consolidations.

Creation of a new system or affiliation of a library jurisdiction with a system is both time-consuming and expensive, according to those who have gone through the process and a simple reading of the regulations for the library services act.

Just a few of the necessities in the formation of a cooperative library system are coordination amongst library jurisdictions and the affected local governments, creation of joint powers agreements, establishment of an administrative council, and development of bylaws. Determinations also must be made about services offered to member libraries, negotiations on participation, and agreements on how those services will be funded.

A Joint Powers Agreement in and of itself is a lengthy and complicated process, encompassing many factors. The attached Exhibit E is a list provided by the cooperative library system coordinators of what, generally, is involved in the creation of joint powers agreements as well as the individual requirements such agreements impose on library jurisdictions.

In addition to the initial costs of consolidation there are also ongoing operational costs such as rent, staffing, retirement obligations and the like. The administrative and programmatic costs of the cooperative systems are currently funded through a combination of library services act, federal, and local funds including city/county revenues, membership fees, and interest.

The table below shows the revenue sources of each cooperative library system’s budget and what percentage of total spending those individual revenue sources represent.

System	CLSA	Federal	Local	
			Funds/fees	Other
<b>NorthNet Library System</b>	75%	2%	20%	3%
<b>Inland Library System</b>	82%	8%	10%	0%
<b>Santiago Library System</b>	86%	14%	0%	0%
<b>Southern California Library Cooperative</b>	45%	21%	5%	29%
<b>Serra Cooperative Library System</b>	66%	18%	16%	0%
<b>49-99 Cooperative Library System</b>	83%	0%	17%	0%
<b>Black Gold Cooperative Library System</b>	8%	0%	92%	0%
<b>San Joaquin Valley Library System</b>	6%	0%	94%	0%
<b>Pacific Library Partnership</b>	22%	62%	16%	0%

Based on the funding distribution illustrated above, libraries wishing to create a new system would not only have to consider start-up costs, but also the availability of local and federal funds to augment library services act funding.

- 5) Would removing the word “contiguous” from the regulations violate any requirements in the act regarding the delivery of physical materials?

There are two sections in the Education Code, Section 18743 and 18745, which impose requirements on library systems. Section 18743 requires that:

“Each member library of a system shall provide equal access to all residents of the area served by the system.”

Section 18745 deals with communication, delivery, and resource-sharing:

“Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information.”

Neither of these sections imposes a requirement on how these mandates are to be accomplished.

- 6) Is it easier to share e-resources without contiguous borders?

It can be difficult to share e-resources in the existing systems.

Board members suggesting removal of the word “contiguous” from the regulations asked at the board’s April meeting if doing so would improve access to e-resources.

The pricing model used by for-pay e-book platforms like Overdrive is based on individual usage, not physical location. The library jurisdictions which are members of a system can have contiguous borders or be non-contiguous, the pricing structure remains the same.

Below is a chart, provided by the library cooperative systems that provide some of the pros and cons they have discovered in the sharing of e-resources.

	Major eBook Vendors	Specific eBook Vendors with option to share through the Cloud	Enki <sup>1</sup>
<b>Pros</b>	Individual libraries can purchase content as a stand-alone service	Individual libraries can purchase content as a stand-alone service	Subscription-based model: pay for service and have access to all shared content.
	Groups of libraries can purchase content to share	Groups of libraries can purchase content to share	Includes independent publishers and different content than the other major eBook companies
	An individual library participating in a group sharing environment may purchase additional content available just for their patrons	An individual library participating in a group sharing environment may purchase additional content available just for their patrons	
	Best seller titles and major publisher are available	Best seller titles and major publisher are available	
	Some major vendors support Kindle, and some do not	Supports regional sharing of materials regardless of geographic distance and size of library, allowing libraries to choose collections to share, and giving priority to local patrons	
<b>Cons</b>	When sharing as a group, the economy of scale diminishes with large numbers of patrons/libraries, because of long wait times for popular titles	Does not support Kindle	Does not include major publishers and best sellers.
	Does not currently support large system sharing		

<sup>1</sup> Enki is a fee-based subscription eBook platform, developed with federal Library Services and Technology Act money in 2013, which enables patrons of participating libraries to access eBooks. In 2016 the California Library Services Board allocated \$300,000 in one-time California Library Services Act money to the enki project. This included \$100,000 to connect the California library jurisdictions not already connected to enki and \$200,000 to add new content to the enki library.



- 7) Would the removal of the word “contiguous” from the library services act regulations result in expensive legal fees to rewrite existing joint powers agreements.

This possible expense was cited by the cooperative library system coordinator for the Southern California Library Cooperative, 49-99 Cooperative Library System, Inland Library System, Serra Cooperative Library System, and Santiago Library System.

The State Library’s investigation of this claim found that none of the current Joint Powers Agreements and Bylaws contain any mention of the “contiguousness” of each system’s borders. Nothing would change in the composition of existing systems if the word “contiguous” is struck unless a system or library jurisdiction applies for a new consolidation of affiliation.

A system might need to create a new joint powers agreement when a non-contiguous library jurisdiction or system affiliates. Were such an affiliation to occur it would only occur if both parties agree.

As both the board and the cooperative systems know, a necessary precursor to board approval of any consolidation or affiliation is approval of such a move by both administrative councils, if its two systems involved, or the administrative council of the system a library wants to affiliate with.

- 8) Is current cooperative library system spending primarily on physical book delivery, which could be impacted without a contiguous borders requirement, or is current funding devoted more to e-resource sharing?

The answer varies by system. The chart below provides a general breakdown of how much of each cooperative library system’s budget is allocated to physical delivery of materials and how much to e-resources. The chart shows a diversity of funding breakdowns.

For systems that spend more than 50 percent of their revenue on physical delivery, adding a member library that isn’t contiguous would likely increase delivery costs – at the expense of investment in other resource-sharing.

<b>System</b>	<b>Physical Delivery</b>	<b>E-Resources</b>
<b>NorthNet Library System</b>	51%	48%
<b>Inland Library System</b>	9%	80%
<b>Santiago Library System</b>	0%	56%
<b>Southern California Library Cooperative</b>	15%	63%
<b>Serra Cooperative Library System</b>	10%	57%
<b>49-99 Cooperative Library System</b>	87%	13%
<b>Black Gold Cooperative Library System</b>	51%	49%
<b>Pacific Library Partnership</b>	51%	47%
<b>San Joaquin Valley Library System</b>	66%	12%

- 9) What benefits would a library receive if it was able to affiliate with any system, regardless of contiguousness?

Benefits vary by system. Below is a list of the products provided by California’s cooperative

systems to some or all of their member libraries.

	NLS	Inland	Santiago	SCLC	Serra	49-99	BG	PLP	SJVLS
System Physical delivery	X	X		X	X	X	X	X	X
Link+						X			
Comics Plus									
Enki							X	X	
Zinio	X	X			X		X		
Overdrive	X				X		X		
Enki	X								
CLSA-INFO	X	X	X	X	X	X	X	X	X
Shared ILS		X					X		X
Hoopla							X		
Broadband support	X			X			X	X	
SimplyE							X	X	
Digitization lab				X					X
Enterprise									X
Assessments			X						

- 10) Are libraries allowed to be members of more than one system, cherry-picking services it receives from each system it is a member of?

The definition of a cooperative library system does not prohibit its member libraries from belonging to any other system. However, there are barriers to a library jurisdiction affiliating with multiple systems.

- a) The current funding formula for communication, delivery, and resource sharing takes into account population and the size of the system's service area.

If a library jurisdiction were a member of two systems, would the library's service base be counted in determining funding for both systems or just one? If the service area and population could only be counted once – as equity would dictate – which system benefits and which doesn't? Or would the library population and service area be split between the two member systems? What if the library joined three systems? Perhaps five?

The complexities and inequities would likely lead to no library proposing or any system accepting such a situation.

But assuming a library and several systems reached an agreement on affiliation, the board would need to change the current funding formula for systems. Such action would likely trigger a significant amount of opposition by those systems not affected by such an arrangement.

- b) There is no necessity for dual or multiple memberships in systems. Individual libraries -- and systems themselves -- can create multiple agreements with outside entities to provide or receive a desired service using local or federal funds.

In addition to the information provided above several cooperative library systems and individual public library jurisdictions have submitted letters pertaining to the “contiguous” issue. Those letters are attached to this item as Exhibit F.

Sept. 14, 2006

### Adoption of Agenda

2. It was moved, seconded (Fong/Cannon) and carried unanimously that the Library of California Board adopts the agenda of the September 14, 2006 meeting as presented.

### Approval of Minutes

3. It was moved, seconded (Fong/Jewett) and carried unanimously that the draft minutes of the October 20, 2005 Library of California Board meeting be approved as presented.

### Resolutions

4. It was moved, seconded (Fong/Lowenthal) and carried unanimously that the Library of California Board adopts Library of California Board Resolution 2006-01 for Sally Tuttle; Resolution 2006-2 for Sarah Pritchard; and Resolution 2006-3 for Lucy Lin. (See Attachment A)

### Election of Board Officers for 2007

5. It was moved by the Nominating Committee (Steinhauser) and carried unanimously that the Library of California Board elects Paymaneh Maghsoudi as President of the Library of California Board for the year 2007.
6. It was moved by the Nominating Committee (Steinhauser) and carried unanimously that the Library of California Board elects Penny Kastanis as Vice-President of the Library of California Board for the year 2007.

### Budget and Planning

7. It was moved, seconded (Lowenthal/Bernardo) and carried unanimously that the Library of California Board adopts the 2006/07 CLSA Budget as displayed in the chart entitled "Summary—2006/07 CLSA Baseline Budget Recommendation by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment B)
8. It was moved, seconded (Lowenthal/Jewett) and carried unanimously that the Library of California Board approves the CLSA System Plans of Service for each of the 15 CLSA Cooperative Library System submitted for fiscal year 2006/07.

### CLSA Consolidations and Affiliations

9. It was moved, seconded (Jewett/Fong) and carried unanimously that the Library of California Board waives the contiguous boundary requirement of Section 20190(a) of the Code of California Regulations and approves the affiliation of the Moorpark City Library with Metropolitan Cooperative Library System (MCLS) effective July 1, 2007, contingent upon the receipt of all documentation required for this action.
10. It was moved, seconded (Cannon/Zollman) and carried unanimously that the Library of California Board approves the affiliation of the Monterey Public Library with the Monterey Bay Area Cooperative Library System effective July 1, 2007.

annual earnings of the spouse shall be prorated on a monthly basis.

SEC. 2. Section 2181.06 of said code, as added by Chapter 1997 of the Statutes of 1961, is repealed.

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## CHAPTER 1801

*An act to amend Section 1716 of the Revenue and Taxation Code, relating to equalization of property assessments.*

[Approved by Governor July 17, 1963. Filed with Secretary of State July 19, 1963.]

*The people of the State of California do enact as follows:*

SECTION 1. Section 1716 of the Revenue and Taxation Code is amended to read:

1716. Whenever the board of supervisors and the assessor of any county determine that, in order to maintain the equality of the assessment of property within the county, an appraisal of all or any class of property is required, the clerk of the board of supervisors and the assessor shall certify this determination to the State Board of Equalization. Thereupon, the assessor, the chairman of the board of supervisors, and the member of the State Board of Equalization from the district which includes the county constitute an appraisal commission to conduct the appraisal.

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## CHAPTER 1802

*An act to add Chapter 1.5 (commencing with Section 27111) to Division 20 of the Education Code, relating to grants to public libraries, and making an appropriation therefor.*

[Approved by Governor July 17, 1963. Filed with Secretary of State July 19, 1963.]

*The people of the State of California do enact as follows:*

SECTION 1. Chapter 1.5 (commencing with Section 27111) is added to Division 20 of the Education Code, to read:

### CHAPTER 1.5. PUBLIC LIBRARY SERVICES

#### Article 1. Policy

27111. The Legislature hereby declares that it is in the interest of the people and of the State to aid and encourage the development of free public libraries throughout the State by grants to public library systems for the purpose of:

(a) Assisting them in establishing, improving, and extending library services.

(b) Encouraging them to establish library systems in areas where such co-operation would facilitate improved library services.

27112. In adopting this chapter, the Legislature declares that its policy shall be:

(a) To oppose the removal of the government and administration of public libraries from local control.

(b) To encourage adequate financing of public libraries from local sources with state aid to be furnished on a limited basis only as a supplement to local support.

(c) To make no requirements, as a condition for receiving aid, concerning library equipment, nonbook services, or particular book or periodical titles.

## Article 2. Definitions

27113. As used in this chapter:

(a) "Public agency" means a county, city and county, city, or any district or other agency (including but not limited to an agency created pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code) authorized by law to provide public library services.

(b) "Library" means a single public library, or two or more such libraries, operated by a public agency.

(c) "System" means a library system formed pursuant to this chapter.

(d) "Board" means the Public Library Development Board.

(e) "Plan of service" means a statement describing the specific purposes for which a system is formed, the means and the agencies by which such purposes are to be accomplished, and an estimate of the funds necessary for their accomplishment and the public agency or agencies who are to receive those funds.

## Article 3. Administration

27114. The State Librarian shall administer the provisions of this chapter, and shall prescribe such rules and regulations as are necessary to carry out its provisions.

27114.1. The State Librarian may expend any funds appropriated for expenditure under this chapter.

27115. There is in the Division of Libraries of the Department of Education, the Public Library Development Board which shall consist of the State Librarian and nine members appointed by the Governor as follows:

(a) Three members of library boards or commissions, or of governing bodies of libraries.

(b) Three librarians presently employed in libraries.

(c) Three members at large, known for their interest and leadership in library development.

The State Librarian shall be a nonvoting member.

27115.1. The members of the board shall hold office for a term of four years and until their successors are appointed and qualify except as provided in Section 27115.2.

27115.2. The Governor shall make the first appointments to the board on or before October 1, 1963, for terms expiring, respectively, on the first day in October, two each in 1964, 1965, and 1966, and three in 1967.

27115.3. Members of the board shall serve without compensation except that each member shall be allowed actual expenses incurred in the discharge of his duties, including travel expenses.

27115.4. The board shall maintain its headquarters at Sacramento and shall hold meetings at such times and at such places as shall be determined by it. All meetings of the board shall be open and public.

27116. The members of the board shall select one of the members to serve as chairman, who shall hold office as chairman at the pleasure of the board

27116.1. The board shall confer with, advise, and make recommendations to the State Librarian with respect to any matters and subjects under this chapter.

27116.2. The board shall prepare and submit annual reports to the Governor, the Legislature, and the State Librarian.

27116.3. To the extent that funds are available therefor, the State Librarian shall employ, or furnish to the board from his staff, such technical and clerical assistance for the board as may be necessary for the proper discharge of its duties and may purchase or rent for the board any necessary supplies, instruments, tools, equipment, and conveniences.

#### Article 4. Local Control

27121. Nothing in this chapter shall be construed as authorizing the State to require libraries, as a condition for receiving grants, to:

(a) Acquire or exclude any specific book, periodical, film, picture, or other material, or any specific equipment, or to acquire or exclude any classification of books or periodicals by author, subject matter or type.

(b) Institute or eliminate any particular type of library service.

(c) Include or exclude for employment any particular number or class of personnel or to include or exclude any specific person for employment.

(d) Require minimum qualifications of library personnel.

#### Article 5. Library Systems

27125. A library system may consist of any of the following systems:

(a) A library system consisting of a library operated by a single public agency.

(b) A consolidated library system, in which two or more public agencies consolidate their libraries to form a single library.

(c) A co-operative library system in which two or more public agencies enter into a written agreement to implement a plan of service for the agencies so contracting.

27126. The formation of a library system shall be accomplished in the following manner:

(a) An application for grants shall be submitted to the State Librarian, together with a plan of service approved by the participating public agency or agencies.

(b) The State Librarian shall submit each plan of service to the board.

(c) The board shall submit, in writing, to the State Librarian any recommendations on a plan of service within 30 days from the date the plan is so submitted to the board. Failure of the board to submit recommendations within 30 days shall be deemed to constitute a recommendation that the plan be approved as submitted.

(d) The State Librarian shall not approve an application until funds are available for the grants sought nor until at least 30 days have elapsed from the date that the plan of service for that application has been submitted to the board.

(e) If the State Librarian approves the plan of service and the application, the public agency or agencies shall execute a contract with the State Librarian specifying the services to be rendered in order to implement the plan of service. The contracts shall be subject to the limitations provided in Article 4 and shall contain the minimum provisions specified in Section 27132.

27127. The State Librarian shall assist public agencies in the preparation and submission of applications for inclusion in an existing library system

#### Article 6. Grants in General

27130 There shall be a program of grants, as follows:

- (a) Planning grants.
- (b) Establishment grants.
- (c) Annual per capita grants.

27131. To qualify for grants under this chapter, a library system, once established, must:

(a) Provide equal access to all participating libraries to all residents of the area served by the system.

(b) Provide for the annual addition of at least 4,000 new book titles.

(c) Provide for the purchase annually of at least 300 adult and juvenile periodical titles and for the adoption of a program for the maintenance of back files and indexes for reference use of periodicals.

(d) Expend funds from local sources for total operating expenses, excluding capital expenditures, for each library



within the system, equivalent to the minimum specified in this subdivision. That minimum shall be either, (1) the equivalent of 95 percent of the proceeds of a tax rate of fifteen cents (\$0.15) on each one hundred dollars (\$100) of the total assessed valuation of the area served, or to be served, by the library system, as shown by the equalized assessment roll, or rolls, of such area for the preceding year, or (2) two dollars and twenty-five cents (\$2.25), annually, per capita in the area to be served by the library system, whichever is less.

(e) Carry out the provisions of the contracts entered into with the State Librarian designed to implement the plan of service.

27132. All grants shall be made according to the provisions of this chapter and the terms of the written contracts entered into between the respective public agencies and the State Librarian. These contracts shall, among other things:

(a) Specify the public agency or agencies to which payment is to be made, and the purposes for which the grants are to be expended.

(b) Specify the amount, time, and manner of payment.

(c) Specify that payment is to be conditioned upon receipt by the board of any progress report from the system.

(d) Specify that the grant can be expended only in augmentation, and not in lieu of, local appropriations.

(e) Specify that all requirements of Section 27131 shall be met.

(f) Specify that if no state grants are made the public agencies will not be bound to follow any of the provisions of the contract.

27133. (a) It is the intention of the Legislature that the total amount which may be appropriated, for expenditure during any fiscal year, under this chapter shall not exceed 2 percent of the total operating expenditure of all the public libraries of the State from funds received from local sources for the last completed fiscal year.

(b) An establishment grant for a system shall not exceed 25 percent of the total operating expenditures for the library or each of the libraries within that system, excluding capital expenditures, for the last completed fiscal year, except where there were no expenditures for the library for the last completed fiscal year, in which case the establishment grant for the system shall be the maximum provided for in Section 27144.

27134. If the appropriations are insufficient to provide grants to all qualified applicants, planning grants shall be given priority except that establishment and per capita grants may also be allocated when in the judgment of the State Librarian allocation of all appropriated funds to planning grants would not best serve the intent and purposes of this chapter.

## Article 7. Planning Grants

27138. The State Librarian, upon application therefor, may grant funds to a public agency or agencies, pursuant to this article, necessary to accomplish the planning required to develop an acceptable plan of service.

The State Librarian may make such grants when he finds:

(a) That the public agency or agencies do not have the funds to accomplish the planning, and

(b) That the written proposal indicates that there is a reasonable assurance that the library or libraries could qualify as a system under the provisions of this chapter, and

(c) That execution of the proposals of the public agency will accomplish the purposes of this chapter.

27139. In applying for a planning grant a public agency or agencies shall submit a written proposal which includes:

(a) The manner in which the proposed planning will accomplish the purposes of this chapter.

(b) The public agency to which the grant is to be paid and which will be responsible for the proper expenditure of the fund and the accounting therefor.

(c) The personnel and methods to be employed in such planning.

27140. A planning grant shall not exceed 20 percent of the maximum that would be allowable to the public agency or agencies as an establishment grant in one year, under the proposed plan.

## Article 8. Establishment and Per Capita Grants

27144. Establishment grants in the annual maximum amount of ten thousand dollars (\$10,000) shall be made for the system:

(a) For the library of each public agency which joins with one or more other public agencies in forming a library system.

(b) For the library of each public agency which joins an established system.

(c) For each library which is established in a previously unserved area and which qualifies as part of a system for the purpose of receiving state aid.

An establishment grant shall be paid as to each library under subdivisions (a), (b) or (c) of this section, in respect to each of the first two years during which it is part of a library system.

27145. Annual per capita grants shall be made for each library system which meets the minimum standards specified in Article 6 as follows:

1. When the average population per square mile of the area served by the system is 30 or more a grant of eight cents (\$0.08) for each person residing in the area.

2. When the average population per square mile of the area served by the system is between 10 and 30 a grant of twelve cents (\$0.12) for each person residing in the area.

3. When the average population per square mile of the area served by the system is under 10 a grant of sixteen cents (\$0.16) for each person residing in the area.

27146. If a public agency or two or more public agencies desiring to form a consolidated or co-operative system, applying for grants, meets the population standard contained in subdivision (a) of Section 27131 but is unable to meet all of the minimum standards of that section, the public agency or agencies may submit to the State Librarian a plan of service officially adopted by the public agency or agencies concerned for meeting all of the standards within a period of two completed fiscal years, the plan to indicate how much progress towards meeting the standards it is anticipated will be achieved each year. The State Librarian may then approve grants in the full amount to which the public agencies would be eligible were they to meet all standards, subject to the condition that a review will be made by the State Librarian of the provisional annual reports for the library systems, and that the second annual per capita grant will be contingent upon satisfactory achievement of the goals set up for the first fiscal year, according to the plan of service.

27147. If the appropriations are insufficient to provide grants to all qualified applicants for establishment and per capita grants the State Librarian shall allocate the available funds by the selection of applicants on the basis of need considering the intent and purposes of this chapter and the standards of eligibility prescribed.

SEC. 2. There is hereby appropriated out of the General Fund to the Division of Libraries, Department of Education, the sum of eight hundred fifty thousand dollars (\$850,000) to be used for assistance to public libraries as provided in Chapter 1.5 (commencing with Section 27111) of Division 20 of the Education Code; provided, that not more than fifty thousand dollars (\$50,000) of this appropriation may be used for support of the Division of Libraries of the Department of Education, upon order of the Department of Finance.

No state moneys shall be appropriated or otherwise made available to the Division of Libraries for assistance to public libraries as provided in this act during the 1963-64 fiscal year other than money appropriated by this act. In no event shall moneys be appropriated or otherwise be made available to the Division of Libraries for such purpose during the 1963-64 fiscal year from the Emergency Fund in the State Treasury.

CALIFORNIA PUBLIC LIBRARY SYSTEMS

Exhibit C

ALL DATA  
JULY 1978

4/23/78 Received + counted

1978/79 eligible borrowers

ADMITTED

UNREMOVED

SERIALIZED

TOTAL

Berkeley-Oakland Service System

19

Berkeley Public Library

3

25

28

Oakland Public Library

Black Gold Cooperative Library System X

Lompoc Public Library

Paso Robles Public Library

8

8

San Luis Obispo City-County Library

Santa Barbara Public Library

301

301

Santa Maria Public Library

234

51

285

Santa Paula Union High School Dist. Library

86

11

97

Ventura County Library

0

0

Oxnard Public Library

East Bay Cooperative Library System 0

Alameda County Library

Alameda Public Library

Contra Costa County Library

Richmond Public Library

Hayward Public Library

Livermore Public Library

0

San Leandro Community Library

49-99 Cooperative Library System

37

214

48

8

270

Amador County Library

Calaveras County Library

16

2

18

Lodi Public Library

24

24

Merced County Library

16

10

1

27

Stanislaus County Library

111

81

4

196

Stockton-San Joaquin County Library

494

132

23

Tuolumne County Library

9

1

10

	P	W	S	Tot
Inland Library System	360			
Colton Public Library	17			
Corona Public Library				
Hemet Public Library	3	1		4
Inyo County Library	2	3		
Ontario Public Library	277	11		288
Palm Springs Public Library				
Palo Verde Valley Dist. Library	11			
Riverside City and County Library	192	14	3	209
San Bernardino County Library				
San Bernardino Public Library	108	25		133
Upland Public Library				
Banning Unified School Dist. Library				
Beaumont District Library				
Redlands Public Library				
Long Beach Public Library System	11	93	14	68
Los Angeles Public Library System	67	177	9	
Metropolitan Cooperative Library System 96				
Alhambra Public Library				
Altadena Library Sistrict Library	23			
Azusa Public Library	40	1		
Beverly Hills Public Library				
Burbank Public Library	24			24
Cerritos Public Library				
Commerce Public Library	14			14
Covina Public Library	38			
Downey Public Library	13			
El Segundo Public Library	11	1		
Glendale Public Library	37	28	4	
Glendora Public Library	12			

Metropolitan Cooperative Library System (cont'd)

P W S TOT

Monrovia Public Library				
Monterey Park Public Library				
Palos Verdes Library Dist. Library	33			33
Pasadena Public Library	307	42		349
Pomona Public Library	44			44
Redondo Beach Public Library				
San Marino Public Library				
Santa Fe Springs Public Library	5			
Santa Monica Public Library	48		2	
Sierra Madre Public Library	27			
South Pasadena Public Library	15			15
Torrance Public Library	64			64
Whittier Public Library	77	9		86
Arcadia Public Library				
Industry Public Library				
Inglewood Public Library				
Irwindale Public Library				
Palmdale Public Library	<del>0</del>			
Signal Hill Public Library				
Vernon City Public Library				
<u>Monterey Bay Area Cooperative Library System</u>				
Carmel (Harrison Memorial) Public Library	<del>0</del>			
Monterey County Library	21		2	2
Monterey Public Library		87	14	
Pacific Grove Public Library	<del>0</del>			
Salinas Public Library	<i>unpub film</i>	9		9
Santa Cruz City-County Library				
Watsonville Public Library				
King City Public Library				

	P	W	S	TOT
Mountain-Valley Library System	58			
Alpine County Library				
Auburn-Placer County Library				
El Dorado County Library	111	6		117
Lincoln Public Library				
Mono County Library	<del>0</del>			
Nevada County Library				
Roseville Public Library	16	1		17
Sacramento City-County Library				
Sutter County Library	56	19		75
Woodland Public Library				
Yolo County Library	14	16		30
Yuba County Library	wrong form for loan	79		79
North Bay Cooperative Library System	7			
Calistoga Public Library				
Lake County Library	7	1	4	
Larkspur Public Library				
Marin County Library	165		4	
Mendocino County Library	18	4		22
Mill Valley Public Library	51			51
Napa City-County Library	136	63		
St. Helena Public Library	3			3
San Anselmo Public Library	<del>0</del>			
San Rafael Public Library	5			5
Sausalito Public Library	209	4		208
Solano County Library	181	59	2	
Sonoma County Library	112	32	12	
Vacaville Unified School Dist. Library				
Dixon Unified School Dist. Library				
Bennicia Public Library				

P

W

S

707

North State Cooperative Library System	141			
Butte County Library		357	28	1
Colusa County Library		8		1
Crescent City Public Library	⊖			
Eureka-Humboldt County Library				
Lassen County Library				
Modoc County Library				
Orland Public Library		1	1	
Plumas County Library				
Shasta County Library		160		160
Siskiyou County Library		14	17	1
Tehama County Library		36	8	6
Trinity County Library				
Willows Public Library		163	1	164
Peninsula Library System	9			
Burlingame Public Library		87	16	3
Daly City Public Library				
Menlo Park Public Library		25		
Redwood City Public Library		43	6	5
San Bruno Public Library		31	2	8
San Mateo County Library		16	6	1
San Mateo Public Library				
South San Francisco Public Library				
San Francisco Public Library System			160	28
San Joaquin Valley Library System	36			
Coalinga Unified School Dist. Library	⊖			
Fresno County Library	check report	1066	142	16
Kings County Library		64	15	12
Madera County Library		26	1	1
Porterville Public Library				



	P	W	S	TOT
<u>San Joaquin Valley Library System (cont'd)</u>				
Tulare County Library	68	38		
Tulare Public Library				
<u>Santiago Library System</u> 75				
Anaheim Public Library	88	13		101
Fullerton Public Library				
Huntington Beach Public Library	26	2		28
Newport Beach Public Library	29	4		33
Orange County Library	135	14	1	
Orange Public Library	31	23	2	
Placentia Library Dist. Library	126			126
Santa Ana Public Library	84	33		
Yorba Linda Library Dist. Library	38	12		50
Buena Park Library Dist. Library	6			
<u>Serra Library System</u> <sup>RESEARCH</sup> ? are eligible 98				
Brawley Public Library	1			1
Calexico Public Library				
Carlsbad Public Library	73	1		74
Chula Vista Public Library	27			27
Coronado Public Library				
El Centro Public Library	2			
Escondido Public Library	111			111
Imperial County Library	3	7		10
Imperial Public Library				
National City Public Library	10			10
Oceanside Public Library	17			17
San Diego County Library	362	33	1	
San Diego Public Library	1	48	6	

South Bay Cooperative Library System				
Mountain View Public Library	138	2		140
Palo Alto Public Library	10	19	13	
San Benito County Library	4			4
San Jose Public Library				
San Juan Bautista Public Library				
Santa Clara County Library				
Santa Clara Public Library				
Sunnyvale Public Library				
Los Gatos Memorial Library				
South State Cooperative Library System				
Kern County Library				
Los Angeles County Public Library	81	62		
<b>TOTALS</b>	<b>2,683</b>	<b>1,812</b>	<b>212</b>	

LIBRARIES RETURNED FORMS + WE HAVE COUNTED

HAVE RECEIVED 20+ NOT COUNTED

NOW HAVE 125 FORM IN OUR FILE

$105 \times 125 = 13,125$   
 $105 \times 113,940 = 11,963,700$   
 (Note: 105 is derived from 107 - 2)

$135,625$  per yr.  
 $12,226$  reimbursement  
 $306,512$  Total

105  
 $9495$   
 reimbursement 633  
 $9,495$   
 $633$   
 $10,128$   
 $\times 12$   
 $121,536$   
 $326$   
 $121,862$   
 $9495$  reimbursable  
 $\times 12$  mth  
 $113,940$  YR total  
 $\times 2.26$  reimbursement amt  
 $\$ 257,504.00$

Consolidations and Affiliations Made Under CLSA

The following consolidations and affiliations have been made since 1978/79, the first year of CLSA. They are shown by year of effective date of first grant award. Grant awards are made for each of two years.

1978/79 (first year of CLSA)

- a. Public library consolidations:
  - Crescent City Public Library/Del Norte County Library District
  - Vacaville Unified School District/Solano County Free Library
  - Calistoga Public Library/Napa City-County Library
  - Woodland Public Library/Yolo County Library (Note: This consolidation was reversed by initiative, and the grant award was returned to the State.)
- b. Library System consolidations:
  - Berkeley-Oakland Service System/East Bay Cooperative Library System/BALIS
- c. Affiliations: None

1979/80

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Buena Park Public Library/Santiago
  - Arcadia Public Library/MCLS
  - Dixon Public Library/MVLS
  - Del Norte County Library District/North State

1980/81

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - King City Public Library/MOBAC
  - Livermore Public Library/BALIS

1981/82

- a. Public library consolidations: None
- b. Library System consolidations:
  - Los Angeles Public Library/Long Beach Public Library/MCLS
  - San Francisco Public Library/BALIS
- c. Affiliations:
  - San Leandro Public Library/BALIS\*
  - Palmdale Public Library/South State
  - Banning Public Library/Inland
  - Beaumont District Library/Inland

1982/83

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Hayward Public Library/BALIS
  - Los Gatos Memorial Library/South Bay

1983/84

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Thousand Oaks Public Library/Black Gold

1984/85

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Benicia Public Library/North Bay
- d. System membership changes:
  - Kern County Library from South State to SJVLS

\*San Leandro withdrew from BALIS at the end of its first year of membership, and the second year of the grant was not awarded.

1985/86

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - Larkspur Public Library withdraws from North Bay

1986/87

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

1987/88

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

1988/89

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Inglewood Public Library/MCLS
- d. System membership changes:
  - Thousand Oaks Public Library from Black Gold to MCLS

1989/90

- a. Public library consolidations:
  - Monterey County Library/King City Library
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - San Benito County Library from South Bay to MOBAC
  - San Juan Bautista Public Library from South Bay to MOBAC

1990/91

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Oxnard Public Library/MCLS
  - Signal Hill Library/MCLS
- d. System membership changes: None

1991/92

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

1992/93

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. Systems membership changes: None

1993/94

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - Monterey Public Library withdraws from MOBAC
  - Pasadena Public Library from MCLS to South State

1994/95

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Folsom Public Library/MVLS
  - Mariposa County Library/SJVLS
- d. System Membership changes:
  - Los Gatos Public Library withdraws from South Bay

1995/96

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Rancho Cucamonga Public Library/Inland
  - Susanville Public Library/North State
  - Rancho Mirage Public Library/Inland
- d. System Membership changes:
  - Huntington Beach Public Library withdraws from Santiago
  - Inglewood Public Library withdraws from MCLS

1996/97

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Inglewood Public Library/South State
  - Belvedere-Tiburon Library/North Bay
  - Mission Viejo Public Library/Santiago
- d. System Membership changes:
  - Santa Ana Public Library withdraws from Santiago

1997/98

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - Riverside County Free Library/Inland
  - Riverside Public Library/Inland
- d. System Membership changes: None

NOTE: September 1, 1982 was the last filing date for affiliations before grants for this part of the Act ended. (CLSA Regulations, Section 20190(a)(3)).

Public Libraries not members of any System, July 1, 1996

1. Huntington Beach Public Library \*
2. Irwindale Public Library
3. Larkspur Public Library \*
4. Los Gatos Public Library \*
5. Monterey Public Library \*
6. (Redlands) A.K. Smiley Public Library
7. San Leandro Public Library (was in BALIS 1981/82 only) \*
8. Santa Ana Public Library \*
9. Vernon Public Library

*\* CLSA Participants*



August 11, 2008

### **Approval of Minutes**

2. It was moved, seconded (Maghsoudi/Zollman) and carried unanimously that the Library of California Board approves the draft minutes of the February 28, 2008 meeting as corrected.

### **Resolutions**

3. It was moved, seconded (Fong/Maghsoudi) and carried unanimously that the Library of California Board adopts Library of California Board Resolution 2008-01 for Susan Steihauser. (See Attachment A)
4. It was moved, seconded (Fong/Lowenthal) and carried unanimously that the Library of California Board requests that a Board resolution be written for Linda Jewett as she resigns from the Board and moves to Oregon.

### **Election of Board Officers for 2009**

5. It was moved by the Nominating Committee (Fong) and carried unanimously that the Library of California Board elects Penny Kastanis as President of the Library of California Board for the year 2009.
6. It was moved by the Nominating Committee (Fong) and carried unanimously that the Library of California Board elects Tyrone Cannon as Vice-President of the Library of California Board for the year 2009.

### **System Plans of Service for 2008/09**

7. It was moved, seconded (Maghsoudi/Zollman) and carried unanimously that the Library of California Board approves the CLSA System Plans of Service for each of the 15 CLSA Cooperative Library Systems submitted for fiscal year 2008/09, and that staff work with the System(s) where concerns have been addressed.

### **CLSA System Allocation for 2008<sup>9 10</sup>/09**

8. It was moved, seconded (Fong/Maghsoudi) and carried unanimously that the Library of California Board adopts a policy for allocation of CLSA System-level funding for Reference, Communications & Delivery, and Advisory Boards for the 2009/10 fiscal year that allows two or more CLSA Cooperative Library Systems to consolidate and retain the same funding level by simply adding together the allocations for each System.

### **CLSA Consolidations and Affiliations**

9. It was moved, seconded (Jewett/Fong) and carried unanimously that the Library of California Board approves the joint notice of intent submitted on behalf of the Bay Area Library & Information System, Monterey Bay Area Cooperative Library System, Peninsula Library System, and Silicon Valley Library System to consolidate its operations and services into a single Cooperative Library System, contingent upon all

necessary local System consolidation agreements and by-laws, have been approved and are in force by June 1, 2009.

10. It was moved, seconded (Zollman/Maghsoudi) and carried unanimously that the Library of California Board approves the joint notice of intent submitted on behalf of the Metropolitan Cooperative Library System, Santiago Library System, and South State Cooperative Library System to consolidate its operations and services into a single Cooperative Library System, contingent upon all necessary local System consolidation agreements and by-laws, have been approved and are in force by June 1, 2009.
11. It was moved, seconded (Bernardo/Lowenthal) and carried unanimously that the Library of California Board approves the joint notice of intent submitted on behalf of the Mountain Valley Library System, North Bay Cooperative Library System, and North State Cooperative Library System to consolidate its operations and services into a single Cooperative Library System, contingent upon all necessary local System consolidation agreements and by-laws, have been approved and are in force by June 1, 2009.

#### **CLSA Interlibrary Loan, Universal Borrowing, Equal Access Programs**

12. It was moved, seconded (Lowenthal/Fong) and carried unanimously that the Library of California Board adopts, subject to the concurrence of the State Department of Finance, reimbursement rates for the 2008/09 fiscal year as follows: for CLSA interlibrary loans, a reimbursement rate of \$5.06 per eligible transaction; for CLSA direct loans, a reimbursement rate of \$.89 per eligible transaction; and that the Chief Executive Officer inform all participants of the 2008/09 reimbursement rates as soon as Department of Finance concurrence is obtained.
13. It was moved, seconded (Bernardo/Lowenthal) and carried unanimously that the Library of California Board direct its Chief Executive Officer to withhold 66% from all CLSA ILL and Direct Loan Program reimbursement payments throughout the 2008/09 fiscal year and that, after determining the full State cost of the ILL and Direct Loan programs for 2008/09, direct the CEO to pay the full amount remaining due to each participating library if sufficient funds remain in the 2008/09 TBR Program appropriation, or to prorate the final payment equitably if insufficient funds remain in the program appropriation. The Board further authorizes the CEO to make a one-time adjustment in the pro rata percentage in order to pay all participants equitably if the TBR appropriation is modified by a different amount in the State Budget Act.
14. It was moved, seconded (Lowenthal/Bernardo) and carried unanimously that the Library of California Board direct its Chief Executive Officer to seek additional 2009/10 local assistance funding in the amount of \$14,932,000 to eliminate the documented shortfall for qualifying CLSA Direct Loan and Interlibrary Loans.

March 1, 2013

### **Approval of Minutes**

3. It was moved, seconded (Lowenthal/Fong) and carried unanimously that the California Library Services Board approves the draft minutes of the August 16, 2012 meeting as presented.

### **CLSA Regulations**

4. It was moved, seconded (McGinity/Fong) and carried unanimously that the California Library Services Board directs its Chief Executive Officer to submit the proposed amendments to CLSA regulations, as outlined in Exhibit B, to the Office of Administrative Law, and that the amendments be included in the minutes of this meeting. (See Attachment B)
5. It was moved, seconded (McGinity/Fong) and carried unanimously that the California Library Services Board adopts the Robert's Rules of Order, Newly Revised (2011) as its reference when conducting State Board meetings.

### **2013/14 CLSA Budget**

6. It was moved, seconded (Lowenthal/Battle) and carried unanimously that the California Library Services Board adopts, contingent upon the passage of the State Budget Act, the 2013/14 CLSA Budget, as directed in the Governor's Proposed 2013/14 Budget, totaling \$1,880,000 for allocation to Cooperative Library Systems.

### **Consolidations and Affiliations**

7. It was moved, seconded (Lowenthal/Cannon) and carried unanimously that the California Library Services Board waives the filing date requirement and approves the request from the Santiago Library System to withdraw membership of its nine public library jurisdictions from the Southern California Library Cooperative, effective June 30, 2013; and further approves to reinstate the Santiago Library System as the ninth CLSA Cooperative Library System and include them in the funding formula for FY 2013/14.

Creating a System Joint Powers of Authority:

1. Establish member library jurisdictions
2. Jurisdictions set parameter for the following-
  - a. Government Code 6508 and 6509.5 to operate a cooperative system
  - b. Membership dues
  - c. Meeting frequency
  - d. Submission of requirement reports to State Library
  - e. Operate public libraries
  - f. Extend library services
  - g. Residents use free of charge
  - h. Services under provision of California Library Services Act
  - i. Implement regional library services or services specified by jurisdictions
  - j. Disbursement of funds
    - i. Treasurer of depository and auditor
  - k. Development of Board positions
    - i. Chair
    - ii. Vice Chair
    - iii. Treasurer
    - iv. Finance
    - v. At large
  - l. Staffing component or contract services
  - m. "other" which could consist of grant writing, in-service training, resource sharing
3. Hire attorney to draft JPA
  - i. Minimum 20 pages
  - ii. Detail of each area for legal purposes (ownership of property, successors, severability, bond requirements, insurance, termination clause, etc.)
4. Assign staff to attend Council and/or Board meetings to get signatures from each jurisdiction
  - a. Public noticed meetings for each jurisdiction
5. Submit paperwork to State Treasurer, etc.
6. Create Doing Business As
7. Authority of the governing Board
8. Custody of property – this allows for a Director to be named in charge of all property, etc.
9. Procedure for withdrawal of a member
10. Fiscal year definition
11. Indemnification and Insurance – workers' comp, general liability, auto liability, etc.
12. Term of the JPA
13. Additional member requirements- consideration of Associate Members
14. Disposition of property should the JPA dissolve

Tasks to be completed by library jurisdictions

1. Present to California Library Services Board
2. Create bylaws
3. Hire staff or assign tasks to each jurisdiction or contract services
4. Develop policies and procedures
5. Purchase insurance

6. If staffed- payroll, lease space, purchase equipment, utilities, set up technology (website, email, domain, bank accounts)
7. Complete State Library forms
8. Submit State Library reports (Annual, Plan of Service)
9. Audit (\$2,500 to \$10,000)
10. Training
11. Assure compliance to CLSA and Rules and Regulations

September 20, 2017

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

Dear Mr. Lucas,

This letter is in response to the suggested change to contiguous system borders change which the California Library Services Board is now considering. We are thankful that the Board is looking at modernizing and redefining terms to reflect libraries' changing environment and abilities to cooperate. We are again requesting that an impact study be completed before any decision is made regarding the removal of the word *contiguous*. To reiterate our earlier correspondence:

- 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 understand the desire that libraries have to provide the best they can for their patrons. All libraries; big, rich, small, rural, poor share this desire. California prides itself on meeting the needs of this very diverse state. One of the goals of the CSLA was to provide for some equity of library services for all state residents. A thoughtful study of this issue would describe and possibly prevent unintended consequences of allowing libraries to affiliate without contiguous borders. It also might support the advantages of removing the term.

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 Mel Lightbody, 530-538-7240, [milightbody@buttecounty.net](mailto:milightbody@buttecounty.net)

Sincerely,

*mel*  
Mel Lightbody

*Key come up  
a visit again.*

cc: NorthNet Library System Executive Committee  
Jennifer Addington, Chair, CLA Advocacy and Legislation Committee



September 20, 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 suggested change to contiguous system borders change which the CSL board is now considering. I am thankful that the board is looking at modernizing and redefining terms to reflect libraries' changing environment and abilities to cooperate.

I would like to request, along with North Net and others, that an impact study be done before any decision is made regarding the removal of the word *contiguous*.

As a Library Director in California, I know I am not alone in stating that we want to provide absolutely the best experience for our communities as possible. We want equity of library services for all state residents and we also want to be able to use our funding in the most beneficial way possible for all. I agree that a thoughtful study of this issue would describe and possibly prevent unintended consequences of allowing libraries to affiliate without contiguous borders. It also might support the advantages of removing the term.

Should you need additional information, please do not hesitate to contact me at Mindy Kittay, 626-798-0833 x 103.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mindy Kittay", with a long horizontal flourish extending to the right.

Mindy Kittay



DEPARTMENT OF  
LIBRARIES AND INFORMATION SERVICES

September 20, 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 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, appearing to read "Michelle Perera".

Michelle Perera  
Director of Libraries & Information Services  
Pasadena Public Library





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# CITY OF TORRANCE

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COMMUNITY SERVICES DEPARTMENT

**John Jones**  
Community Services Director

**Hillary Theyer**  
City Librarian

September 20, 2017

Anne R. Bernardo, President  
California Library Services Board  
P.O. Box 942837  
Sacramento, CA 94237-0001

Dear Ms. Bernardo,

I understand that the potential for changes in the system requirements for contiguous borders is going to be discussed at your October meeting. I urge you to undertake a significant study as this could require rewritten bylaws or codes for many organizations, reconsideration of budget allocations, and reconsiderations of hours and staffing. This change could rewrite how public library service is offered in the state.

The cooperative system structure is established and understood, with most stakeholders using geography as a common frame of reference. For example, my City Council is interested in services to the South Bay, or comparison to immediate neighbors more than in a like sized City in another part of the state. I have had to explain why our membership dues are important, why advocacy for state support of the systems is important, and my common "elevator speech" is framed around what Torrance residents get from their neighbors due to SCLC and our common bonds.

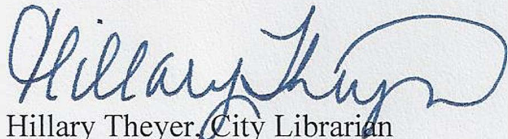
Our patrons roam our geographic area, often using multiple libraries simultaneously. If we can recommend a program, a database, a collection, or a service that suits their needs in another system we do so, and then tell them how to use it. Our materials also roam the geographic area, and we rely on the SCLC delivery service to ensure Torrance materials return home. My circulation has been going up, three years in a row, and we lend to people from all over the area. I am proud to do so, and high library use supports us all.

Libraries without contiguous borders still have access to state support and resources. A statewide project such as Get Involved bonded libraries over shared volunteer needs, while ELF bonded libraries over services to early childhood. Libraries can join together to write Pitch an Idea grants over any other shared need, of any size, so disrupting the essential foundations of the systems is not necessary. Physical materials needing to move has not gone away. Shared geographic identities are still very strong. Electronic access does not serve everyone. I do not believe it is time to remove the contiguous borders requirement.

The way libraries resource share in California is significantly valued. Being part of SCLC enables us to work with our direct neighbors, using the structure to smooth the way among jurisdictions. We share patrons, we share concerns, and we share opportunities. I fear that removing the contiguous borders requirement without a careful study could put that in jeopardy.

Thank you for your consideration of my concerns.

Sincerely,

A handwritten signature in blue ink that reads "Hillary Theyer". The signature is fluid and cursive, with a large loop at the end of the last name.

Hillary Theyer, City Librarian  
Torrance Public Library

September 22, 2017

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

Dear Mr. Lucas,

This letter is in response to your memo to California public libraries dated September 11, 2017 regarding the California Library Services Board's contiguous borders discussion at their upcoming meeting on October 17. 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 (CLSB) to consider updating regulatory California Library Services Act language to reflect current as well as future needs of our public libraries. PLP would like to provide you with comments regarding the "contiguous" requirement in Article 5, Sections 20180-20195 of the regulations.

As you are aware, PLP provided a memo which was included in the April CLSB packet regarding contiguous borders. For ease of reference, below is that feedback:

*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?*

Your memo states, "In April, several board members favoring removal of the word "contiguous" argued that in an age of digital connections and alternate methods of resource

sharing, physical proximity need not be a necessity for partnership.” On behalf of the 33 public libraries within PLP, we understand and agree with the Board that within the last ten to fifteen years, the amount of digital material which is available for libraries to purchase as part of their collections has increased tenfold. Data on usage shows that each year, our digital collection use continues to grow. According to the 2016 Pew Report on Libraries, “A growing share of Americans are reading e-books on tablets and smartphones rather than dedicated e-readers, but print books remain much more popular than books in digital formats.” California library data reflects this national trend, and print materials have the same, if not more, impact on our communities. The experience of a parent or caregiver reading with a child, or an adult learning to read, is something most often done by print, rather than digital. It should be noted that according to the 10-year analysis of delivery resource sharing of physical materials presented at the last CLSB meeting, over six million items were shared between the libraries last fiscal year.

Our California libraries are currently sharing digital collections beyond the contiguous borders. One example is enki, a subscription based shared eBook platform. Half of the public libraries already share this collection and a CLSB FY 2016/17 grant is paying for expansion to add additional libraries. Another example is a shared eBook model currently being deployed by 14 public libraries throughout California who are purchasing their own eBook collections, and then sharing portions of them with other libraries virtually in the cloud, like a virtual inter-library loan. Some of the libraries include the Los Gatos Library, (part of PLP), Huntington Beach Library (part of Santiago), San Diego Public Library (part of Serra), Ontario City Library (part of Inland) and the Calabasas Library (part of SCLC). These types of shared eResources are an allowable CLSA use of Communication and Delivery funds, and each cooperative system has the autonomy to decide to support this with CLSA funds. Although these libraries do not have contiguous borders, the model is working well for the libraries. However, should these libraries decide to create their own system, it would have severe negative fiscal impacts on the other California libraries because of 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 requirement of a formula which includes physical delivery of items, round trip, would significantly affect the CLSA allocations of other public libraries. It is our belief that there is need to support both physical and digital sharing of materials, and that the digital sharing can be done without eliminating the contiguous border stipulation.

PLP also believes that a significant benefit of the current method of belonging to contiguous systems is that in many cases, it provides a mix of large, small, urban, rural, rich and less so, libraries within those systems. Elimination of the contiguous border language being proposed

appears to allow that type of mix to be done away with and would allow systems to pick and choose which system they would belong to.

It is odd that we are looking at moving in that direction when so much of what our libraries, and even our state and local governments are doing, is looking at how to protect and invest in our most vulnerable populations. At the state level, California is attempting to address the increasing housing crisis, how to maintain health insurance for the newly insured, and guarantee legal representation for immigrants targeted for deportation.

Libraries have been, and always will be, the great equalizers in our communities, where all are welcome and there are materials and services available to meet each person's needs. To that end, PLP believes that the current regulatory language has nothing that addresses equity, and eliminating the definition of contiguous borders further reduces any type of equity that inherently exists, whether stated or not, in the current model. Perhaps, rather than removing the language, the CLSB may consider updating the regulatory language to ensure greater equity for our communities.

California's population has been majority people of color for more than a decade—a demographic reality the nation will soon face as a whole. Now is the time for the California State Library and the California Library Services Board to model how an equitable and inclusive society is the best way to attain shared prosperity. Now is not the time to move in a direction that is diametrically opposed to equitable inclusion.

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 [ggarzon@oaklandlibrary.org](mailto:ggarzon@oaklandlibrary.org) or 510-238-6608.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gerry Garzon', with a stylized flourish at the end.

Gerry Garzon  
President, Pacific Library Partnership  
Director of Library Services, City of Oakland

cc: Pacific Library Partnership Executive Committee  
Jennifer Addington, Chair, CLA Advocacy and Legislation Committee



PAUL S. LEON  
MAYOR

ALAN D. WAPNER  
MAYOR PRO TEM

JIM W. BOWMAN  
DEBRA DORST-PORADA  
RUBEN VALENCIA  
COUNCIL MEMBERS

SHEILA MAUTZ  
CITY CLERK

JAMES R. MILHISER  
TREASURER

California Library Services Board  
Stanley Mosk Library and Courts Building  
914 Capitol Mall, Rm 500  
Sacramento, CA 95814

Dear Members of the California Library Services Board:

Thank you for the opportunity to provide input on potential changes to Article 5 – Consolidation & Affiliations and its impact on systems and resource sharing.

I am the Library Director of Ontario City Library and have held a variety of roles in Inland Library System (ILS) throughout the years, serving most recently as Chair in 2016. ILS has been a wonderful vehicle for cooperation between libraries in our region for many years. We have partnered to provide shared resources like materials and databases, but some of my favorite partnerships have been programming and professional development for our staff and communities. As a newer librarian I personally honed my skills as a member of the Summer Reading Committee – the work that I did with neighboring libraries to plan and present a performer showcase gave me opportunity to lead a committee, plan and present an event, and network with colleagues. Now I have the opportunity to see my own team participating in events like this. Most recently I attended the “Everything YA” training earlier this month. Over 100 attendees from the Inland Empire and beyond came out to learn about books and trends in young adult services. ILS has also been a partner on the “Serving with a Purpose,” Conference which brings together Library Trustees, Friends and others to talk and learn about supporting public libraries. ILS has been a valuable organization for my personal leadership and career development, the development of my organization, and serving our community. While these are not CLSA eligible projects, you can see that the connections and relationships created in our systems opens the door to additional benefits of cooperation and collaboration.

My request is that the board carefully consider the impacts language and rules changes on non-contiguous borders could have on the assets and strengths of the existing systems. I understand that there is a study being conducted and I request that study be shared with the greater library community so that we are able to continue to give input back to the board on the impacts we see. If libraries are able to opt out of their local systems my concern is that libraries with the least means will be left behind. I hope that any study being conducted would also investigate the ability of libraries, with agreement of systems, to join additional systems rather than dropping out of their current system.

Thank you for your consideration on this matter.

Sincerely,

Helen McAlary

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**Roman, Annly@CSL**

---

**From:** Nancy Giddens <NGiddens@co.calaveras.ca.us>  
**Sent:** Friday, September 29, 2017 12:37 PM  
**To:** Roman, Annly@CSL  
**Cc:** Diane Satchwell  
**Subject:** Library cooperatives

Dear Annly,

When I was new to my position in Calaveras County, one of the most helpful things was our Library cooperative, 49-99. My first meeting was held just 3 weeks after I began my job. Having served primarily in libraries in the developing world (Tanzania), I was fearful that my ignorance would show and I would have nothing to contribute, let alone understand all the nomenclature and acronyms. I found a very welcoming, congenial group of colleagues in our small cooperative. I found people representing systems which were similar to mine because we lived and worked in the same geographic area – along highways 49 and 99. Because of the size and similarity of our members, I felt comfortable sharing and participating in my very first meeting. Because we were small the atmosphere was casual enough for me to ask my ignorant questions without embarrassment or fear of wasting time.

I support the retention of the contiguous aspect of our cooperatives. We benefit from our proximity to our fellows in at least 2 ways: first, we are similar and face similar challenges and opportunities, and second, we are close enough for face-to-face meetings to take place.

The second aspect is important because a lot of casual and constructive discussion and advice takes place before and after meetings. I have enjoyed a close relationship with one of my closest neighbors who lives in a county very similar to mine. Without the face-to-face, (and shared transport) this relationship would not have developed. Because I value this, contiguity is important as it keeps travel costs down.

I hope we contain the word “contiguous” in our description, as I think it is the best way for cooperatives to function well.

*Nancy Giddens*

County Librarian  
Calaveras County  
1299 Gold Hunter Road  
San Andreas, California 95249  
209-754-6701

+++++

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May 17, 2017

The Honorable Bill Dodd  
California State Senate  
State Capitol, 5064  
Sacramento, CA 95814

**RE: SCA 3-DODD: SUPPORT 55% VOTE FOR LIBRARY BOND CONSTRUCTION**

Dear Senator Dodd:

On behalf of the California Library Service Board, its 13 members appointed by the Governor and the State Legislature, I am writing in support of SCA 3 which establishes the voter approval threshold for renovation and construction of local public libraries at the same level as public schools.

Libraries are an essential part of California's public education system. They are centers of their communities providing services to Californians of all ages, including school children meeting with tutors, using study rooms, or those simply seeking a safe haven.

But the 22 million Californians with library cards also include seniors, veterans, low-income individuals, English language learners, and those struggling with literacy. Libraries help connect the 25 percent of California families who do not have Internet at home. Some libraries offer online programs to earn a high school degree. Libraries also have a positive economic impact by helping connect Californians with jobs and training.

The California Library Association estimates that the state's 1,100 public libraries need more than \$4 billion to cover renovations and replacement in order to meet the needs of California's 21<sup>st</sup> Century communities. SCA 3 offers an effective way to help tackle the state's ever-growing local facility needs and gives local governments – and voters – more power to address them. Thank you for your leadership and support of our public libraries.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anne R. Bernardo".

Anne R. Bernardo, President  
California Library Services Board




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**SCA-3 Local government financing: public libraries: voter approval.** (2017-2018)

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AMENDED IN SENATE MARCH 06, 2017

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

**SENATE CONSTITUTIONAL  
AMENDMENT**

**No. 3**

**Introduced by Senator Dodd**  
(Coauthors: Senators ~~McGuire Hill~~, ~~McGuire~~, and Wieckowski)

**January 30, 2017**

A resolution to propose to the people of the State of California an amendment to the Constitution of the State, by amending Section 1 of Article XIII A thereof, and by amending Section 18 of Article XVI thereof, relating to public libraries.

LEGISLATIVE COUNSEL'S DIGEST

SCA 3, as amended, Dodd. Local government financing: public libraries: voter approval.

The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions that include a tax rate to service ~~banded~~ *banded* indebtedness incurred by a school district, community college district, or county office of education for school facilities and approved by 55% of the voters of the district or county voting on the proposition at an election.

This measure would create an additional exception to the 1% limit for a rate imposed by a city, county, city and county, or special district to service bonded indebtedness incurred to fund public library facilities, that is approved by 55% of the voters of the city, county, city and county, or special district, as ~~applicable~~ *applicable, if the proposition meets specified requirements*.

The California Constitution prohibits specified local government agencies from incurring any indebtedness exceeding in any year the income and revenue provided in that year, without the assent of 2/3 of the voters and subject to other conditions. In the case of a school district, community college district, or county office of education, the California Constitution permits a proposition for the incurrence of indebtedness in the form of general obligation bonds for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, to be adopted upon the approval of 55% of the voters of the district or county, as appropriate, voting on the proposition at an election.

This measure would similarly lower to 55% the voter-approval threshold for a city, county, or city and county to incur bonded indebtedness, exceeding in any year the income and revenue provided in that year, that is in the form of general obligation bonds issued to fund public libraries.

Vote: 2/3 Appropriation: no Fiscal Committee: no Local Program: no

Resolved by the Senate, the Assembly concurring, That the Legislature of the State of California at its 2017–18 Regular Session commencing on the fifth day of December 2016, two-thirds of the membership of each house concurring, hereby proposes to the people of the State of California, that the Constitution of the State be amended as follows:

**First**— That Section 1 of Article XIII A thereof is amended to read:

**SECTION 1.** (a) The maximum amount of any ad valorem tax on real property shall not exceed 1 percent of the full cash value of that property. The 1 percent tax shall be collected by the counties and apportioned according to law to the districts within the counties.

(b) The limitation provided for in subdivision (a) shall not apply to ad valorem taxes or special assessments to pay the interest and redemption charges on any of the following:

(1) Indebtedness approved by the voters prior to July 1, 1978.

(2) Bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.

(3) Bonded indebtedness incurred by a school district, community college district, or county office of education to fund the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, approved by 55 percent of the voters of the district or county, as appropriate, voting on the proposition on or after November 8, 2000. This paragraph shall apply only if the proposition approved by the voters and resulting in the bonded indebtedness includes all of the following accountability requirements:

(A) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in this paragraph and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

(B) A list of the specific school facilities projects to be funded and certification that the school district board, community college board, or county office of education has evaluated safety, class size reduction, and information technology needs in developing that list.

(C) A requirement that the school district board, community college board, or county office of education conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.

(D) A requirement that the school district board, community college board, or county office of education conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

(4) (A) Bonded indebtedness, approved by 55 percent of the voters of a city, county, city and county, or special district, as applicable, voting on the proposition on or after the effective date of the measure adding this paragraph, incurred by the city, county, city and county, or special district to fund the construction, reconstruction, rehabilitation, or replacement of public library facilities, including the furnishing and equipping of public library facilities, or the acquisition or lease of real property for public library facilities.

*(B) This paragraph shall apply only if the proposition approved by the voters includes all of the following accountability requirements:*

*(i) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in this paragraph and not for any other purpose, including personnel and operating expenses of the public library.*

*(ii) A list of the specific public library facilities projects to be funded and certification that the city, county, city and county, or special district has evaluated the degree to which existing public library facilities are inadequate in meeting the needs of, and the degree to which the proposed public library facilities projects respond to the needs of, the residents in the library service area, in the development of that list.*

*(iii) A requirement that the city, county, city and county, or special district conduct an annual, independent performance audit to ensure that the funds have been expended only on the public library facilities projects listed.*

*(iv) A requirement that the city, county, city and county, or special district conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the public library facilities projects.*

*(C) For purposes of this paragraph, "special district" has the same meaning as that term is used in subdivision (c) of Section 1 of Article XIII C, but does not include a redevelopment agency.*

(c) Notwithstanding any other provisions of law or of this Constitution, a school district, community college district, county office of education, city, county, city and county, or special district may levy a 55-percent-vote ad valorem tax pursuant to subdivision (b).

**Second**— That Section 18 of Article XVI thereof is amended to read:

**SEC. 18.** (a) A county, city, town, township, board of education, or school district shall not incur any indebtedness or liability in any manner or for any purpose exceeding in any year the income and revenue provided for that year, without the assent of two-thirds of the voters of the public entity voting at an election to be held for that purpose, except that with respect to any such public entity that is authorized to incur indebtedness for public school purposes, any proposition for the incurrence of indebtedness in the form of general obligation bonds for the purpose of repairing, reconstructing, or replacing public school buildings determined, in the manner prescribed by law, to be structurally unsafe for school use, shall be adopted upon the approval of a majority of the voters of the public entity voting on the proposition at that election; nor unless before or at the time of incurring the indebtedness, provision shall be made for the collection of an annual tax sufficient to pay the interest on the indebtedness as it falls due, and to provide for a sinking fund for the payment of the principal thereof, on or before maturity, which shall not exceed forty years from the time of contracting the indebtedness.

(b) Notwithstanding subdivision (a), on or after November 8, 2000, in the case of any school district, community college district, or county office of education, any proposition for the incurrence of indebtedness in the form of general obligation bonds for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, shall be adopted upon the approval of 55 percent of the voters of the district or county, as appropriate, voting on the proposition at an election. This subdivision shall apply only to a proposition for the incurrence of indebtedness in the form of general obligation bonds for the purposes specified in this subdivision if the proposition meets all of the accountability requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A.

(c) Notwithstanding subdivision (a), on or after the effective date of the measure adding this subdivision, in the case of any city, county, or city and county, any proposition to incur indebtedness in the form of general obligation bonds shall be adopted by 55 percent of the voters of the city, county, or city and county, as applicable, voting on the proposition at an election, where the general obligation bonds would fund public libraries, including, but not limited to, the construction, reconstruction, rehabilitation, or replacement of public library facilities, the furnishing and equipping of public library facilities, or the acquisition or lease of real property for public library facilities.

(d) When two or more propositions for incurring any indebtedness or liability are submitted at the same election, the votes cast for and against each proposition shall be counted separately, and when two-thirds or a majority or 55 percent of the voters, as the case may be, voting on any one of those propositions, vote in favor thereof, the proposition shall be deemed adopted.

**From:** Calix <calix-bounces@listserv.cla-net.org> on behalf of CLA Legislative Update <legislativeupdate@cla-net.org>  
**Sent:** Monday, September 18, 2017 3:14 PM  
**To:** calix@listserv.cla-net.org  
**Subject:** [Calix] [Legislative Update] LEGISLATURE ADJOURNS 2017 SESSION  
**Attachments:** ATT00001.txt



September 18, 2017

**TO:** CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

**FROM:** Mike Dillon and Christina DiCaro, CLA Lobbyists

**RE: News From the Capitol**

### **LEGISLATURE ADJOURNS 2017 SESSION**

On Saturday, September 16, the California State Legislature officially adjourned the 2017 session in the early morning hours, after concluding their work in processing hundreds of pieces of legislation over the course of the week. The Senate and Assembly debated controversial bills pertaining to “cap and trade,” cannabis regulation, the siting of cell phone towers, prescription drug prices, and affordable housing, as the hours ticked down to the close of session. While rules of the Senate and Assembly state that there should be no policy hearings during the final week of session, policy hearings nonetheless happened with great frequency, as bills needed final vetting before they headed to their respective Floors.

Interestingly, the impacts of Proposition 54 (passed by the voters in 2016), which require legislation to be in print for 72 hours so that the public has more time to review changes, had its intended impact on this year’s session. While there were still some last-minute legislative intricacies, the “72-hour in-print rule” forced the legislature to produce amendments no later than Tuesday evening, instead of in the final hours of session. Several Capitol staff members commented to us that they appreciated the new law, which leant itself to a more orderly system of processing the bills, as well as fewer last-minute surprises.

The legislature will return on January 3 to commence the 2018 session.

## **SCA 3-DODD (55% VOTE THRESHOLD) IS NOW A TWO-YEAR BILL**

SCA 3 by Senator Bill Dodd (D-Napa) seeks to lower the local vote threshold for library construction bond measures from the current two-thirds vote, to 55%. The measure is sponsored by CLA. After a substantial amount of lobbying, SCA 3 was able to reach the Senate Floor this year, after first passing two policy committees on a straight party-line vote. It is being carried over as a “two year bill,” meaning that it is eligible to be taken up when the Legislature returns in January.

While SCA 3 received strong support from the Senate Democrats throughout the process, CLA has not been able to convince any Senate Republicans to vote for the bill. Complicating matters: one of the Democrat Senators is the subject of a recall campaign, making the pending Senate Floor vote even more tenuous.

Ultimately, Senator Dodd made a decision to make SCA 3 a “two-year bill” and asked that the measure be moved to the so-called “Inactive File.” It can be noticed for removal by a procedural motion by Senator Dodd at the appropriate time. Our office would like to note the outstanding effort of Senator Dodd in authoring SCA 3 this year. Both he and his Legislative Director, Les Spahn, left no stone unturned in their effort to shepherd the measure through the legislative process. The Senator is committed to this subject matter and has clearly distinguished himself as one of CLA’s true library champions.

We also want to thank several library directors who reached out to their Senators at the request of the CLA Legislative Committee and/or our office. CLA is very appreciative of your assistance with personal calls and visits to key Senators. During the Legislative Interim, the CLA Legislative Committee will be formulating ideas of how to increase support and visibility for SCA 3 heading in to 2018.

## **AB 1250-JONES-SAWYER: COUNTY CONTRACTING OF SERVICES**

One of the more controversial bills tied up in the end-of-session events was AB 1250 by Assemblyman Jones-Sawyer, which would have imposed rigid restrictions on the ability of counties to contract for services. Due to major opposition by the counties and the nonprofit sector, AB 1250 was sent to the Senate Rules Committee, where it stayed until the end of session – making it a “two-year” bill.

AB 1250 was sponsored by the Service Employees International Union (SEIU), but as mentioned, was heavily opposed by the California State Association of Counties and almost 100 non-profits. CLA and the California County Librarians’ also formally took an “oppose” position on the bill due to the potential impacts on services provided by public libraries such as: janitorial and security guard services, overdue notices by mail, Link + (Plus) interlibrary loan services, mail house services for distribution of newsletters and other communications, etc. The bill could have also jeopardized programs involving coordinated efforts between libraries and community non-profits, such as veterans’ services and summer reading.

Specifically, AB 1250 would have, among other things, prohibited “a county from contracting for personal services currently or customarily performed by that county’s employees unless it makes specified findings, and all of the conditions are met:

- The Board of Supervisors demonstrates that the contract will result in cost savings for the duration of the contract, as compared with the county’s actual costs of providing the same services,
- The contract is with a ‘firm,’ it may be terminated by the county for material breach, it is awarded through a public competitive bid process, and it includes provisions pertaining to the qualifications of the staff that will perform the work,
- The contract does not displace county employees, as specified, or cause vacant positions to remain unfilled,
- On personal services contracts of over \$100,000 annually...The contractor must disclose the total compensation, including salaries and benefits, the contract provides to workers for the same work, compensation provided to the five highest compensated officers or employees, and any other information the county deems necessary,
- The bill applies to contracts entered into, renewed, or extended on or after January 1, 2018 for personal services currently or customarily provided by county employees.”

*[Source: Senate Appropriations Committee analysis, June 21, 2017]*

When AB 1250 was considered by the Senate Appropriations Committee in late June, the Governor’s Department of Finance representative indicated that their unit was “opposed” and she raised a series of concerns. She stated, “Finance is opposed to this bill because it applies a one-size-fits-all approach to contracting for personal services that could severely restrict the ability of counties to provide services in an efficient manner.”

When the bill was before the Senate Appropriations Committee again on September 1, the committee took the unusual step of sending the bill to the Senate Rules Committee so that talks could continue between stakeholders. However, CSAC remained particularly concerned that the bill could move from the Senate Rules Committee at a moment’s notice, setting up the possibility of a difficult Senate Floor vote. As such, the coalition continued to lobby against AB 1250 up to the end of session.

Ultimately, the Senate Rules Committee did not take any further action, automatically making SB 1250 a “two-year” bill. However, it is presumed that AB 1250 could surface again in the 2018 session.

Website: <http://www.cla-net.org/?page=1062>



May 22, 2017

The Honorable Ricardo Lara, Chair  
Senate Appropriations Committee  
State Capitol, Room 5050  
Sacramento, CA 95814

**RE: SB 390 – SUPPORT**

Dear Senator Lara:

On behalf of the California Library Services Board, its 13 members appointed by the Governor and the Legislature, I am writing in support of SB 390 which adds the Model School Library Standards to the spending priorities that school districts would review in developing their Local Control and Accountability Plan.

Adopted by the State Board of Education in 2010, the Model School Library Standards for California Public Schools help school districts better invest in ensuring students can properly access, evaluate, use and integrate information – essential skills for both personal and professional success. Developing these research and evaluation skills are at the center of what school librarians provide students and faculty.

However, California has one of the lowest ratios of credentialed school librarians to students in the nation, with only one librarian to every 7,750 students. According to a 2016 Stanford University study, *Evaluating Information: The Cornerstone of Civic Online Reasoning*, many of today's high school and college students are not able to judge the credibility of information or utilize the core research skills required in California's Common Core Standards.

SB 390 is appropriately permissive. It offers no mandate other than that districts consider the Model School Library Standards in their spending priorities. The California Library Services Board believes that including the Model School Library Standards in local district decision-making acknowledges the ever-greater necessity for digital literacy and the essential role school libraries and librarians play in our public education system.

The California Library Services Board respectfully asks for your support of SB 390, this legislation will make a positive difference in the lives of the constituents you serve.

Sincerely,

Anne R. Bernardo, President  
California Library Services Board



CC: Senator Patricia Bates, Vice Chair  
Senator Jim Beall  
Senator Steven Bradford  
Senator Jerry Hill  
Senator Jim Nielsen  
Senator Scott Wiener  
Lenin Del Castillo, Consultant  
Senator Tony Mendoza, Author




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**SB-390 Local control and accountability plans: annual goals: state priorities: model school library standards.** (2017-2018)

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**Date Published: 09/16/2017 04:00 AM**

ENROLLED SEPTEMBER 15, 2017

PASSED IN SENATE SEPTEMBER 13, 2017

PASSED IN ASSEMBLY SEPTEMBER 12, 2017

AMENDED IN ASSEMBLY SEPTEMBER 07, 2017

AMENDED IN SENATE APRIL 05, 2017

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

**SENATE BILL**

**No. 390**

**Introduced by Senator Mendoza**

**February 14, 2017**

An act to amend Sections 52060 and 52066 of the Education Code, relating to library standards.

**LEGISLATIVE COUNSEL'S DIGEST**

SB 390, Mendoza. Local control and accountability plans: annual goals: state priorities: model school library standards.

Existing law requires the governing board of each school district and each county board of education to adopt a local control and accountability plan using a template adopted by the State Board of Education. Existing law requires the local control and accountability plan to include a description of the annual goals to be achieved for each of certain state priorities, which include implementation of the academic content and performance standards adopted by the state board, as specified, and the specific actions that will be taken to achieve the annual goals.

This bill would add to the enumerated state priorities specified consideration of the Model School Library Standards for California Public Schools. By imposing additional duties upon school districts and county boards of education, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted

above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Section 52060 of the Education Code is amended to read:

**52060.** (a) On or before July 1, 2014, the governing board of each school district shall adopt a local control and accountability plan using a template adopted by the state board.

(b) A local control and accountability plan adopted by the governing board of a school district shall be effective for a period of three years, and shall be updated on or before July 1 of each year.

(c) A local control and accountability plan adopted by the governing board of a school district shall include, for the school district and each school within the school district, both of the following:

(1) A description of the annual goals, for all pupils and each subgroup of pupils identified pursuant to Section 52052, to be achieved for each of the state priorities identified in subdivision (d) and for any additional local priorities identified by the governing board of the school district. For purposes of this article, a subgroup of pupils identified pursuant to Section 52052 shall be a numerically significant pupil subgroup as specified in paragraphs (2) and (3) of subdivision (a) of Section 52052.

(2) A description of the specific actions the school district will take during each year of the local control and accountability plan to achieve the goals identified in paragraph (1), including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state priorities listed in paragraph (1) of subdivision (d). The specific actions shall not supersede the provisions of existing local collective bargaining agreements within the jurisdiction of the school district.

(d) All of the following are state priorities:

(1) The degree to which the teachers of the school district are appropriately assigned in accordance with Section 44258.9, and fully credentialed in the subject areas, and, for the pupils they are teaching, every pupil in the school district has sufficient access to the standards-aligned instructional materials as determined pursuant to Section 60119, and school facilities are maintained in good repair, as defined in subdivision (d) of Section 17002.

(2) Implementation of the academic content and performance standards adopted by the state board, including how the programs and services will enable English learners to access the common core academic content standards adopted pursuant to Section 60605.8 and the English language development standards adopted pursuant to former Section 60811.3, as that section read on June 30, 2013, or former Section 60811.4, as that section read on June 30, 2016, for purposes of gaining academic content knowledge and English language proficiency.

(3) Parental involvement, including efforts the school district makes to seek parent input in making decisions for the school district and each individual schoolsite, and including how the school district will promote parental participation in programs for unduplicated pupils and individuals with exceptional needs.

(4) Pupil achievement, as measured by all of the following, as applicable:

(A) Statewide assessments administered pursuant to Article 4 (commencing with Section 60640) of Chapter 5 of Part 33 or any subsequent assessment, as certified by the state board.

(B) The Academic Performance Index, as described in Section 52052.

(C) The percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with state board-approved career technical education standards and frameworks, including, but not limited to, those described in subdivision (a) of Section 52302, subdivision (a) of Section 52372.5, or paragraph (2) of subdivision (e) of Section 54692.

(D) The percentage of English learner pupils who make progress toward English proficiency as measured by the California English Language Development Test or any subsequent assessment of English proficiency, as certified by the state board.

- (E) The English learner reclassification rate.
- (F) The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher.
- (G) The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, as described in Chapter 6 (commencing with Section 99300) of Part 65 of Division 14 of Title 3, or any subsequent assessment of college preparedness.
- (5) Pupil engagement, as measured by all of the following, as applicable:
- (A) School attendance rates.
- (B) Chronic absenteeism rates.
- (C) Middle school dropout rates, as described in paragraph (3) of subdivision (a) of Section 52052.1.
- (D) High school dropout rates.
- (E) High school graduation rates.
- (6) School climate, as measured by all of the following, as applicable:
- (A) Pupil suspension rates.
- (B) Pupil expulsion rates.
- (C) Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.
- (7) The extent to which pupils have access to, and are enrolled in, a broad course of study that includes all of the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable, including the programs and services developed and provided to unduplicated pupils and individuals with exceptional needs, and the programs and services that are provided to benefit these pupils as a result of the funding received pursuant to Section 42238.02, as implemented by Section 42238.03.
- (8) Pupil outcomes, if available, in the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable.
- (9) Consideration of the Model School Library Standards for California Public Schools, including how libraries and certificated teacher librarians can help improve the critical thinking, research skills, and digital citizenship of pupils.
- (e) For purposes of the descriptions required by subdivision (c), the governing board of a school district may consider qualitative information, including, but not limited to, findings that result from school quality reviews conducted pursuant to subparagraph (J) of paragraph (4) of subdivision (a) of Section 52052 or any other reviews.
- (f) To the extent practicable, data reported in a local control and accountability plan shall be reported in a manner consistent with how information is reported on a school accountability report card.
- (g) The governing board of a school district shall consult with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a local control and accountability plan.
- (h) A school district may identify local priorities, goals in regard to the local priorities, and the method for measuring the school district's progress toward achieving those goals.

**SEC. 2.** Section 52066 of the Education Code is amended to read:

**52066.** (a) On or before July 1, 2014, each county superintendent of schools shall develop, and present to the county board of education for adoption, a local control and accountability plan using a template adopted by the state board.

(b) A local control and accountability plan adopted by a county board of education shall be effective for a period of three years, and shall be updated on or before July 1 of each year.

(c) A local control and accountability plan adopted by a county board of education shall include, for each school or program operated by the county superintendent of schools, both of the following:

(1) A description of the annual goals, for all pupils and each subgroup of pupils identified pursuant to Section 52052, to be achieved for each of the state priorities identified in subdivision (d), as applicable to the pupils served, and for any additional local priorities identified by the county board of education.

(2) A description of the specific actions the county superintendent of schools will take during each year of the local control and accountability plan to achieve the goals identified in paragraph (1), including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state priorities listed in paragraph (1) of subdivision (d). The specific actions shall not supersede the provisions of existing local collective bargaining agreements within the jurisdiction of the county superintendent of schools.

(d) All of the following are state priorities:

(1) The degree to which the teachers in the schools or programs operated by the county superintendent of schools are appropriately assigned in accordance with Section 44258.9 and fully credentialed in the subject areas, and, for the pupils they are teaching, every pupil in the schools or programs operated by the county superintendent of schools has sufficient access to the standards-aligned instructional materials as determined pursuant to Section 60119, and school facilities are maintained in good repair as specified in subdivision (d) of Section 17002.

(2) Implementation of the academic content and performance standards adopted by the state board, including how the programs and services will enable English learners to access the common core academic content standards adopted pursuant to Section 60605.8 and the English language development standards adopted pursuant to former Section 60811.3, as that section read on June 30, 2013, or former Section 60811.4, as that section read on June 30, 2016, for purposes of gaining academic content knowledge and English language proficiency.

(3) Parental involvement, including efforts the county superintendent of schools makes to seek parent input in making decisions for each individual schoolsite and program operated by a county superintendent of schools, and including how the county superintendent of schools will promote parental participation in programs for unduplicated pupils and individuals with exceptional needs.

(4) Pupil achievement, as measured by all of the following, as applicable:

(A) Statewide assessments administered pursuant to Article 4 (commencing with Section 60640) of Chapter 5 of Part 33 or any subsequent assessment, as certified by the state board.

(B) The Academic Performance Index, as described in Section 52052.

(C) The percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with state board-approved career technical education standards and frameworks, including, but not limited to, those described in subdivision (a) of Section 52302, subdivision (a) of Section 52372.5, or paragraph (2) of subdivision (e) of Section 54692.

(D) The percentage of English learner pupils who make progress toward English proficiency as measured by the California English Language Development Test or any subsequent assessment of English proficiency, as certified by the state board.

(E) The English learner reclassification rate.

(F) The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher.

(G) The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, as described in Chapter 6 (commencing with Section 99300) of Part 65 of Division 14 of Title 3, or any subsequent assessment of college preparedness.

(5) Pupil engagement, as measured by all of the following, as applicable:

(A) School attendance rates.

(B) Chronic absenteeism rates.

- (C) Middle school dropout rates, as described in paragraph (3) of subdivision (a) of Section 52052.1.
- (D) High school dropout rates.
- (E) High school graduation rates.
- (6) School climate, as measured by all of the following, as applicable:
- (A) Pupil suspension rates.
- (B) Pupil expulsion rates.
- (C) Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.
- (7) The extent to which pupils have access to, and are enrolled in, a broad course of study that includes all of the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable, including the programs and services developed and provided to unduplicated pupils and individuals with exceptional needs, and the program and services that are provided to benefit these pupils as a result of the funding received pursuant to Section 42238.02, as implemented by Section 42238.03.
- (8) Pupil outcomes, if available, in the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable.
- (9) How the county superintendent of schools will coordinate instruction of expelled pupils pursuant to Section 48926.
- (10) How the county superintendent of schools will coordinate services for foster children, including, but not limited to, all of the following:
- (A) Working with the county child welfare agency to minimize changes in school placement.
- (B) Providing education-related information to the county child welfare agency to assist the county child welfare agency in the delivery of services to foster children, including, but not limited to, educational status and progress information that is required to be included in court reports.
- (C) Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services.
- (D) Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport.
- (11) Consideration of the Model School Library Standards for California Public Schools, including how libraries and certificated teacher librarians can help improve the critical thinking, research skills, and digital citizenship of pupils.
- (e) For purposes of the descriptions required by subdivision (c), a county board of education may consider qualitative information, including, but not limited to, findings that result from school quality reviews conducted pursuant to subparagraph (J) of paragraph (4) of subdivision (a) of Section 52052 or any other reviews.
- (f) To the extent practicable, data reported in a local control and accountability plan shall be reported in a manner consistent with how information is reported on a school accountability report card.
- (g) The county superintendent of schools shall consult with teachers, principals, administrators, other school personnel, local bargaining units of the county office of education, parents, and pupils in developing a local control and accountability plan.
- (h) A county board of education may identify local priorities, goals in regard to the local priorities, and the method for measuring the county office of education's progress toward achieving those goals.
- (i) (1) Beginning with the 2018–19 fiscal year and in each fiscal year thereafter, a county superintendent of schools shall prepare a summary of how the county superintendent of schools plans to support school districts and schools within the county in implementing the provisions of this article and present the summary to the county board of education at the same public meeting required under paragraph (2) of subdivision (b) of Section 52068. The summary shall include, but is not necessarily limited to, all of the following:

(A) One or more goals for each of the following:

(i) Completing the review of local control and accountability plans submitted by school districts pursuant to Section 52070.

(ii) Providing technical assistance to school districts pursuant to subdivisions (a) and (b) of Section 52071.

(iii) Providing any other support to school districts and schools within the county in implementing the provisions of this article.

(B) One or more metrics to assess progress toward each goal identified in subparagraph (A).

(C) Specific actions and related expenditures to achieve each goal identified in subparagraph (A). The specific actions shall not supersede the provisions of existing local collective bargaining agreements within the jurisdiction of the county superintendent of schools.

(2) The summary required by paragraph (1) shall identify steps that the county superintendent of schools plans to take to collaborate with the California Collaborative for Educational Excellence, the department, and other county superintendents of schools to support school districts and schools within the county in implementing the provisions of this article.

(3) This subdivision shall not apply to a county superintendent of schools with jurisdiction over a single school district.

**SEC. 3.** If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

## CLSB Mission Statement

The Mission of the California Library Services Board is to ensure that all Californians have free and convenient access to all library resources and services for the enrichment of their lives and for lifelong learning, regardless of their age or ethnicity, or any geographical, financial or administrative constraints.

In carrying out its mission, the CLSB expresses its values through the following policies:

**Local Control** – We affirm the principle of control and administration of public libraries by local government within the framework of statewide equity. Decisions are made locally about books and other materials.

**Local Financing** – We encourage adequate financing of libraries from local sources, with state and federal funds furnished to supplement, not supplant, local funds.

**Service for the Underserved** – We support service to any population segment of any age and ethnicity with service needs not adequately met by traditional library service patterns; including, but not limited to, those persons who are geographically isolated, economically disadvantaged, functionally illiterate, non-English speaking, shut-in, institutionalized, or handicapped.

**Resource Sharing** – We encourage and enable the sharing of resources among libraries of all types – school, academic, special, and public.

**Equitable Reimbursement** – We endorse equitable and sufficient reimbursement of any participating library for services it provides beyond its jurisdiction, if a public library, or if not a public library, beyond its normal clientele.

**Public Participation** – We value and ensure public participation in carrying out the intent of the California Library Services Act through locally appointed System Advisory Boards, open public meetings, and involvement of voluntary groups.

**Statewide Coordination** – We encourage quick and equitable access to information for the entire state, including use of technology.

## **CLSB Values Statements**

**Literacy** - We recognize the importance of reading, and therefore literacy, to all Californians for life enrichment and for intelligent self-government as an essential component of democracy.

**Diversity** – Congress shall enable libraries in our increasingly multicultural and diverse society to target relevant services and programs to the special/unique segments of their communities' populations, including people with disabilities, and to serve as gateways by actively disseminating information to everyone in the U.S., its tribe, territories and freely associated states, including those in remote areas, through both traditional and nontraditional methods and locations. Services to reach both individuals and families of traditionally underserved populations should be equitable to those services offered to traditional users of a service-oriented public library. Coalitions should be encouraged between libraries and such diverse community groups, government institutions, business and health care providers.

**Technology** – The California Library Services Board will facilitate the balance between new technologies while preserving traditional Library services and value.



4. **CLSA Special Services Program – Literacy**

It was moved by the Literacy Committee (Wang) and carried unanimously that the Library of California Board directs its Chief Executive Officer to seek additional fiscal year 2001/02 local assistance funding in the amount of \$2,078,000 for the CLSA Special Services – California Library Literacy Service program.

5. **CLSA Special Services Program – Literacy**

It was moved by the Literacy Committee (Wang) and carried unanimously that the Library of California Board directs its Chief Executive Officer to seek additional fiscal year 2001/02 funding in the amount of \$500,000, for the CLSA Special Services - Families For Literacy program.

6. **Library of California Funding**

It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of California Board approves development of a Budget Change Proposal for up to \$23 million for additional FY 2001/02 Library of California funds.

7. **Library of California Vision Statement and Three-Year Goals**

It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of California Board adopts the following vision statement and three-year goals as developed at the Board Planning Session August 17, 2000.

*VISION STATEMENT*

The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

*THREE YEAR GOALS (2000 - 2003 -- not in priority order)*

- Achieve full implementation and funding of the Library of California Act and complete the transition from CLSA.
- Promote public awareness and support of the Library of California
- Implement regional and statewide programs and services
- Establish an effective Board

8. **CLSA Interlibrary Loan and Direct Loan Programs**

It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board directs its Chief Executive Officer to withhold 10% of all CLSA ILL and Direct Loan Program reimbursement payments throughout the 2000/01 fiscal year and that, after determining the full State cost of the ILL & Direct Loan programs for the 2000/01 fiscal year, directs the Chief Executive Officer to pay the full amount remaining due to each participating library if sufficient funds remain in the 2000/01 CLSA ILL & Direct Loan Program appropriation, or to pro rate the final payment equitably if insufficient funds remain in the 2000/01 CLSA ILL & Direct Loan Program appropriation.

**AGENDA ITEM:** Board Priorities

**ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:** Consideration of Board Program Priorities for Fiscal Years 1999-2000 and 2000-2001.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the Library of California Board adopt the following program priorities which the Board identified as part of their Planning Session on February 16, 2000:

For Fiscal Year 1999-2000 (not in priority order):

- Infrastructure for regional network development including operational funding
- Implement online databases in all regions aimed at the general public and youth
- Selection by the Board of the telecommunications model at the regional level and implementation of the selected model
- Begin the direct loan pilot

and for Fiscal Year 2000-2001 (not in priority order):

- Development of statewide database programs and criteria for development
- Electronic document delivery
- Trial databases for specific library type
- Statewide resources for statewide licensing
- Implement ILL at the regional and inter-regional level.

**BACKGROUND:**

On February 16, 2000, the Library of California Board conducted a planning session facilitated by Marilyn Snider, Snider and Associates, to begin a strategic planning process, and to develop program priorities for fiscal years 1999-2000 and 2000-2001.

Included with this agenda item are the following documents:

- Outcomes of the Planning Session, which include a draft mission statement and draft program priorities for fiscal years 1999-2000 and 2000-2001
- The agenda for the Planning Session
- Staff-generated documents which were used during the Planning Session.

At the February Board meeting, Vice President Fong reported that Board members present at the Planning Session had made recommendations for priorities, and that these priorities needed to be adopted by the Board, because a quorum of the Board was not able

to attend the Planning Session. As this action was not noticed in the publicly posted Board Agenda, the Bagley-Keene Act would require a suspension of the Agenda should the Board wish to take action at this (February) meeting. The Board suspended the agenda and voted to adopt the Fiscal Year 1999-2000 program priorities developed during the Planning Session.

Following the February Board meeting, staff sought clarification from Paul Smith, California State Library legal counsel, to determine if staff's interpretation of the Bagley-Keene Act was correct. Mr. Smith's opinion is that the Board was not capable of taking action on this issue as Bagley-Keene requires an emergency condition and requires a minimum of 48 hours notice. While the Board may have met the first condition, it did not post notice of action as required. Mr. Smith determined that the Board's action in February could be ratified by a motion passed by the Board at its next regular meeting.

**CURRENT STATUS:** Being brought to the Board at this meeting are the Library of California program priorities identified by the Board for fiscal years 1999-2000 and 2000-2001. As outlined at the Planning Session, there are multiple directions in which programs and services can be developed at the regional and statewide levels. However, to make best use of funding, it is important to determine both direction and priority for program development. Having Board priorities in place provides a framework for staff development of program structures and services, as well as for consideration of requests for grant funding from Library of California local assistance funds. The priorities developed by the Board set this necessary framework, provide guidance on where the Board would want staff resources to be directed, and demonstrate the Board's intention to develop the structure of the Library of California program.

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

1. Discussion and consideration of a Strategic Plan for the Library of California, including mission, vision, and goals statements.
2. Updates on programs which implement Board priorities for both regional and statewide services.
3. Consideration of proposals to further define program priorities and develop plans for implementation.

Relevant Committee: Ad-Hoc Planning Committee  
Staff Liaison: Liz Gibson

LIBRARY OF CALIFORNIA BOARD  
PLANNING SESSION

16 February 2000 ❖ Hyatt Regency Hotel, Los Angeles

Marilyn Snider, Facilitator - Snider and Associates (510) 531-2904 or (916) 483-9802  
Gail Tsuboi, Recorder - Tsuboi Design (925) 376-9151

MISSION STATEMENT

The Library of California Board builds and supports the sharing of resources  
among all libraries for all Californians.

PROGRAM PRIORITIES FY 1999-2000

(not in priority order)

- Infrastructure for regional network development  
including operational funding
- Implement online databases in all regions aimed at the general public and kids
  - Board decides the telecommunications model at the regional level and  
implements the selected model
    - Begin the direct loan pilot

PROGRAM PRIORITIES FY 2000-2001

(not in priority order)

- Development of statewide database programs and criteria for development
  - Electronic document delivery
  - Trial database for specific library type
  - Statewide resources for statewide licensing
- Implement ILL at the regional and inter-regional levels

**WHAT PROGRAM OPTIONS SHOULD THE BOARD CONSIDER FOR  
FY1999-2000 and FY2000-2001?**

[Brainstormed List]

- Infrastructure for regional network development
- Developmental statewide Database program and criteria for development
- Promotion of positive Internet access for kids
- Patron self-help (e.g. patron-initiated direct loan)
- Programs for non-participants in the LoC
- Electronic document delivery
- Database programs aimed at the general public and/or kids
- Regions determine CISA transition
- Programs that show that the LoC is moving ahead
- Trial database for specific library type (e.g. for schools)
- Local and statewide delivery (physical)
- Model for telecommunications at the regional level (in Network Task Force report)
- Technical assistance and training at all levels statewide (e.g. use of staff/patron handouts)
- Implement the regional telecommunications model
- Programs for the underserved
- Implement online databases in all regions
- Marketing/ Advocacy
- Patron authentication
- Promote the use of docents/volunteers at Internet stations at public libraries
- Promote direct access to services by patrons
- Statewide resources for statewide licensing
- Legal assistance
- Preservation
- Implement ILL at the regional and inter-regional levels
- Back-up reference services
- Direct loan pilot

**NEXT STEPS**

<u>WHEN</u>	<u>WHO</u>	<u>WHAT</u>
2-22-2000	Wanda Green	Distribute the record to those unable to attend
Within 48 hrs.	All	Review the Planning Session record
June 2000 (date TBD)	Board and Staff	Strategic Planning Retreat

**LIBRARY OF CALIFORNIA PLANNING SESSION**  
**February 16, 2000 – Hyatt Regency Hotel, Redondo A, Los Angeles**

**7:30 a.m. Continental Breakfast**

**8:00 a.m. Welcome, Purpose and Introduction of Facilitator and Recorder—Victoria Fong, Vice President, Library of California**

**Role of the Facilitator, Recorder, Group and the Public and Agenda Review—Marilyn Snider, Facilitator—Snider and Associates**

**Introductions of the Group**

**What is the Library of California?**

- Presentations by California State Library Staff
- Questions/Discussion

**What Program Options Should the Board Consider for FY 1999/2000 and for FY 2000/2001**

- Brainstorm

**Develop a Mission/Purpose Statement (why the Board exists and who it Serves) for the Library of California Board**

**Identify Program Priorities for:**

- FY 1999/2000
- FY 2000/2001

**Next Steps in the Planning Process**

**Summary of the Planning Session**

**Closing Remarks**

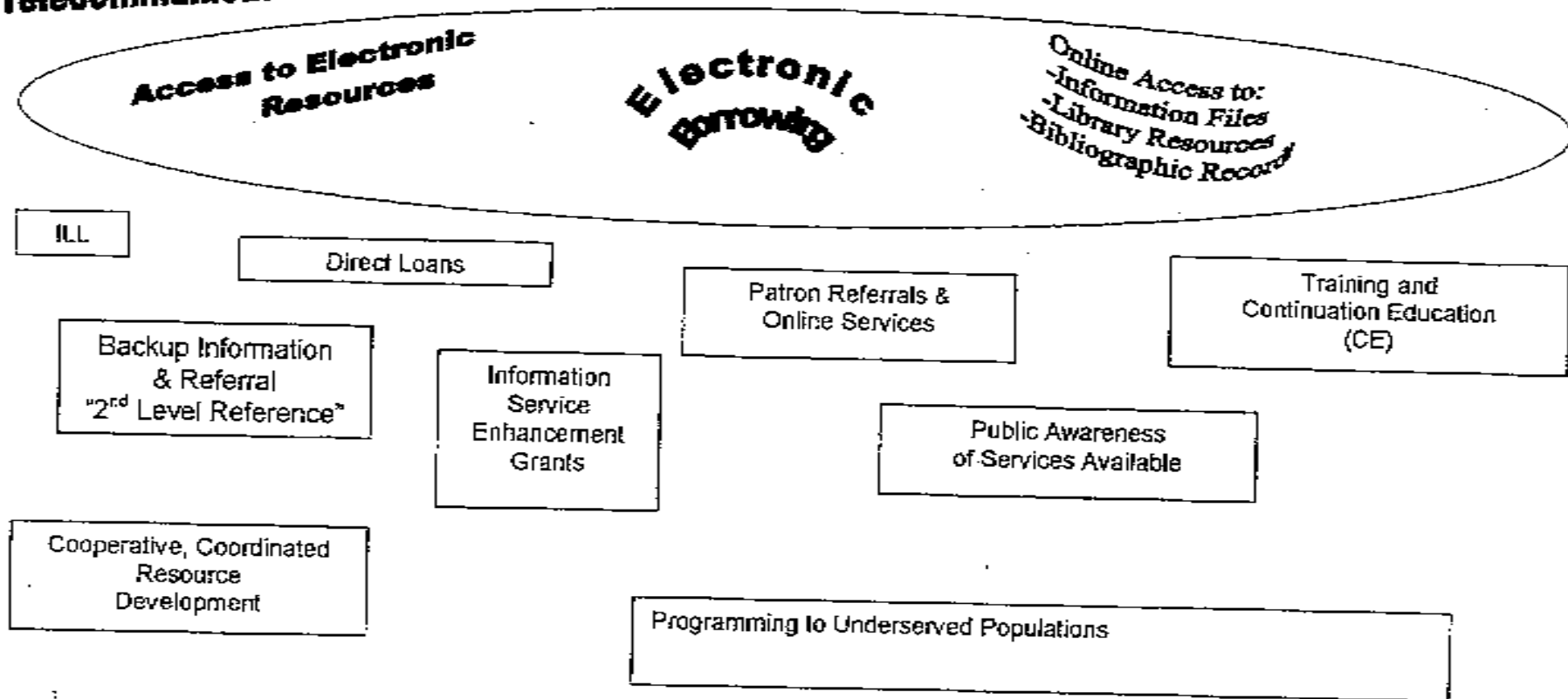
**Public Comment**

**1:00 p.m. Adjourn to Lunch**

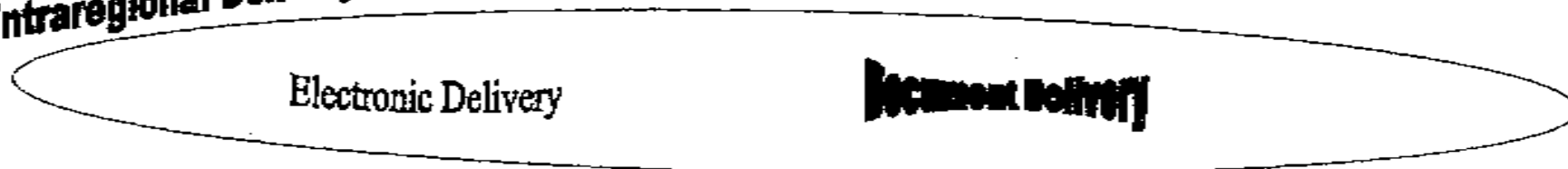
**Please come at 7:30 a.m. for informal conversation and continental breakfast. The meeting will begin promptly at 8:00 a.m. There will be a mid-morning break. No cell phone calls/audible pagers during the meeting please.**

Library of California Regional Library Network Services  
(Education Code Sections 18842-18849)

**Telecommunications Infrastructure-Regional**



**Intraregional Delivery**



**Library of California Statewide Services**  
(Education Code Sections 18850-18859)

**Telecommunications Infrastructure-Statewide**

**Promote Standards for Communications Protocols**

Online Access to:  
-Serials/Periodicals  
-Information Resources  
-Bibliographic Records

Promote  
Bibliographic  
Record Standards

CE  
Clearinghouse

Coordinate CE  
Activities Statewide

Provide  
CE Opportunities

Backup Resources  
& Expertise  
"3<sup>rd</sup> Level Reference"

Information  
Services  
Enhancement  
Grants

"Last Copy"  
Depository

Public Awareness  
Of Services  
Available

Cooperative, Coordinated  
Resource Development

Programming to  
Underserved Populations

Preservation Program

Major Statewide  
Resources Libraries

**Statewide Delivery**

**Statewide Delivery Between Regional Networks**



## TELECOMMUNICATIONS PROGRAM DEVELOPMENT LIBRARY OF CALIFORNIA

### BACKGROUND

The passage of the Library of California Act was preceded by the passage of the California Library Services Act (CLSA). In 1998 CLSA funds were allocated by the California Library Services Board (predecessor to the Library of California Board) for \$7,500 grants to public libraries to acquire Z39.50 server software for their library automation systems. Using Z39.50, remote users can search the library's online catalog via the Internet.

As part of its initial program efforts the Library of California Board (LoC Board) assumed responsibility for making future Z39.50 server software grants with Library of California funds and expanded the program to include all types of libraries meeting certain eligibility and technical requirements.

The purpose of funding Z39.50 access is to establish a virtual statewide database representing the holdings of California libraries. Such a database is an important component of a cluster of services envisioned in the Library of California Act.

In addition to the LoC Z39.50 server grants, the LoC Board also uses CLSA funds to subsidize the ongoing cost of Z39.50 access to public library catalogs (\$500 per year), and to subsidize the ongoing cost of Z39.50 Gateway Client systems that are managed by California Cooperative Library Systems (\$5,000 per year).

### DEVELOPMENT ISSUES

The following issues all have significance when evaluating options for telecommunications program development.

#### *Linkage to other programs:*

The telecommunications component of the Library of California supports the development of other program components. For example:

- An emphasis on licensed database access might lead to the development of telecommunications linkages and a substantial initiative to deploy patron authentication services.
- A program focus on electronic interlibrary loan might lead to the development and/or expansion of gateway client systems and electronic interlibrary loan servers, a substantial increase in the amount of loan reimbursements, and an increase in the number of items delivered over regional and statewide networks.

## *Network Architecture - Regional/Statewide/"Vertical":*

### *Regional Model:*

Telecommunications services using the Internet can be configured in many ways. A working assumption by staff is that the regional approach is the preferred Library of California model for the following reasons:

- Pre-existing cooperative networks are typically regional in service area. Libraries generally find that a high percentage of their needs can be met by collaborating within their geographic region.
- Availability of pre-existing delivery networks to move materials around the region, providing some economies of scale. At the present there is no statewide delivery program commonly available to libraries other than commercial delivery services.
- Practical limitations in technology and telecommunications make it impossible to provide some services through a single statewide point of access. Examples are Z39.50 gateway servers, authentication servers, and electronic interlibrary loan systems, none of which are easily scalable to the statewide level.

There are also some disadvantages to regional access. For example, regional gateway systems cannot currently exchange interlibrary loan requests or transfer searches among each other.

Some electronic information resources can be provided at the statewide level. A challenge for the Board is determining which services should be regionalized and which services should be provided at the statewide level.

### *Statewide Model:*

A characteristic of the Internet is that electronic resources need not be physically located in the same place as the person accessing them. Where appropriate, single point of access can serve all users throughout the state. An example of this model is the OCLC World Cat cataloging/resource-sharing system. Over the years OCLC has built functionality into this worldwide network allowing it provide access to library holdings and to request materials electronically. Services offered by OCLC also include database access and document delivery.

The statewide or larger model has been available for some time. While it provides a reasonable level of service, there are concerns regarding the currency of the databases, the costs associated with this type of model, and the level of information provided describing the item-level holdings and status of materials in libraries.

*"Vertical" Configurations:*

Other resource sharing networks exist that are neither regional nor statewide in their architecture. A good example is the Inn-Reach product provided by Innovative Interfaces Inc., (III) a supplier of integrated library automation systems. Inn-Reach is a software module that can be installed on an III server that allows it to link to other III library catalogs and to provide extended circulation services among participating libraries. Inn-Reach is currently used by a consortium of San Diego area libraries and by a second consortium of California State University and community college libraries.

Inn-Reach is very efficient because it uses the same automation system platform for each node in the network. The disadvantage is that non-Innovative customers are not able to use the Inn-Reach software and cannot participate directly in an Inn-Reach based network. Another disadvantage is that the cost of delivery may be higher because the network may not conform to existing delivery networks.

Projects using applications such as Inn-Reach need to be closely watched. At some point other automation vendors may adopt the protocols of Inn-Reach, or some similar product, as a standard allowing for cross-platform resource sharing.

*Standards:*

One way to address the divergence of regional and statewide access programs is to promote compliance with standards that link various projects together, at least at a basic level. Unfortunately, the standards that address such technologies as linked systems, resource sharing, and patron authentication are not fully developed or implemented. The result is a mixture of products that are not fully interoperable. It is probably true that the best implementations are proprietary in nature because the vendor can focus solely on making one product work well, rather than on making diverse products work well. Moreover, there is little incentive for vendors to develop to a standard that may represent a significant technical challenge unless there is a strong marketing interest in doing so.

The LoC Board should examine prospective technology programs to determine whether standards issues have been adequately addressed. Some areas of concern are:

- Ability to exchange information, messages and data among all participants and between participants and their clientele using common standards and protocols.

- Interoperability at some level between local, regional, and statewide systems providing access, resource sharing or information services.
- Adequate levels of access for library clientele.
- Protection and preservation of assets, databases and other materials, both electronic and physical, as funded by the Library of California.

#### *Resource Sharing Systems:*

As is the case with standards there is little consensus as to which systems should be used for access and resource sharing. At the current time there are at least four different gateway client systems being used by library consortia in California. While each of these systems is capable of Z39.50 connectivity, they all represent compromises of features, costs, and capabilities.

Even more developmental are authentication systems and Z39.50-based electronic interlibrary loan systems. Vendors are only now deploying these technologies and the marketplace has not favored any single approach.

#### *Technical Assistance:*

As noted in Joan Frye William's *Linked Systems Update Study* (Nov, 1999) a significant barrier to the deployment of Library of California technologies is the lack of technical support at all levels. The report notes:

"Demand for technology project management skills far outweighs supply. While most recent library school graduates do have a basic grounding in this area, there is a serious shortage of mid-level managers with the appropriate skills. Even when funding is available to hire technology-savvy staff, qualified candidates are scarce. And current staffing in this area is so thin that the departure of a single key employee can delay a project for months."<sup>1</sup>

The Library of California Board, along with the rest of the library community, will face a significant obstacle in the deployment of products and services that result from this critical shortage of qualified personnel to initiate and manage complex technology projects. Large-scale programs designed to fund regional technology efforts may be limited in their success by the lack of staff at the local, regional, and state level to implement them. The need for technology training at all levels is a common concern among libraries of all types.

<sup>1</sup> Joan Frye Williams *Linked Systems Update Study*, November 1999, California State Library, p. 22

## *STRATEGIES FOR DEVELOPING SERVICES*

In deciding what courses of action to take, the Library of California Board must weigh a number of variables and risks. It also needs to develop an understanding of how various program elements affect other program elements. Assessment of individual projects needs to be "systemic", without focusing only on specific issues related to that project.

The bulk of program development for systems and services that might be deployed by the Library of California has been developed, at least in part, using Library Services and Technology Act funds. This includes linked systems access projects in Cooperative Library Systems, regional electronic interlibrary loan systems, public Internet access, and library-created databases. A number of pilot programs are currently underway, but it takes two years or more for these technology projects to prove themselves. Moreover, even if every project is successful they may not lead to a consensus as to which strategy best achieves regional and statewide resource-sharing goals. The LoC Board should consider whether it wishes to fund developmental projects or if it wishes to fund only projects that achieve full operational level.

A broad range of telecommunications projects is available to the Board for its consideration. They extend from maintaining the current Z39.50 server software program to extending this program to other areas, to developing additional programs that relate more to other LoC program priorities. A list of these options follows.

### *Program Options:*

Additional Z39.50 projects for Library of California consideration might include the following:

*Regional Gateway Z39.50 Server Deployment:* Some California Cooperative Library Systems have Z39.50 gateway server projects allowing for public access to participating library catalogs. Grants could be made to re-deploy existing system-level gateway server systems to accommodate regional network access and to deploy new gateway servers in regions that do not have them. Such grants could also support the cost of high-speed connectivity to each regional gateway server.

Estimated cost:            Access only - \$50,000 - \$150,000 per installation  
                                  Electronic ILL - \$250,000 - \$900,000 per installation

*Re-indexing Grants:* One of the problems encountered frequently in Z39.50 projects is inadequate electronic indexing of the library's online catalog database. Inadequate indexes are the most frequent reason for search failures or incomplete search results. Grants could be made to eligible libraries to pay for the re-indexing of their databases, to make searching their catalogs by Z39.50 more effective. One concern, however, is whether indexing projects can be accommodated by the initial legislative mandate.

Estimated cost: \$5,000 per site.

#### *Other Telecommunications*

In addition to continuing the Z39.50-related grants, telecommunications program funds might be allocated to the following projects/programs:

*MCLS/SLS 24/7 Call Center Reference Project:* This project was started with LSTA funds to develop Call Center software to facilitate the development of a virtual Internet-based reference center. Reference librarians can be connected to library users via the Internet and browse web pages collaboratively in real-time to address their reference needs. The Library of California could assume some or all of the cost of developing and deploying this service either regionally or statewide.

Estimated cost: TBD

*Gates Library Initiative Computer Lab Ongoing Support:* In 2000 the Gates Library Initiative will provide \$11 million to California public libraries for computers and software to address the "digital divide". Included in these grants are forty-one computer training laboratories for both staff and the public. The Library of California could partially subsidize the ongoing telecommunications cost of these labs as statewide resources that would be used to train library staff and public on how to use Library of California and other digital resources.

Estimated cost: \$5,000 per lab X \$41 = \$205,000

*Gates Library Initiative Rural Library Ongoing Support:* The Gates Library Initiative provides for the installation of telecommunications access for participating libraries. Where possible, this access is via high-speed direct connections. The Library of California could support the cost of access for rural libraries - eligibility to be determined - with the qualification that they also apply for the California Teleconnect Fund and the E-Rate.

Estimated cost: TBD

*Patron Authentication:* Provision of Library of California digital services will require the functional equivalent of a Library of California card. This equivalent almost certainly will be authentication servers having the capability to query a patron's "home" automation system to determine their eligibility for Library of California services and their current status as a library patron. There are several options for authenticating patrons electronically. These options must be evaluated and at least one authentication project could be started to determine the parameters for future deployment of this service, whether it be regionally or statewide.

Authentication servers may play a critical role in the provision of licensed databases at reduced cost. One significant obstacle to regional or statewide

database licensing is how to ensure to vendors that only patrons who are authorized to do so will have access to the licensed database. The co-development of a licensed database project and an authentication server project could be one way to resolve this issue.

Estimated cost: TBD

*Portal Development:* To date there has been little discussion regarding the development of the Library of California's digital presence via the Internet. As users access Library of California electronic resources, such as gateway servers or databases, how will they be made aware of Library of California sponsorship? There is a broad array of options, ranging from printed credits, or an "icon", on individual library web pages, to the development of regional portals, to development one statewide web-based portal as gateways to all services. There are also options for "co-branding", or sharing space on a regional or statewide web page, so that both the local library and the LoC can share in the sponsorship credit.

Estimated cost: \$50,000 to study, make recommendations, and develop prototype.

### **Library of California Act**

The direction of the Library of California (LoC) telecommunications program, as established in the Library of California Act is as follows:

#### *Statewide:*

18850. The state board shall make available all of the following:

- (a) A telecommunications infrastructure to ensure that all participating libraries have equitable access to the resources and services of all other California libraries.
- (b) A statewide communications system between and among regional library networks, statewide resource libraries, information agencies, and all other organizations or institutions participating in the programs authorized by this chapter.

#### *Regional:*

18842. Each regional library network shall do all of the following:

- (a) Make available a telecommunications system for the transfer of information and communications among its members.

(b) Provide regional communications based upon the most effective methods of exchanging information among its members.

*Initial Implementation:*

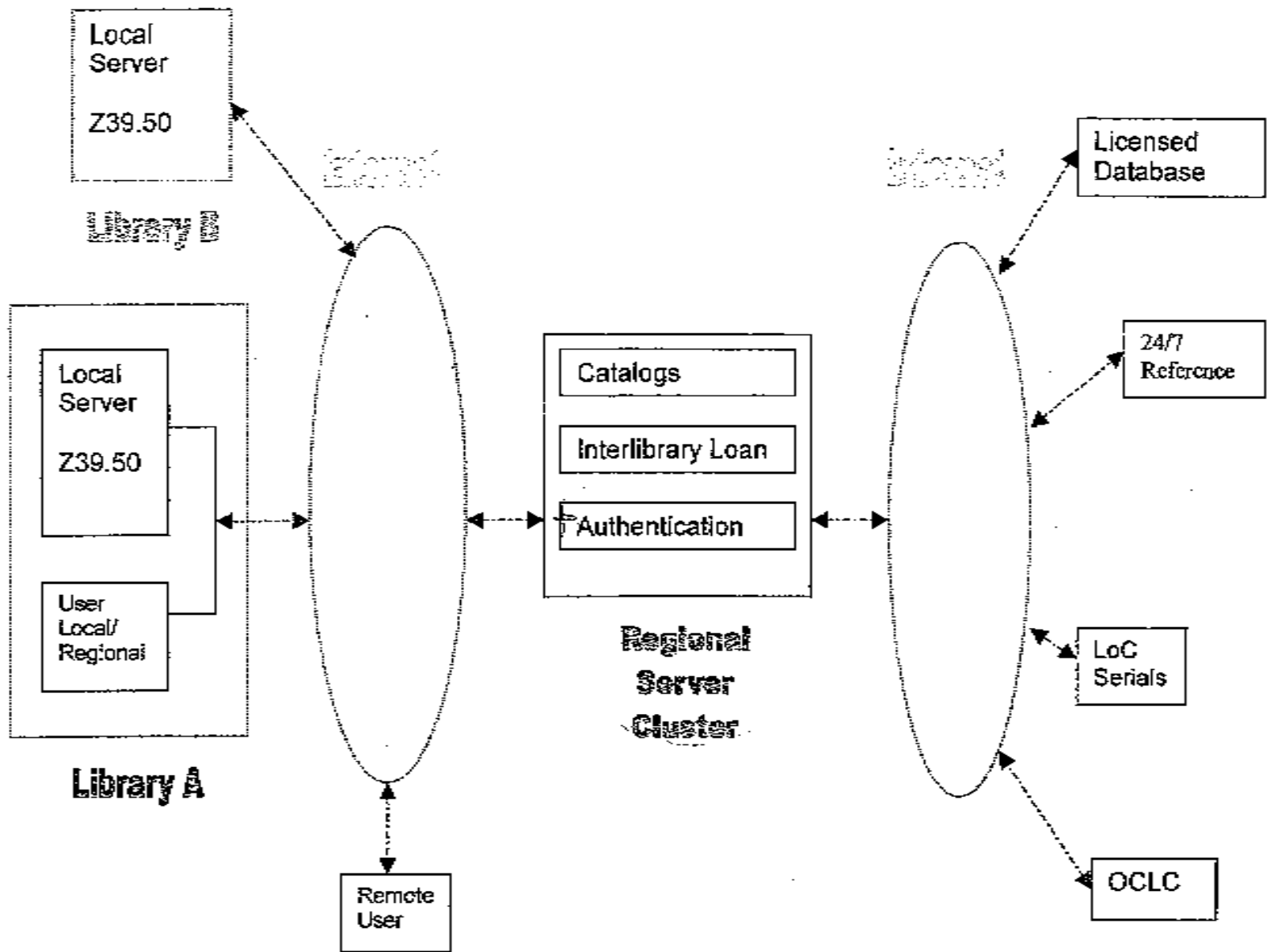
Article 8. Transition

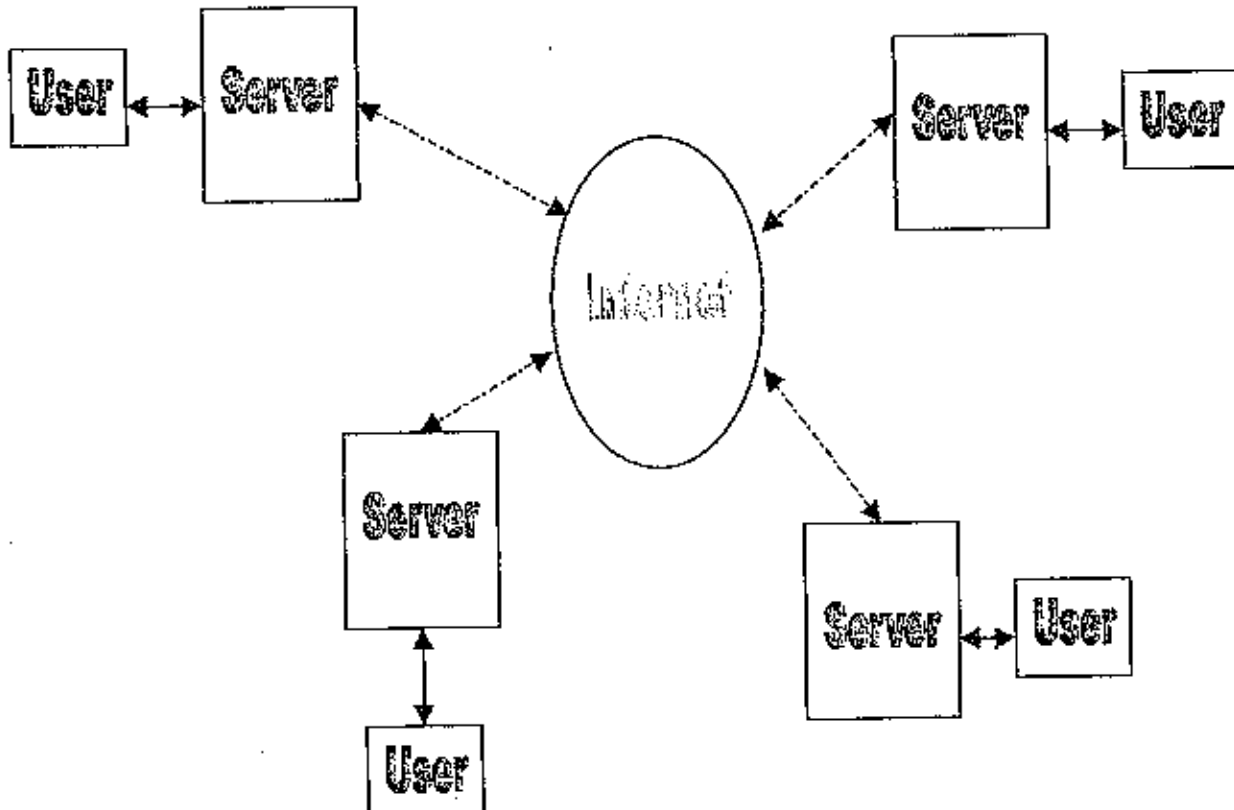
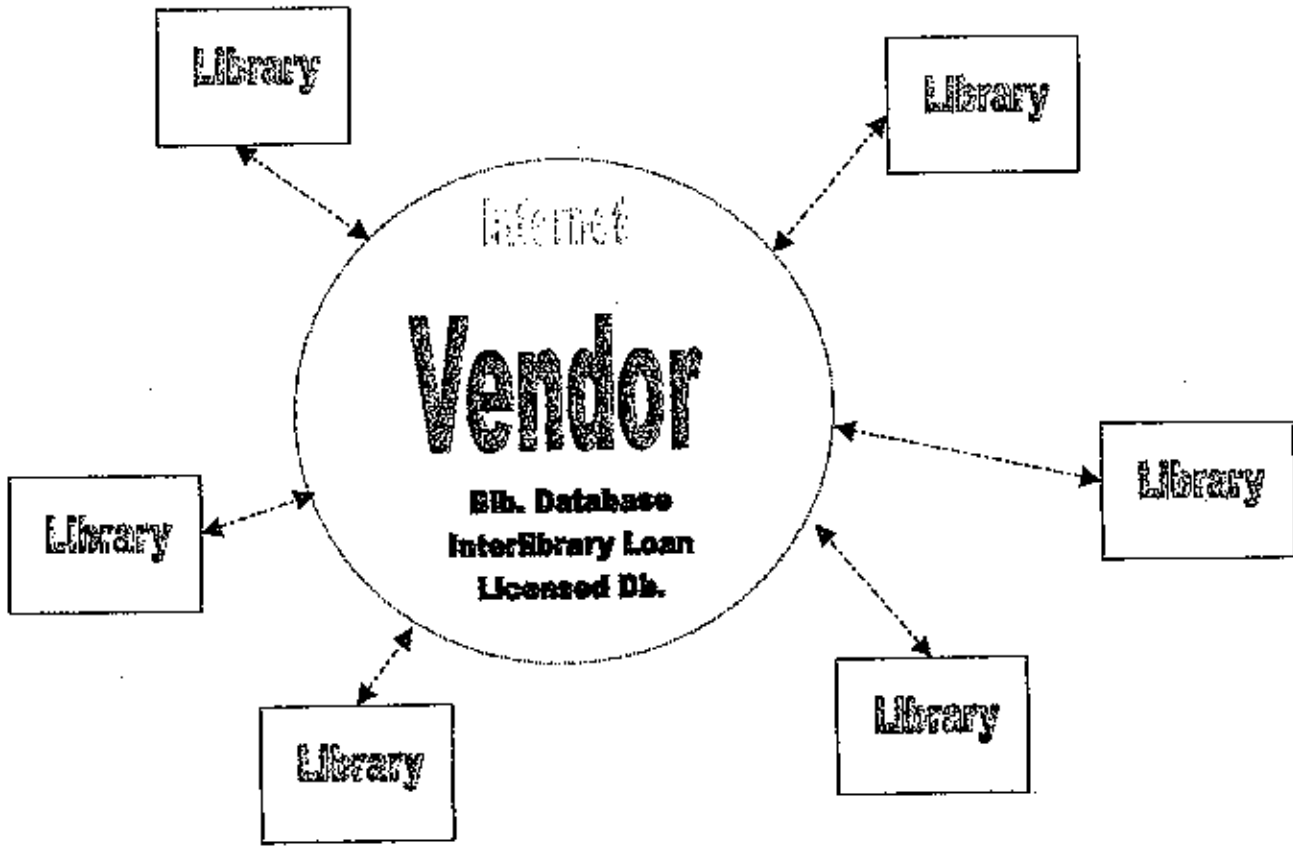
18870.

SEC. 2. The sum of five million dollars (\$5,000,000) is hereby appropriated from the General Fund to the Library of California Board for the purpose of funding the startup phase of the Library of California as set forth in Chapter 4.5 (commencing with Section 18800) of Part 11 of the Education Code for expenditure in the 1998-99 fiscal year to pay the costs of all of the following:

(a) Telecommunications infrastructure to support up to 1,000 libraries, including, but not limited to, the costs of linking systems and installing regional servers.







# Statewide Information Databases

## CONCEPTUAL OVERVIEW

Statewide information databases are covered under the general area of cooperative, coordinated resource development. The Library of California Act includes two levels of support for statewide information databases:

Regional library networks are authorized to fund programs in support of cooperative, coordinated resource development programs, and

The Library of California Board is authorized to encourage, promote and support cooperative, coordinated resource development among member institutions and member public library jurisdictions.

In the initial funding component of the legislation, expenditure is authorized for "statewide information database licenses."

The statewide information databases program has developed with three approaches:

- Funding for short term trials of new databases of interest to the California library and library user community. The RAND California project has been a successful example of such a trial.
- Support for the development of databases developed and distributed for use by members of regional library networks. An example of a database developed for libraries would be the Library of California Periodicals/Serials database.
- Support for negotiation of statewide database contracts at favorable rates that can be utilized by any library belonging to the Library of California. The work on a follow up license for the RAND California trial and efforts to develop trial licensing arrangements at the regional and statewide level are examples of this support.

## CURRENT STATUS:

At the November 1998 meeting the Board approved the following as a preliminary program direction:

"Negotiate some database licenses and buy others for trial periods. The responsibility for funding the use of electronic databases would remain at the local level. The State's role would be to fund the activities surrounding negotiation efforts to secure pricing agreements beneficial to California libraries and to purchase for limited amounts of time, databases deemed to be beneficial to the library community."

### **Trial Programs:**

A license for a one-year trial of the RAND California database was negotiated for August 1, 1999 through July 30, 2000. Over 400 registrants and more than 1500 libraries are participating. A survey scheduled for April 2000 will gather data about the use of the database and reactions from users. Registration information has been forwarded to various regional planning networks to aid in marketing efforts. A follow up license agreement is in progress in which libraries will pay for a license and the LoC will support the negotiation and administration of the agreement.

### **Database Development:**

The California Digital Library (CDL) hosts the LoC Periodicals/Serials database under an agreement between the CDL and LoC. Libraries of all types contribute to the database and regional groupings are identified in the online display of holdings. The LoC supports the maintenance component through a service bureau which collects contributions and edits the records.

### **Support for Negotiation Efforts to Secure Pricing Agreements**

Cooperative database licensing on a statewide basis has been reviewed and discussed by the Negotiators Advisory Task Force to assist staff in program implementation. Evan Reader, Director, Software and Electronic Information Resources at the CSU Chancellor's Office has been particularly helpful in suggesting direction and offering assistance. All of the participants of the Task Force are involved in cooperative licensing activities. Mr. Reader and the task force advise the use of an experienced negotiator with sufficient administrative support in any license project. Such an arrangement is under discussion for a trial project in the Arroyo Seco region as well as one for statewide implementation.

## PROJECTED STATUS JUNE 30, 2001:

Based on the Board's policy direction (November 1998) and experience from consortia in California and other states and the comments and suggestions of those active in regional planning, staff envision the following:

A statewide advisory group from Regional networks works with at least one LoC database licensing office that is created and funded by an inter-regional and/or statewide agreement. The licensing office(s) coordinates the selection, negotiation, terms and conditions of products of interest to California libraries. The statewide office works with other major stakeholders (UC, CSU, Community Colleges, Public Libraries, Special Libraries, etc.) to coordinate activities. This office also educates the LoC community about new products and services. The statewide licensing office website acts as a conduit for information to and from regional library networks and all libraries in the LoC.

Database products are available through individual libraries as well as a statewide gateway. The gateway provides a testbed for authorization and authentication functions for patrons if requested by their library. The gateway also provides access to library catalogs aggregated by region or topic.

LoC grants are provided on an interim basis for new and innovative information sources created by libraries and others. The licensing office provides advice on intellectual property issues and promotes and protects the interests of the LoC.

## PROGRAM OPTIONS:

- Continue support for trial database projects to promote involvement in the Library of California and gain experience in license negotiation
- Support negotiation efforts to secure pricing agreements by trial projects at the regional and statewide level and by developing resources at the statewide level that can be utilized by regional networks.
- Support database development such as the LoC Periodicals/Serials database and other resources developed by the library community.
- Integrate authorization and authentication services for licensed databases through telecommunications programs

## PROGRAM: INTERLIBRARY AND DIRECT LOAN

**CONCEPT:** Interlibrary loan and direct loan are components of the Library of California suite of access services. These two loan programs are essentially mechanisms to facilitate resource sharing among California libraries and their clientele.

Interlibrary loan allows a library to borrow materials from another library on behalf of its primary clientele. In practice, a patron of Library A needs materials that Library A does not own. Library A then searches for a library that does own the needed materials and is willing to loan them to Library A. If the search is successful, Library A then generates a loan request to the other library ("Library B"). If Library B accepts the request and the materials are available, it checks out and delivers the materials to Library A for the use of the patron who needs the materials. Library A is borrowing from Library B on behalf of its patron, and Library A is responsible for ensuring that the materials are returned to Library B and also is responsible for any loss or damage to the materials. Recent variations in the procedure have included Library A's patron searching for the materials and originating the request to Library B.

Direct loan allows library clientele to borrow materials from other libraries outside their library's jurisdiction without the intervention of their own library. In other words, a patron of Library A can walk into Library B and receive the same borrowing privileges as Library B's primary clientele by virtue of having a library card from Library A. Direct loan occurs both within a region and inter-regionally.

Providing funding support for libraries offering interlibrary and direct loan services recognizes the fact that a library's jurisdiction normally provides funding for services only to the library's primary clientele. Funding support provides an incentive for resource sharing by defraying the handling, and in some cases, delivery costs of providing loan services to non-primary clientele. Since the concept of resource sharing also means that a library's primary clientele will receive services from other libraries, libraries should not expect these funding support programs to completely fund services not funded by their own jurisdiction.

**CURRENT FUNDING SUPPORT PROGRAMS:** California libraries of all types are reimbursed for providing interlibrary loan services to other California libraries, based on the handling costs per transaction. Most of the ILL reimbursement for public libraries comes from the ongoing CLSA program. All of the ILL reimbursement for non-public libraries (academic, school, and special) comes from the Library of California interlibrary loan pilot program.

California public libraries are reimbursed for direct loans to patrons of other California public libraries, based on the handling costs per *net* transaction (the library is reimbursed for the number of direct loans to non-primary clientele that

exceeds the number of loans from other libraries to its primary clientele). Funding comes from the ongoing CLSA program.

**PROGRAMS PROJECTED TO BE IN PLACE AS OF JUNE 30, 2001:**

Interlibrary Loan: The current interlibrary loan pilot program is expected to continue, either as a pilot or as a full-fledged program of the Library of California.

Direct Loan: There may be a direct loan pilot program operating in one or more Regional Networks.

For both programs, during fiscal year 2000/2001:

1. Funding will continue to be a combination of CLSA and LoC funds, unless CLSA reimbursement funds are transferred to the Library of California budget.
2. Reimbursement will continue to be at the CLSA rate, unless regulations containing a different funding formula are put in place.
3. The Board may instead decide to pursue a loan funding/compensation method that is not transaction-based. This will require changes to existing statute and regulations.

## **PROGRAM: Other Cost and Policy Areas for Consideration Library of California**

The Library of California programs have elements that are readily identifiable with each program. In addition, there are elements that are behind the scenes, both regionally and statewide, that are necessary for these programs to develop and be maintained. Depending on the element, they may appear in the indirect costs charged, or they may appear as a separate cost charged to either a program area or to operations. The following list are examples of "BEHIND THE SCENES" activities that must be funded for the Library of California programs to develop successfully. Many of these have immediate or ultimate policy decisions associated with them as well as having costs to fund them.

### **STANDARDS POLICY, DEVELOPMENT, AND APPLICATION:**

Programs require specific standards if they are to be undertaken and replicated successfully. Standards may be chosen through a policy decision of the Board, as the result of a regulatory process, or even as the result of industry establishment. In some instances, these standards are known. In others, there will be the need to set standards and baseline performance measures to ensure consistent application. The process of developing standards varies from project to project. In addition, as standards are applied to projects, there is also the need to ensure that the applications developed are consistent with these standards, and the products derived are those which meet our needs. This means an ongoing development and review process of products, standards for them, and policies and procedures for future standards. This is primarily a function which takes place at the statewide level with significant input from regions and with possible statewide and/or regional pilots.

### **GRANTS AND APPLICATIONS PROCESSES:**

Funding is a part of the development of projects. Whether a pilot or ongoing funding sources, an application process is an essential operation undertaken at both the state and regional levels. Grants require development of criteria, funding application packages, review mechanisms, and structures to monitor and review status of funded projects and operations. Staff time is an essential and costly component of these processes.

### **NEGOTIATIONS:**

Databases and other contractual services require skilled negotiators to develop potential service packages and work with vendors to negotiate their cost. Because this is a skill developed through time and experience, the highest cost element is that of developing and retaining skilled staff. Without this component funded, many Library of California programs could not be successfully developed. While some negotiation skills are assumed as part of regional operations, there is a specific need for a trained group of negotiators to exist at



**PROGRAM: Other Cost and Policy Areas for Consideration  
Library of California**

the state level to support ongoing interests for fulltext database products and other products and services to be delivered either statewide or regionally.

**LEGAL ASSISTANCE:**

The process of developing regulations and supporting documentation is tedious and staff intensive. Staff is also involved working with counsel to determine the legality of issues related to network development. While each region has been strongly encouraged to develop an alliance with local counsel for support of its regional issues, some activities are best served for all regions at the statewide level. The process of developing regulations is staff intensive at the statewide level as well as at the regional level. The next set of regulations will be for the regional library networks and will involve intense interaction with regions to assure that the regulations are, in fact, those that support regional activity and functionality under the Library of California Act.

**MODEL DEVELOPMENT:**

Part of statewide operations is the function of developing products and processes that will assist regions to perform their functions more efficiently and expediently. Statewide, Library of California staff have been assisting regions by developing model forms and documents for network development. Two benefits result: 1) minimization of local time to develop forms in each region, and 2) minimization of review time as documents will be consistent in content and presentation at the time of submission.

**TRAINING & DEVELOPMENT:**

An underlying concern in all program areas is the need to identify training needs and opportunities and planning and budgeting for them. Whether training is related to automation, to service delivery, to administrative functions, or to other regional or local needs, it impacts the program areas themselves as well as increasing associated costs. Lack of training leads to under-utilization of services, lack of involvement as well as impacting current and future service options. Regions will need to include training as part of their base level of funding to ensure that their needs are met. We have yet to address policy issues that may arise from funding training as part of program development and support, yet we recognize it as an essential component for program success.

**TECHNICAL ASSISTANCE:**

Automated services require ongoing staff support. Through the process of network development, we have learned that most regions do not have sufficient technical staff to support the installation, development, and training needs of their regions. As more libraries with minimal knowledge of technology become part of

**PROGRAM: Other Cost and Policy Areas for Consideration**  
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each region, there will be a growing need to provide them with the support necessary to install, maintain, and use automated services. Technical assistance is a large component of any automation project, for without this staffing, the hardware and software will not be used most appropriately and effectively. In addition, there is an ongoing need for development of increased technical assistance at the regional and local level so that current and future products can be considered, tested and made and kept functional.

**NETWORK DEVELOPMENT:**

As networks develop, there are a variety of programs and services that need to be provided to bring networks into being, to develop their membership to develop their service programs, and to project needs for future operations, services and programs. There are obvious costs at the regional level for this development, but there are also statewide costs to support regional objectives. Among these are legal services to develop models for statewide application and training and development to assist in areas where all regions will benefit.

**NETWORK OPERATIONS SUPPORT:**

Once regions are established as legal entities, they will need to be funded to perform regional operations and to deliver regional services. At present, Library of California funding does not cover this function. Included here are all regional administrative functions, facilities, supplies, and administrative equipment and service costs, and the other items that are usually included as part of funding indirect costs. In addition, as regions develop their service plans, more cost areas are likely to be identified, and regions are likely to consider them eligible for base-level funding through Library of California funds. As regions develop, there will be an increasing number of issues on which decisions will need to be made about the appropriateness of funding as part of base-level operational support.

**CLSA TRANSITION:**

As The Library of California develops its programs and services, there will be a continuing need for consideration of the linkages between Library of California and CLSA programs. In each region, there will need to be planning to ensure that recipients of CLSA program receive at least the same base level of service as well as developing services for the libraries funded through the Library of California. There are continuing policy concerns related to this transition statewide and regionally as well as service issues that will need to be addressed at both levels.