



Administrative Council Agenda Packet

SAN JOAQUIN VALLEY
LIBRARY SYSTEM
2420 Mariposa Street
Fresno, CA 93721
559-600-6256

December 16, 2022

10:00 a.m.

Online via Teams

Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

The public may participate by using the following URL:

<https://go.sjvls.org/admin221216>

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 532 723 93#

Accessibility and Accommodations: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Thursday, December 15, 2022.

Public records: Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

B. CONSENT AGENDA

1. APPROVAL: Draft minutes of December 2, 2022 (Attachment 1)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Certification of the Need to Continue Virtual Meetings - Wymer
2. ACTION: Retroactive approval to submit eBooks for All Funding Opportunity Grant – Wymer (Attachment 2)
3. ACTION: Approval to Execute PLSEP Grant and Accept Award – Wymer (Attachment 3)

D. STAFF REPORTS

1. Chair
2. Administrative Librarian
3. System Administrator
4. Senior Network Systems Engineer

E. DIRECTOR COMMENTS

Council members have the opportunity to share items relating to collaboration, innovation, and professional development of interest to the Council.

F. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively Friday, January 6, 2022, online via Microsoft Teams.

G. ADJOURNMENT



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting December 2, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:00 am.
2. Roll Call
 - i. Council present: Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Maureen McCormick (Mariposa), Amy Taylor (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County).
 - ii. Others present: Aaron Lusk (SJVLS), Kevin Nelson (SJVLS), and Josh Chisom (California State Library)
 - iii. Council absent: Mary Leal (Coalinga/Huron).
 - iv. Others absent: Sally Gomez (Fresno), and Chris Wymer (SJVLS)
 - v. Guests: Brian Henderson (Hudson and Henderson)
3. Introductions
 - i. Introductions
4. Agenda Adoption
 - i. Motion to Adopt Agenda by Clark (Tulare Public)
 - ii. Seconded: Lewis (Kern)
5. Public Comment
 - i. None

B. CONSENT AGENDA

1. Motion to approve draft minutes of November 4th, 2022. and Financials.
 - i. Motion made to approve Consent Agenda by Cervantes (Porterville)
 - ii. Seconded by Lewis (Kern)

C. ITEMS FOR INFORMATION AND ACTION

1. Action to Certification of the Need to Continue Virtual Meetings.
 - i. Motion made to continue with virtual meetings but to meet in person when it comes time to discuss next fiscal budget year Cervantes (Porterville)
 - ii. Seconded by Bath (Fresno)

D. STAFF REPORTS

1. Chair – No Report.
2. State Library – Josh Chisom
 - i. Explained there is a new format for his report.
 - ii. Open opportunities, Ebooks due date December 9th, CLLS due December 15th, Inspirations Grants due December 30th.

- iii. Upcoming opportunities with Building Forward Infrastructure Funding for California Libraries – Optional Statement of Interest Due December 16, 2022.
- iv. All of the current projects and services have no hard deadlines.

E. DIRECTOR COMMENTS

1. Bath (Fresno) - Happy Holidays!
2. Cervantes (Porterville) - Annual State of the City Breakfast this morning, opening slide showed the opening of the Porterville Library in July. We have an architect for new facility. Thank you to everyone for the support.
3. Clark (Tulare Public) - Still working on staffing issues. Will be participating in the Christmas Parade on Tuesday.
4. Rencher (Kings) - December 7th, hosting our 13th annual Winter Open House. So many fun activities, for everyone, including crafts and pictures with Santa. Working on the Growth Mind Set, through ALA, going well.
5. Taylor (Merced) - We received 3.5 million for Dos Palos Library on Wednesday. December 16th is Ugly Sweater Day!
6. Riggs (Madera) - We had our Bookmobile in the Electric Parade last night. We are still working on hiring a 20-hour employee for Mariposa. Working on grant for Social Worker in the library. We are having some holiday programs planned.
7. Lewis (Kern) - We had our 1st All Staff Training Day in three years. Happy Holidays from Orlando!

F. CALANDER ITEMS

3. Date and location for next Administrative Council Meeting
 - i. Recertification meeting on Teams, December 30th, 2022

G. ADJOURNMENT

4. The meeting was adjourned at 10:28 am.

DATE: December 16, 2022
TO: Administrative Council
SUBMITTED BY: Christopher Wymer, Administrative Librarian
SUBJECT: Retroactive Approval to Submit eBooks For All Grant Funding Application

RECOMMENDED ACTION:

1. Retroactively approve and authorize the Administrative Librarian to submit the application for the eBooks For All Funding Opportunity in the amount of \$50,000.
2. Authorize the Administrative Librarian, or their designee, to accept the grant funds, if funds are awarded.

Approval of the recommended action will retroactively authorize the Administrative Librarian to apply for grant funds in the amount of \$50,000 and allow the funds to be accepted if awarded.

ALTERNATIVE ACTION(S):

Do not authorize the funding application. SJVLS would not accept the funds, if awarded.

FISCAL IMPACT:

Approval of the recommended action will increase system revenues by \$50,000. \$10,000 from Online Materials that was intended to purchase titles for CloudLibrary will be used instead for the grant funding match requirement.

DISCUSSION:

The State Library made funding available for collection development of the Palace Project collection to interested libraries and library cooperatives. SJVLS submitted an application for \$50,000 to purchase titles. The funding requires a 20% match, which would be met by using \$10,000 from SJVLS's Online Materials budget.

PRIOR AGENDA REFERENCE:

Administrative Council Meeting, November 4, 2022. Attachment 3.

ATTACHMENTS INCLUDED AND/OR ON FILE:

eBooks For All Funding Opportunity Application

Motion: _____ Second: _____

_____ PASSED

_____ REJECTED

eBooks For All Application

BASIC INFORMATION

PROJECT TITLE

SJVLS Palace Content Expansion Project

AUTHORIZED REPRESENTATIVE

Christopher Wymer – Administrative Librarian

Address – 2420 Mariposa St. Fresno, CA 93721-2204

Phone – (559) 600-6256

Email – Christopher.wymer@sjvls.org

PROJECT COORDINATOR

Christopher Wymer – Administrative Librarian

Address – 2420 Mariposa St. Fresno, CA 93721-2204

Phone – (559) 600-6256

Email – Christopher.wymer@sjvls.org

CALIFORNIA'S LSTA GOALS

Goal 1: Equitable Access, Trusted Community Space

PRIMARY AUDIENCE

Adults, Families, Immigrants/Refugees, Intergenerational Groups (Excluding Families), Library Staff, Volunteers and/or Trustees, Low Income, Non/Limited English Speaking, People with Disabilities, People with Limited Functional Literacy, Pre-School Children, Rural Populations, School Age Children, Senior Citizens, Statewide Public, Suburban Populations, Unemployed, Urban Populations, Young Adults and Teens

PROJECT INFORMATION

AGENCY INFORMATION

The San Joaquin Valley Library System is a public library consortium located in the Central Valley of California. SJVLS's mission includes encouraging collaboration to transform our communities through resource sharing and access to technology, including collaboration on the on-going development of SJVLS's shared eBook and eAudiobook collection. The proposed project aligns with SJVLS's mission by utilizing collaboration between our members, and content selectors from across the state, to help curate a well-rounded collection for the Palace Project.

PROJECT DESCRIPTION

SJVLS is a public library consortium located in the Central Valley of California. One of the resources we provide to our members is a shared eBook and eAudiobook collection through

CloudLibrary. Staff from our member libraries collaborate on the selection of titles for the collection, with each staff member having a primary purchasing focus such as: Young Adult titles, Adult Non-fiction, and foreign language titles. Utilizing this approach has allowed us to take advantage of staff expertise throughout the consortium to develop an online collection that meets our patron's diverse backgrounds and needs.

This project aims to extend this collaborative collection development approach to help select titles for the Palace Project. SJVLS is requesting \$50,000 in funding to purchase titles for the Palace Project. The grant funding will be matched with \$10,000 from SJVLS's E-Resources budget to comply with the match requirement. SJVLS selectors will select titles to add to Palace in their areas of expertise, with a goal of helping develop a diverse collection that reflects the diversity within our communities.

BRIEF ABSTRACT

SJVLS will participate in the selection of titles for the Palace Project with the goal of helping develop a collection that reflects the diversity within our communities.

IMPACT TO DATE

N/A

COMMUNITY NEEDS, ASPIRATIONS, AND ASSETS

SJVLS's service area contains a mix of urban and rural communities, and one of the common needs of both types is access to eContent. Over the last decade, demand for access to eBooks and eAudiobooks has steadily increased, and became more important during the COVID pandemic. In our rural areas, access to eContent provides isolated patrons with the ability to access educational or recreational titles to meet their needs, even if the patron is unable to visit a physical branch. In urban areas, many of our patrons have some form of an eReader, and are accustomed to being able to find eBook or eAudiobook versions of the titles they're interested in.

Purchasing titles for the Palace Project helps meet this community need by expanding the amount of eBooks and eAudiobooks available to our patrons. In addition, the ability of Palace to aggregate content from multiple eContent platforms like CloudLibrary and Bibliotheca will provide our patrons with access to their library's full eContent offerings from a single interface. This should reduce confusion about availability of titles, and ensure all of our patrons can find material that meets their interests or information needs.

COMMUNITY INVOLVEMENT

SJVLS has mostly involved our community informally in program planning for eContent. Feedback is gathered through conversations with staff and patrons at our local branches and that feedback is then relayed to the Electronic Resources Committee, as well as reviewing usage statistics on a monthly basis. Recently SJVLS started soliciting more direct involvement from our patrons by enabling purchase suggestions within the system-wide CloudLibrary collection. This allows patrons to inform our selectors if a title of interest isn't available in our collection, and then our selectors can add it to their next purchase.

We will involve our community in the implementation of the project through patron surveys to gather feedback on initial impressions of the collection, and the types of content they're hoping to discover when they access the app. In addition, we will work with our members to

distribute signage announcing the Palace collection and our involvement in collection development.

EQUITY, DIVERSITY, INCLUSION AND BELONGING

SJVLS believes our physical and digital collections should reflect the diversity of the communities we serve, and patrons from any background should be able to find themselves represented in our collections. Access to a variety of educational and recreational material helps promote equity and inclusion in our communities by providing patrons with materials to assist them in learning new skills to advance their personal or career goals, and ensuring their points of view or interests are represented in the collection.

SJVLS will use these principles to guide our purchasing selections, and will review circulation, hold, and (if available) purchase request statistics to ensure the materials available in Palace are creating an equitable, diverse, and inclusive collection.

PROJECT PARTNERS AND COMMUNITY CONNECTIONS

0

PROJECT INTENT

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

PLANNING AND EVALUATION

ANTICIPATED PROJECT OUTPUTS

Approximately 1,500 eBook/eAudiobook titles will be purchased (depending on licensing costs) with 4,500 checkouts.

EVALUATION PLANS

SJVLS aims to make a meaningful contribution to the success of the Palace Project by helping develop a well-rounded selection of materials. We will measure our success by analyzing purchase statistics, including intended audiences (Children's, YA, Adult) and both fiction and non-fiction titles. In addition to analyzing purchase statistics, we will track usage statistics to ensure the titles added to the collection are circulating, and make adjustments to the content we're purchasing, if needed.

SUSTAINABILITY

If this project is successful, SJVLS and our member libraries will support the project by marketing the resource to patrons, including providing links to and information about the Palace Project. We will also continue to allocate a portion of our e-resources budget to purchase titles through the Palace Marketplace and continue to contribute to the development of the statewide collection.

PROJECT ACTIVITIES

ACTIVITIES

Project activity will be the acquisition of digital materials. SJVLS will purchase eBook and eAudiobook licenses for the Palace Project. Selectors will aim to ensure that titles represent the diversity of residents and interests within California.

PROJECT TIMELINE

ACTIVITY	START DATE	END DATE
Meet with selectors and review budget and timelines	2/1/2023	2/15/2023
Purchase Titles for Palace	2/15/22	7/31/2023
Review Usage Statistics, Prepare final report	7/31/2023	8/14/2023

BUDGET INFORMATION

BUDGET

Budget Form Attached

LSTA GRANTS RISK SELF-ASSESSMENT

General Assessment

Organization Name, Official

San Joaquin Valley Library System

Project Title

SJVLS Palace Expansion Project

Project Coordinator Name

Christopher Wymer

Is the project coordinator new to your organization (joined within the last twelve months)?

No

Please state how long (in years and/or months) the project coordinator has worked in your library.

5 years

Has the project coordinator previously managed any LSTA or other federal grant projects within the last three years?

Yes

Please state how many grant projects the coordinator has previously managed.

1

How long (in years and/or months) has the organization's director been in his/her current position?

1 year 4 months

Has the applicant organization received any grants from the California State Library in the past three (3) years?

Yes

Please state how many grants from the California State Library have been received by the applicants organization in the past three (3) years.

4

Has the applicant organization been awarded a grant not issued by the California State Library in the past three (3) years?

No

In regard to any grants received within the past three (3) years, has the applicant organization been untimely in the submission of any of the following (select all that apply)?

The applicant organization has not been untimely in any of the above

Considering all grants the applicant organization has been awarded in the past three (3) years, has the applicant organization failed to meet any grant requirements?

No

Has your organization recently (within the past two years) undergone a major shift in management that would affect this program?

No

Legal

Has the applicant organization ever been convicted of violating federal criminal law involving fraud, bribery, or gratuity violations?

No

Does the applicant organization have a current lawsuit filed against them or previously had a lawsuit filed against them in the last five (5) years?

No

Audit

How many times in the past five (5) years has the applicant organization received an audit and/or monitoring finding(s)?

1-3 findings

Please select the type of audit(s) or monitoring that resulted in findings (select all that apply):

Federal audit, Financial audit

Financial System and Stability

Does your accounting system identify and track expenditures and receipt of program funds separately for each grant award?

Yes

Is your organization facing bankruptcy or major budget deficits?

No

INTERNET CERTIFICATION AND SIGNATURE

Certified that SJVLS is CIPA compliant on behalf of our members.

California State Library
Library Development Services
Grant / Award Budget Form

IMPORTANT: Each budget category on this form includes help text which highlights selected important guidance relating to each category. The help text does not include all budget instructions. For complete budget guidelines and information, please refer to the Application Instructions on the [LSTA eBooks-for-All page](#)

SALARIES, WAGES, AND BENEFITS

Include FTEs for every position included in this budget category. For more information on FTEs, including how to calculate, see application instructions.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Salaries, Wages, and Benefits Subtotal:	\$0	\$0	\$0

Salaries, Wages, and Benefits Description:

--	--

CONSULTANT FEES

Contracted service providers who will provide consulting services for the project must be listed in this category. Include name of each consultant or name of each consultant's firm. If an individual will be providing consulting services AND other services, that individual shall be listed in both the Consultant Fees category and the Services category. Only budget category-specific expenses shall be listed in each budget category (e.g. if a project plans to contract with one individual to provide consulting services in addition to project management services, an individual's consulting time cost estimate shall be listed in the Consultant Fees category and that same individual's Project Manager cost estimate shall be listed in the Services category).

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Consultant Fees Subtotal:	\$0	\$0	\$0

Consultant Fees Description:

--	--

TRAVEL			
<i>Please see application instructions for budget guidance and information pertaining to the Travel budget category.</i>			
Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Travel Subtotal:	\$0	\$0	\$0
Travel Description:			
SUPPLIES AND MATERIALS			
<i>Giveaway items including books, treats, and prizes are not allowable. Subscriptions and licenses are not considered supplies and must be included in the Services budget category.</i>			
Expense	Grant Funds Requested	Cash Match & In-Kind	Total
eBooks and eAudiobooks	\$50,000	\$10,000	\$60,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Supplies & Materials Subtotal:	\$50,000	\$10,000	\$60,000
Supplies and Materials Description:			
Purchasing eBooks and eAudiobooks for the Palace Project collection. Quantities purchased would depend on the costs of perpetual-use licenses within the Palace Marketplace.			
EQUIPMENT			
<i>Include in this category any single item valued at \$5,000 or more per unit.</i>			
<i>Note: Federal grants require equipment approval by the Institute of Museum and Library Services (IMLS).</i>			
Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0

			\$0
			\$0
Equipment Subtotal:	\$0	\$0	\$0
Equipment Description:			
SERVICES			
<p><i>Include all costs for individuals contracted to manage and/or implement project activities. If the proposed project includes subscription or license costs, these must be included in this category.</i></p> <p><i>Note: Federal award funds cannot be used to fund portions of contracts that fall outside of and/or extend beyond the project period.</i></p>			
Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Services Subtotal:	\$0	\$0	\$0
Services Description:			
INDIRECT COSTS			
<p><i>An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Applicants may choose to:</i></p> <ul style="list-style-type: none"> <i>• Not request any indirect costs;</i> <i>• Use a current approved indirect cost rate with a federal agency or one pending review to be approved by the project start date (applicants choosing this option must attach supporting documentation to application); or</i> <i>• Use an indirect cost rate not to exceed 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract.</i> 			
Indirect cost rate applied (%):			
	Grant Funds Requested	Cash Match & In-Kind	Total
Indirect Costs Total:			\$0
Indirect Costs Description (please include a detailed breakdown of your indirect cost calculation):			

GRAND TOTAL			
	Grant Funds Requested	Cash Match & In-Kind	Total
Grand Total:	\$50,000	\$10,000	\$60,000

PLSEP Narrative Answers

BASIC INFORMATION

PROJECT TITLE

Public Library Staff Education Program

AUTHORIZED REPRESENTATIVE

Christopher Wymer – Administrative Librarian
 Address – 2420 Mariposa St. Fresno, CA 93721-2204
 Phone – (559) 600-6256
 Email – Christopher.wymer@sjvls.org

PROJECT COORDINATOR

Christopher Wymer – Administrative Librarian
 Address – 2420 Mariposa St. Fresno, CA 93721-2204
 Phone – (559) 600-6256
 Email – Christopher.wymer@sjvls.org

CALIFORNIA'S LSTA GOALS

Goal 7: California libraries are staffed by a skilled and diverse workforce whose members engage in continuing education and leadership development opportunities, delivery high-quality library and information services, and effect positive change in their communities.

PRIMARY AUDIENCE

Library Staff, Volunteers, and/or Trustees

PROJECT INFORMATION

AGENCY INFORMATION - Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word count limit: 150)

Participation in PLSEP provides SJVLS's member libraries with assistance developing and retaining library staff. These staff members use the knowledge and skills gained to develop and deliver innovative library services and programming, which enhances and enriches the communities they serve.

PROJECT DESCRIPTION - Provide a description that would enable the reader to comprehend the proposed project if they were to read only this response and no other portion of the application. Discuss what you will do, how you will do it, what you aim to achieve, why, and for whom.

SJVLS's participation in PLSEP helps our member library staff pursue a master's degree in Library and Information Science by providing scholarships to pay for the costs of a portion of their classes this academic year. Recruiting and retaining library staff can be difficult. PLSEP allows paraprofessional staff to pursue career advancement opportunities and allows our member libraries to recruit librarians from their existing staff. Staff retention is higher when

libraries can promote librarians from within their organization. It also helps encourage good morale among library staff if they know they have opportunities for career growth.

BRIEF ABSTRACT - Provide a brief statement which answers the questions: we will do what, for whom, for what expected benefit(s). Response must be limited to two (2) sentences.

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to improve library services to California's diverse communities. To support the professional development of California public libraries, the cooperative library system provides public library staff with tuition reimbursement for courses required for a master's degree in Library and Information Science.

IMPACT TO DATE - If this project has been supported with LSTA funds in the past, describe the project's results and impact to date.

PLSEP has made a positive impact on SJVLS member libraries. Since fiscal year 2016-2017, PLSEP has provided more than \$90,000 to fund 89 courses for 23 MLIS students. During the same period 5 students obtained their MLIS degrees.

COMMUNITY NEEDS, ASPIRATIONS AND ASSETS - Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. Also, briefly describe how your project will respond to your stated community needs and/or aspirations.

PLSEP funding helps meet local community needs by encouraging and supporting the development of professional library staff. Award recipients help with the development of library services and programming that have a meaningful impact on the communities they serve.

COMMUNITY INVOLVEMENT

N/A

EQUITY, DIVERSITY, INCLUSION AND BELONGING - Explain how the principles of equity, diversity, inclusion, and belonging have guided your project planning and how they will guide its implementation and evaluation.

PLSEP supports the principles of equity, diversity, inclusion and belonging by providing an opportunity for current paraprofessional library to pursue career advancement at a reduced cost. This supports equity within the profession by reducing the barrier to obtaining an advanced degree and helps cultivate diversity in library staff by developing the skills of library staff already living in and serving their communities. When library staff come from the communities they serve, it helps foster a sense of inclusion and belonging for library patrons.

PROJECT PARTNERS AND COMMUNITY CONNECTIONS

N/A

PROJECT INTENT

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness.

- Improve the library workforce

PLANNING AND EVALUATION

ANTICIPATED PROJECT OUTPUTS - List your anticipated project outputs. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Based on fiscal year 2021-2022, SJVLS anticipates being able to provide funding for 2 students to take 2 courses each.

EVALUATION PLANS - Describe your plans for evaluating the impact of your project in response to your stated needs, beyond any LSTA-required outcome surveys.

SJVLS will evaluate the impact of PLSEP funding by collecting and reviewing student’s Final Narrative reports.

SUSTAINABILITY - State how you will sustain this project beyond the award end date if it is successful.

Presently, SJVLS does not have any plans to sustain PLSEP awards if the State Library’s funding ceases.

PROJECT ACTIVITIES

ACTIVITIES

PLSEP’s activity is “Instruction – Consultation/Drop-in/Referral.” Students will receive instruction via their MLIS coursework. At the conclusion of the funding period, students will supply a Final Program Narrative that discusses the skills and knowledge obtained in their coursework and how they will use those skills and knowledge in their libraries.

PROJECT TIMELINE

Activity	Start Date	End Date
Awards Announced	November 2022	December 2022
1 st Semester Classes	August/September 2022	December/January 2022
2 nd Quarter Check-in w/ CSL	January 2022	January 2022
2 nd Semester Classes	January 2022	May/June 2022
3 rd Quarter Financial Report	April 2022	April 2022
Final Financial Report, Expenditure Detail Report and Student Narratives	At end of coursework	No later than 8/31/2023

BUDGET INFORMATION

BUDGET

Not available at this time.

LSTA GRANTS RISK SELF-ASSESSMENT

Attached.

SUPPORTING ATTACHMENTS

No supporting attachments

INTERNET CERTIFICATION AND SIGNATURE

N/A - CIPA requirements do not apply because no LSTA funds made available under this grant program will be used to purchase computers that can access the Internet or to pay for direct costs associated with accessing the Internet.

California State Library
Library Development Services
Grant / Award Budget Form

IMPORTANT: Each budget category on this form includes help text which highlights selected important guidance relating to each category. The help text does not include all budget instructions. For complete budget guidelines and information, please refer to the Application Instructions.

SALARIES, WAGES, AND BENEFITS

Include FTEs for every position included in this budget category. For more information on FTEs, including how to calculate, see application instructions.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Salaries, Wages, and Benefits Subtotal:	\$0	\$0	\$0

Salaries, Wages, and Benefits Description:

CONSULTANT FEES

Contracted service providers who will provide consulting services for the project must be listed in this category. Include name of each consultant or name of each consultant's firm. If an individual will be providing consulting services AND other services, that individual shall be listed in both the Consultant Fees category and the Services category. Only budget category-specific expenses shall be listed in each budget category (e.g. if a project plans to contract with one individual to provide consulting services in addition to project management services, an individual's consulting time cost estimate shall be listed in the Consultant Fees category and that same individual's Project Manager cost estimate shall be listed in the Services category).

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Consultant Fees Subtotal:	\$0	\$0	\$0

Consultant Fees Description:

TRAVEL

Please see application instructions for budget guidance and information pertaining to the Travel budget category.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Travel Subtotal:	\$0	\$0	\$0

Travel Description:

SUPPLIES AND MATERIALS

Giveaway items including books, treats, and prizes are not allowable. Subscriptions and licenses are not considered supplies and must be included in the Services budget category.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0

			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Supplies & Materials Subtotal:	\$0	\$0	\$0
Supplies and Materials Description:			
EQUIPMENT			
<i>Include in this category any single item valued at \$5,000 or more per unit.</i>			
<i>Note: Federal grants require equipment approval by the Institute of Museum and Library Services (IMLS).</i>			
Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Equipment Subtotal:	\$0	\$0	\$0
Equipment Description:			
SERVICES			
<i>Include all costs for individuals contracted to manage and/or implement project activities. If the proposed project includes subscription or license costs, these must be included in this category.</i>			
<i>Note: Federal award funds cannot be used to fund portions of contracts that fall outside of and/or extend beyond the project period.</i>			
Expense	Grant Funds Requested	Cash Match & In-Kind	Total
Tuition Reimbursement	\$17,000		\$17,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Services Subtotal:	\$17,000	\$0	\$17,000
Services Description:			
Tuition reimbursement for 3 students pursuing their MLIS degrees.			
INDIRECT COSTS			
<i>An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Applicants may choose to:</i>			
<ul style="list-style-type: none"> • Not request any indirect costs; • Use a current approved indirect cost rate with a federal agency or one pending review to be approved by the project start date (applicants choosing this option must attach supporting documentation to application); or • Use an indirect cost rate not to exceed 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract. 			
Indirect cost rate applied (%): 10%			
	Grant Funds Requested	Cash Match & In-Kind	Total
Indirect Costs Total:	\$1,700		\$1,700
Indirect Costs Description (please include a detailed breakdown of your indirect cost calculation):			
Admin costs includes admin/fiscal staff workspace, utilities, internet, IT support, office supplies and the use of equipment.			
GRAND TOTAL			
	Grant Funds Requested	Cash Match & In-Kind	Total
Grand Total:	\$18,700	\$0	\$18,700