



THE CALIFORNIA STATE LIBRARY

An Orientation Guide for Library Directors

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Acting State Librarian of California

2009

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Bond Administration Office

900 N Street, 4th Floor, Sacramento, CA 95814
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- Curtis Purnell, Library Bond Act Fiscal Officer (916) 651-0980

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- Tom Andersen, Bureau Chief (916) 653-7391
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- Gary Kurutz, Curator of Special Collections (916) 653-0101
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Public Services:

- Braille and Talking Book Library (916) 654-0640; (800) 952-5666
- California History Section (916) 654-0176
- Information Resources and Government Publications (916) 375-7155
- Sutro Library (Genealogy and Family History) (415) 731-4477
- Witkin State Law Library (916) 654-0185

California Research Bureau

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- Toby Ewing, Director
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CALIFORNIA STATE LIBRARY

Library Development Services Bureau

2009 Deadlines for Submission of Forms, Data etc.

Program codes:

CLLS – California Library Literacy Services

CLSA – California Library Services Act

LSTA – Library Services and Technology Act

PLF – Public Library Fund

January

- 15 *CLSA*: 2nd quarter 2008/09 CLSA ILL Claim forms must be received in the State Library's Budget Office. (For questions contact Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 30 *LSTA*: 2008/09 Digital Storytelling Continuation Grant final narrative reports must be received at the State Library's Budget Office. (For questions contact Mickie Potter, LSTA Analyst, 916-653-4730, mpotter@library.ca.gov)
- 30 *LSTA*: 2nd quarter 2008/09 narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Mickie Potter, LSTA Analyst, 916-653-4730, mpotter@library.ca.gov)
- 30 *LSTA*: Out-of-School Time Online (OST) Homework Help six-month progress reports are due at the State Library's Budgets Office. (For questions contact Cindy Mediavilla, 310-915-8588, cmediavilla@library.ca.gov)

February

- 15 *CLLS*: Mid-year report data and financial information must be entered into the online reporting system. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

March

- 16 *LSTA*: Continuing Out-of-School-Time (OST) Online Homework Help Deadline for participants to submit their notification of intent to continue/not continue in the 2009/10 program to State Library's Library Development Services Bureau. (For questions, contact Cindy Mediavilla, 310-915-8588, cmediavilla@library.ca.gov)
- 18 *LSTA*: 2009/10 Public Library Staff Education Program Grant applications must be received by 4:00 p.m. (For questions, contact Kathy Low, Consultant, 916-653-6822, klow@library.ca.gov)

- 25 *CLSA*: 3rd quarter 2008/09 CLSA Direct Loan sample data must be received in the State Library's Budget's Office. (For questions contact Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)

April

- 1 *LSTA*: New 2009/10 Out-of-School-Time (OST) Online Homework Help applications must be received by 4:00 p.m.. (For information, contact Cindy Mediavilla, 310-915-8588, cmediavilla@library.ca.gov) [date subject to change]
- 1 *CLLS*: Application forms for the next fiscal year available on the CLLS website. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)
- 15 *CLSA*: 3rd quarter 2008/09 CLSA ILL Claim forms must be received in the State Library's Budget Office. (For questions contact: Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 15 *CLLS*: CLLS grantees with ELLI program must submit CEDLT scores for students participating in the ELLI program. (For questions contact Jacquie Brinkley, CLLS Consultant, 916-651-0376, jbrinkley@library.ca.gov)
- 16 *LSTA*: Continuation 2009/10 California of the Past Digital Storytelling Grant applications must be received by 4:00 p.m. (For questions, contact Kathy Low, Consultant, 916-653-6822, klow@library.ca.gov)
- 30 *LSTA*: 3rd quarter 2008/09 narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Mickie Potter, LSTA Analyst, 916-653-4730, mpotter@library.ca.gov)

May

- 4 *LSTA*: New 2009/10 Digital Storytelling Grant applications must be received by 4:00 p.m. (For questions, contact Kathy Low, Consultant, 916-653-6822, klow@library.ca.gov)
- 4 *LSTA*: 2009/10 Competitive and Statewide Grant Program applications due by 4:00 p.m. (For questions contact Mickie Potter, LSTA Analyst, 916-653-4730, mpotter@library.ca.gov)
- 4 *LSTA*: 2009/10 Local History Digital Resource Project grant program applications due by 4:00 p.m. (For questions, contact Ira Bray, Library Programs Consultant, 916-653-0171, ibray@library.ca.gov)

- 6 *CLSA*: 4th quarter 2008/09 CLSA Direct Loan sample data must be received in the State Library's Budget Office. (For questions contact: Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 31 *CLLS*: Applications for Continuing Programs and Proposed Budget for the new year beginning July 1 must be received in the State Library's Library Development Services Bureau. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

June

- 1 *CLSA*: 2009/10 CLSA Program Baseline Budgets, System Plans of Service and Estimated Workloads due at the State Library Budget Office. (For questions contact Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 30 *LSTA*: Official closing date for 2008/09 grant projects. After this date, no new expenditures or additional funded project activities may occur for 08/09 grant-funded projects.

July

- 1 *LSTA*: Official start date for 2009/10 LSTA grant award projects.
- 1 *CLLS*: Official start date for 2009/10 CLLS programs. Baseline amounts awarded (assuming state budget has been passed). (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)
- 15 *CLSA*: 4th quarter 2008/09 CLSA ILL claim forms must be received in the State Library's Budget Office. (For questions contact Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 31 *LSTA*: 2008/09 final narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Mickie Potter, LSTA Analyst, 916-653-4730, mpotter@library.ca.gov)
- 31 *LSTA*: Out-of-School-Time (OST) Online Homework Help final narrative report must be received at the State Library's Budget Office. (For questions, contact Cindy Mediavilla, 310-915-8588, cmediavilla@library.ca.gov)

August

- 15 *CLLS*: Final report due for previous fiscal year. Both statistics and actual budget information must be entered into the online reporting system. The certification form must be downloaded, signed by the library director, and mailed to the State Library. NOTE: Libraries not submitting these documents by September 15 at the latest are

eligible to receive baseline amounts only, and not the two other parts of the CLLS funding formula (per capita and match.) (For questions, contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

- 31 *LSTA*: All unexpended and unencumbered grant funds for 2008/09 must be returned to the State Library Budgets Office.

September

- 1 *CLSA*: 2008/09 CLSA System Program Annual reports due at State Library Budget Office. (For questions contact Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 1 *CLSA*: 2008/09 CLSA Uniform System Budget due at the State Library Budget Office. (For questions contact Sandy Habbestad, CLSA Program Coordinator, 916-653-7532, shabbestad@library.ca.gov)
- 15 *LSTA*: Final liquidation report for 2008/09 grant projects must be received at State Library Budgets Office.
- 29 *All public libraries*: Annual report data must be entered into the online system by this date. (For questions contact Ira Bray, Technology Consultant, 916-653-0171, ibray@library.ca.gov)

October

- 15 *CLLS*: Final funding formula allocation determination made. Second payment for the year is made assuming local final reports have been filed. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)
- 30 *LSTA*: First quarter 2009/10 LSTA narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Mickie Potter, LSTA Analyst, 916-653-4730, mpotter@library.ca.gov)

December

- 1 *PLF*: Annual Certification of Local Revenue for the Public Library Fund must be received in the State Library's Budgets Office. (For questions contact: Ira Bray, Library Programs Consultant, 916-653-0171, ibray@library.ca.gov)
- 15 *CLLS*: Revised budgets must be entered into the online reporting system. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

GENERAL OVERVIEW

Our Charge

The California State Library is charged with performing the following activities as defined by law. The State Library, under the direction and control of the State Librarian, an appointee of the Governor, has responsibility:

- To collect, preserve, generate and disseminate a wide array of information;
- To serve as the central reference and research library for state government and the Legislature;
- To advise, consult with, and provide technical assistance to and outreach programs for California's public libraries;
- To direct state and federal funds to support local libraries and statewide library programs.

Our Mission

The State Library is California's public research library that helps a diverse people, their governments and their libraries meet their knowledge and information needs.

Our Vision

As the 21st century unfolds, the California State Library strives to be one of the most dynamic state libraries in the nation. Assets include: the excellence of its collection; its philosophy and practice of efficient service to state government—its primary client, as well as to the libraries, library networks and the general public; its advocacy and support of appropriate technology; its effective statewide leadership in library development; and its care for the heritage of California and the continuing well-being of Californians. Most importantly—and supporting all these efforts—the California State Library is proud of the expertise and esprit de corps of its staff, committed to the highest ideals of library and information service.

Our Values

Service

We believe that library and information service is essential to a learning society because information and knowledge are indispensable to the development of human potential, the advancement of civilization, and the continuance of enlightened self-government.

Customers

We believe that meeting the needs of our diverse customer base is first and foremost.

Quality

We value the importance of providing rapid and comprehensive access to knowledge and information, and strive to constantly improve the services we provide to state government and the public.

Technology

We believe libraries must be active partners in the development and implementation of technology to ensure that access to knowledge and information will be equitably available to all.

Individuality

We respect the individuality and integrity of each customer and each employee, and foster an environment in which creativity, productivity and individual responsibility are encouraged, recognized and rewarded.

Teamwork

We believe that each individual is a member of the team, working together to serve our customers.

FINANCIAL SUPPORT PROGRAMS:

Public Library Funds

Background

The stated intent of the program is to embody the state's interest in the general diffusion of information and knowledge through free public libraries; encourage lifelong learning; supplement the system of free public education; help libraries serve as sources of information and inspiration to persons of all ages, cultural backgrounds and economic status; and furnish a resource for continuing education. The funds assure the availability of an adequate level of public library service to every resident of the state regardless of the taxable wealth of the local jurisdiction providing the service. Funds are appropriated annually in the State budget to support the program.

Localities may use the funds freely so long as the funds serve the public library purposes stated in the law.

Funding Formula

The law permits the Legislature to appropriate an amount up to 10% of a target "foundation" level of service based on a per capita cost each year. This foundation level, adjusted annually, has risen from \$37.6 million in 1987/88 to \$106.8 million in 2008/09.

The state appropriation has never reached the target level. In the first year, 1983, the state appropriation was \$6 million, and has varied from \$56.8 million (80% of full funding) in 1999/00 to \$12.9 million (12% of full funding) in 2008/09.

The state awards a dollar amount to qualifying public libraries equal to the proportional share of the total amount appropriated by the Legislature and signed by the Governor each year, based on the population of the library's service area as certified by the State Librarian each spring prior to the year of award. The population factor used is based on census data compiled annually by the Department of Finance for the entire state.

There have been a number of one-time and ongoing revisions to the funding formula throughout the existence of this program.

Eligibility

All California public libraries are eligible to apply. No separate allocations are made below jurisdiction level.

Awards are made only to those libraries that formally apply using the forms provided, and that apply on time (annual deadlines are in effect in the law). To qualify, the local governing body (county, city, district) must appropriate funds to the library that are at least equal to its appropriation for the immediate preceding year (so called "maintenance of effort," or MOE). The revenue is calculated on the local funds appropriated, not actual expenditures, and the

compliance with MOE is based on a comparison of the dollar amount certified by the library as of each successive annual submission.

There are specific requirements for what may be counted as local revenue in this calculation.

There are limited provisions for waiver of the MOE requirement.

Role of the State Library and State Librarian

The State Library is responsible for receiving the annual certifications of locally appropriated revenue, for determining eligibility, and for accomplishing disbursement of the funds (through the State Controller). Each year in June, the State Librarian certifies the local population figures to be used in allotting the Public Library Funds (PLF) funds based upon the census data compiled as outlined above.

Assistance

Libraries can obtain assistance in applying for PLF awards and information regarding these grants:

General program, policy, and status information

Contact: Ira Bray, State Library's PLF Program Coordinator

Phone: (916) 653-0171

E-mail : ibray@library.ca.gov

For information on payments and payment schedules once final payment computations have been completed, contact the State Library's Budgets Office, (916) 651-0976.

FINANCIAL SUPPORT PROGRAMS:

California Library Services Act

Background

California public libraries engaged in cooperative efforts with neighboring libraries are supported through four funded programs of the California Library Services Act (CLSA): Transaction Based Reimbursements, System Reference, System Communication and Delivery, and System Advisory Boards. Each program is specifically designed to assist and encourage such interlibrary cooperation. The program is administered by the 13-member Library of California Board. The funding is provided to California public and non-public (not for profit) libraries and California Cooperative Library Systems.

Transaction Based Reimbursements

Supports reimbursement of local libraries for a portion of the costs they incur when they extend lending services beyond their jurisdictional clientele. The two service components authorized in CLSA for the Transaction Based Reimbursements (TBR) Program are:

Direct Loan: Over-the-counter loan of material by a California public library to a resident of some other California public library jurisdiction. Direct loans are reimbursed on a net imbalance basis. A participating public library is reimbursed for the handling costs of those loans made to non-residents that exceed the number of loans made by all other public libraries to the participating library's own residents. The Direct Loan Program has two provisions of service:

1. **Equal Access:** As a member of a CLSA Cooperative Library System, a public library agrees to participate in the Equal Access provision of CLSA, and is obligated to provide non-resident over-the-counter loan service to residents of public libraries that belong to the same cooperative system.
2. **Universal Borrowing:** If a public library agrees to participate in the Universal Borrowing provision of CLSA, it is obligated to provide over-the-counter loan service to the residents of all other California public library jurisdictions.

Interlibrary Loan: Lending of material from one library to another as a result of a user request for the item. California non-public libraries (i.e., public and private academic libraries, not-for-profit corporate libraries, school libraries, etc.) are reimbursed only when the borrowing library is a California public library. Public libraries are reimbursed for loans made to each other and to eligible non-public libraries. As in the Direct Loan program, only handling costs are reimbursed.

System Reference

Supports coordinated reference service provided through each of fifteen Cooperative Library Systems. This is second level reference which a local public library is unable to provide directly to its patrons because of the lack of local resources to fully address all questions asked. In addition, this program supports efforts to provide training to local librarians and paraprofessional

staff with an emphasis on basic services that can be provided using common reference tools found in small public libraries. The purpose is to provide as much service as possible at the level where the patron first makes contact with the library and to provide cost-effective backup resources when these are needed.

System Communications and Delivery

Supports the cost of providing communications and delivery systems that enable the sharing of resources through interlibrary loans and the rapid interchange of information by telephone, fax, electronic mail, U.S. Mail, courier services, and van deliveries. In recent fiscal years, over 1.8 million messages and nearly ten million items have been delivered annually with the support of this program.

System Advisory Boards

Supports the work and participation of members of the System Advisory Boards who plan and develop CLSA-funded system services in cooperation with their respective System Administrative Councils. The System Advisory Board (SAB) Program provides a means for effective communication between each Administrative Council and the residents of its system service area, and helps to ensure that library services provided by each system respond appropriately to the needs of its residents. Each of the fifteen cooperative library systems in California is required to establish an SAB made up of individuals who are appointed by the governing body of each jurisdiction that is a member of the cooperative library system. Members are to be representatives of the public-at-large, and of the underserved residents in the system service area with the intent that their input will improve the planning and delivery of CLSA supported services.

Assistance

For more information or questions

Contact: Sandy Habbestad, CLSA Program Manager
Phone: (916) 653-7532
E-mail: shabbestad@library.ca.gov

FINANCIAL SUPPORT PROGRAMS: Library Services and Technology Act

Background

The Library Services and Technology Act (LSTA) is a federal grant program that was enacted October 1, 1996 and reauthorized in 2003. It is the successor of two earlier Acts: the Library Services and Construction Act (LSCA), which became law in 1965, and its predecessor, the Library Services Act (LSA), the original Act first enacted in 1956.

The Institute of Museum and Library Services (IMLS) provides LSTA funds every year to each State Library using a population formula. Each state must have an IMLS approved five-year plan outlining its programs. These programs must support the LSTA goals. The California State Librarian is responsible for administering the funding. Each year since the inception of the original Act, the State Librarian has awarded local assistance grants on a competitive basis for locally initiated projects that meet the goals of the Act.

LSTA Goals

There are 6 goal areas that LSTA funding supports:

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;
- Provide electronic and other linkages between and among all types of libraries;
- Develop public and private partnerships with other agencies and community-based organizations;
- Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

California State Library – LSTA Five-Year Plan 2008-2012

The California State Library has created a LSTA Five-Year Plan for 2008-2012 that consists of four major goal areas that support those of LSTA.

- *Literacy and educational support*
California libraries provide equitable access to literacy and learning opportunities so that all Californians can be successful in all of life's endeavors.
- *Responsive changes in library services*

California libraries will develop programs and services that meet the changing information and learning needs of their communities.

- *Digital Preservation and Resource Sharing*
California libraries have the resources to develop digital projects that preserve and enhance access to valuable local content.
- *Technological Access for All*
California libraries provide electronic resources and efforts to improve their users understanding and use of electronic library resources and services through development of, increased access to, and training about technology-based systems and resources.

For more detailed information about the State Plan, visit the California State Library's website at: <http://www.library.ca.gov/grants/lsta/grants.html>.

Eligibility

Eligible libraries include libraries of all types: academic, public, school, and special (corporate, institutional, and others), as well as cooperative library systems and networks.

Proposal Materials

The application process consists of submitting a preliminary proposal, and if the project concept is approved by the State Librarian, submission of a full proposal. Announcement of the 2009/2010 LSTA grant program and application process, materials, and deadlines will be available beginning in January 2009. Check the State Library website at: <http://www.library.ca.gov/grants/lsta/grants.html>.

Examples of LSTA-Funded Programs

Previous LSTA grant projects from all types of California libraries can be found in:

- CSL Connection (California State Library online newsletter)
<http://www.library.ca.gov/newsletter/index.html>
- LSTA Project Abstracts from FY1999/2000 to FY2007/2008
<http://www.library.ca.gov/grants/lsta/grants.html#abs>
- LSTA Success Stories (American Library Association. Association of Specialized and Cooperative Library Agencies) <https://cs.ala.org/ra/lsta/search.cfm>
- Highlight "California" in dialog box number 1 and click "Search." Projects can be accessed as a comprehensive list or by congressional district.

Assistance

For more information or questions

Contact: Mickie Potter, LSTA Analyst
Phone: (916) 653-4730
E-mail: mpotter@library.ca.gov

FINANCIAL SUPPORT PROGRAMS:

California Library Literacy Services

Background

For more than twenty years, the California State Library has provided funding to assist local library jurisdictions to provide learner-centered, volunteer-based literacy services dedicated to empowering low-literacy adults and their families to reach their literacy goals and use library services effectively. Over 100 library jurisdictions participate in California Library Literacy Services (CLLS) serving over 100,000 people throughout the state. These services are provided as a State/local partnership, and for every dollar allocated by the legislature and distributed by the State Library, an average of an additional \$4 is raised and spent locally by the participating library.

CLLS consists of four program components. Some libraries only provide adult literacy services, and some have a mix of the four components:

Adult Literacy Services – Helps English-speaking adults reach their reading and writing goals.

Consists of:

- Customized, one-to-one and small group tutoring for adults in a library setting
- Volunteer-based instruction

Family Literacy Services – Fosters an intergenerational love of reading and books.

Consists of:

- Interactive library programs and story-times designed for adult learners and their families
- Quality children's books given away to participating families

English Language & Literacy Intensive (ELLI) – Boosts the academic performance of at-risk school children.

Consists of:

- After-school and in-school tutoring for children who are learning to speak English
- Family component involves parents and siblings in fun library-based programs

Mobile Library Literacy Services (MLLS) – Brings library literacy services to underserved communities:

- Mobile libraries help overcome the barriers of isolation and lack of transportation
- Provides at-risk families with a variety of preschool experiences to support school readiness

Funding

This program is funded with State dollars through the California Library Literacy and English Acquisition Services Program (California Education Code Title 1, Division 1, Part 11, Chapter 4.6, Section 18880-18884).

Each year the Legislature and the Governor allocate funds during the state budget process. In recent years the allocation has been approximately \$5 million.

Funds are distributed utilizing the CLLS funding formula made up of three parts:

- A *baseline* amount for each approved CLLS program component that reflects the importance of each library having enough funds to provide a minimum level of local literacy staffing and services.
- A *per capita* amount per adult learner served in the previous year that reflects the fact that Adult Literacy Services are the heart of the service, and are the basis for all other literacy services.
- A *match* on local funds raised and expended locally for adult literacy services—reflecting a commitment to a continuing State/local partnership, and to providing an incentive for increased local support for adult literacy.

How Libraries Can Apply

Generally, as funds become available, all public libraries are notified and invited to apply. Only currently participating libraries may apply for annual funding.

Assistance

The CLLS website also contains a lot of information: www.libraryliteracy.org

For more information or questions, contact:

- Carla Lehn at (916) 653-7743 or clehn@library.ca.gov
- Jacquie Brinkley at (916) 651-0376 or jbrinkley@library.ca.gov
- Cindy Tackett at (916) 653-7172 or ctackett@library.ca.gov
- Mickie Potter at (916) 653-4730 or mpotter@library.ca.gov

FINANCIAL SUPPORT PROGRAMS: E-RATE

Background

The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) provides affordable access to telecommunications services for all eligible libraries and schools in the United States.

Purpose

The USAC is a not-for-profit corporation appointed by the Federal Communications Commission (FCC) to ensure that the benefits of telecommunications services reach communities and students across the country. The program provides discounts on telecommunications services, internet access and internal connections.

Funding

Funds are collected from individual phone bills and administered by the USAC.

How Libraries Can Apply

Complete application information is available at: <http://www.universalservice.org/sl/applicants/>.

The California State Library is the certified approver of technology plans for public libraries in California. An approved technology plan is required for applications requesting more than basic telephone services. Libraries should base their E-Rate purchases on the technology plan. The information provided on FCC Forms 470, 471, and 486 should build on the foundation provided by the approved technology plan. Technology plans must be written by the time the library files Form 470 (Services Requested) and approved by the time the library files Form 486 (Receipt of Service Confirmation) with the SLD.

The California State Library provides two documents for development of a library technology plan – a Technology Inventory Form, and a Technology Plan Form. Both forms can be downloaded from the State Library's Web site at:
<http://www.library.ca.gov/services/libraries/erate.html>

An E-mail list service is available to provide assistance and news about the program to interested individuals. See <http://www.cde.ca.gov/ls/et/ft/eratemain.asp> for background.

Assistance

For more information or questions

Contact: Rush Brandis, Library Programs Consultant
Phone: (916) 653-5471
E-mail: rushbrandis@library.ca.gov

FINANCIAL SUPPORT PROGRAMS: California Teleconnect Fund

Background

The California Teleconnect Fund (CTF) was established by the California Public Utilities Commission (CPUC) consistent with Chapter 278 of the Statutes of 1994. It provides discounted telecommunications services for qualifying schools, libraries, hospitals, and community-based organizations.

Purpose

Libraries are entitled to a discounted rate for measured Business service (local exchange service), Switched 56, T-1 service, and DS-3, or their functional equivalents.

Funding

The CTF is funded by an all-end-user surcharge billed and collected by telecommunications carriers, which in turn remit the surcharge monies to a financial institution as directed by the Commission or its representatives.

How Libraries Can Apply

Only those libraries that are eligible for participation in state-based plans for funds under the Library Services and Technology Act (LSTA) can apply. The California State Library certifies that the library applicant is eligible. To see the list of eligible libraries as certified by the California State Library and accepted by the CPUC, go to:

<http://www.cpuc.ca.gov/PUC/Telco/Public+Programs/CTF/CTFList.htm>

Click on the "Library" link.

Additional information is available from the CPUC Web site at:

<http://www.cpuc.ca.gov/PUC/Telco/Public+Programs/CTF/index.htm>

and also by contacting Fe Lazaro at 415-703-2627.

Assistance

For more information or questions

Contact: Rush Brandis, Technology Consultant

Phone: (916) 653-5471

E-mail: rushbrandis@library.ca.gov

FUNDING PROGRAM:

California Civil Liberties Public Education Program

Background & Purpose

The California Civil Liberties Public Education Program (CCLPEP), was created in 1998 as the result of the passage of the California Civil Liberties Public Education Act, introduced by Assemblyman Mike Honda (D-San Jose). It was extended in 2000 by Assemblyman George Nakano (D-Torrance), and in 2003, Assemblywoman Wilma Chan (D-Oakland) and others led the way for the Legislature to continue the program by removing CCLPEP's termination date and making it subject to annual budget authorizations, thereby making it a permanent state program with the California State Library as the administrative agency.

CCLPEP's goal and purpose is to provide competitive grants for public educational activities and the development of educational materials to ensure that the events surrounding the exclusion, forced removal, and incarceration of civilians and permanent residents aliens of Japanese ancestry will be remembered, and so that the causes and circumstances of this and similar events may be illuminated and understood.

CCLPEP has funded approximately 200 projects since its inception related to the Japanese American experience during World War II. These projects have included everything from recording oral histories and composing a new symphony to designing and erecting monuments.

Eligibility

This program is open to any nonprofit 501(c)(3) organizations, individuals, colleges and universities, cultural institutions, arts organizations, and community organizations, artists, writers, journalists, scholars, and educators, units of government, and consortia composed of any of the above.

Application materials

Application materials and deadline are accessible at: <http://www.library.ca.gov/grants/cclpep/>

Examples of CCLPEP Funded Programs

The following are examples of CCLPEP grant project categories that have been funded in previous years: Art, Books, Contests, Curriculums, Documentaries, Dramas, Exhibits, Legacies, Histories, Performances, Studies, Websites, and more. You can access the complete list at: <http://www.library.ca.gov/grants/cclpep/#list>

Additional Information

An Advisory Committee and Members list is accessible at: <http://www.library.ca.gov/grants/cclpep/committee.html>

Assistance

For further information on CCLPEP

Linda Springer, California Civil Liberties Public Education Program

900 N Street, Suite 400

P.O. Box 942837

Sacramento, CA 94237-0001

(916) 651-6509

FAX (916) 654-5829

cclpep@library.ca.gov

State Library Services

State Library Services is “California’s public research library,” with collections, skilled staff, public reading rooms, reference services, online databases and document delivery that you would expect of a library. Its purpose is to address the first two charges of the California State Library: 1) To collect, preserve, generate and disseminate a wide array of information; and 2) To serve as the central reference and research library for state government and the Legislature.

Of particular interest to public libraries and the communities they serve, the California State Library has:

- The largest collection of newspapers from around the state with long historical runs, available to your users through interlibrary loan.

California History Room

- Unique collections of Californiana – state election memorabilia, pictorial postcards, brochures from auto clubs and chambers of commerce, hundreds of thousands of photos and a California Information File with 3.4 million entries on the state’s history.

California History Room

- Circulation of nearly ¾ million items per year to people with visual and physical disabilities in Northern California and contracts for the same services with the Braille Institute of America for Southern California. The California State Library is the lead library in the state for the National Library Service from the Library of Congress.

Braille and Talking Book Library

- California Access News, a free electronic newspaper service from the National Federation of the Blind, accessed through any touch-tone telephone for people unable to read a printed newspaper.

Braille and Talking Book Library

- More than 25,000 titles in more than 50 languages with both adult and juvenile titles available either individually or in small circulating libraries to help you meet the reading interests of your diverse communities.

State Information and Reference Center

- The only complete depository in California for the Federal Documents Depository Library Program and the primary library for collecting, cataloging and preserving California state documents. Over 4 million documents.

Government Publications Section

- A major role in helping the public find online government information and services through the award-winning State Portal (MyCalifornia), and a cooperative effort with 18 counties for a common county portal information architecture.

Government Publications Section

- The largest and best local history and genealogical library west of Salt Lake City, one of the few in the nation that lends to local libraries.

Sutro Library

- The best source for historical California legal information. Legislation and regulations – all versions of bills and bill analyses through the decades, state codes, statutes and regulations as well as secondary sources such as texts and journals.

Witkin State Law Library

State Library Services Sections and Collections

Braille and Talking Book Library

- Loans recorded and Braille books to those people in northern California who are unable to read standard print due to visual or physical limitations. An equivalent library at the Braille Institute serves southern California.
- Loans special players to read the recorded books.
- Provides information on other agencies serving the disabled.
- Assists public libraries, schools, nursing homes and other institutions in using talking books.

California History Room

- Collects, preserves, and disseminates information about California people, places and events from prehistoric times to the present.
- Has California newspaper titles from 1846 to the present.
- Has 100,000 cataloged photographs representing life in California from 1852.
- Has California Census materials from 1852 to 1930.
- Contains a treasure trove of other materials including rare books, pioneer diaries, ephemera, old phone books and city directories, genealogy resources, manuscripts, and maps.

Government Publications Section

- Serves as the only complete depository of federal government publications in the state; a complete depository of California state government publications; and a depository library of the U.S. Patent and Trademark Office.
- Includes Educational Resources Information Center (ERIC) reports, National Technical Information Service (NTIS) government sponsored research reports, the U.S. Census from 1790 to the present, U.S. Geological Survey topographic maps, environmental impact reports, statistical indexes, and extensive indexes to publications in the collection.
- Has a Mekele scanner that converts microfiche articles into PDF format. After an article is converted, it can be sent as an E-mail attachment.

Sutro Library (in San Francisco)

- Built on the rare book and manuscript collection of Adolph Sutro.
- Maintains materials for the genealogist doing research on families outside of California including family histories, state and local histories, and records for all other states.
- Has the U.S. Census on microfilm from 1790 to 1920, and also materials helpful in tracing genealogy in other countries.

State Information and Reference Center

- Manages a collection of materials that are of general interest to state government, including the areas of education, environment, employee training and development, health policy, management, public policy, and social sciences.
- **Language Collection**
 - Materials in languages other than English as a service to libraries serving non-English speaking residents
 - Languages include: Arabic, Asian, European, Hispanic, Indic, Scandinavian, and Slavic languages
 - Interlibrary loan requests are filled in the following ways:
 - Mini-collections: 10 to 25 titles per language selected for use as a short-term library collection
 - Specific types of fiction, such as mysteries or romances
 - Specific subjects such as history or grammar
 - Specific authors and titles

Witkin State Law Library of California

- Collects primary and secondary legal resources in American law, including law journals and periodicals.
- Includes federal and state appellate court decisions, federal agency decisions, and to 2003, an historical collection of state codes, session laws, and Attorney General opinions of the 54 United States jurisdictions.
- Emphasizes California law including Statutes back to 1850, legislative bills back to 1867, and an historical and current collection of legal newspapers.
- Extensively collects California law treatises and other secondary sources, both current editions and an excellent historical collection.
- Offers skilled assistance in locating and using online legal resources.

Library Hours & Public Service Locations

Library Hours and Holidays

The Stanley Mosk Library and Courts Building is currently closed for renovations.

The public service desks and reading rooms in Sacramento are open Monday through Friday, 9:30 a.m. to 4:00 p.m., excluding holidays.

The Sutro Library in San Francisco is open Monday through Friday, 10:00 a.m. to 5:00 p.m. Closed Saturdays.

2009 state holidays: Jan. 17; Feb. 21; Mar. 31; May 30; July 4; Sept. 5; Oct. 10; Nov. 11, 24 and 25; Dec. 26

Public Service Locations:

Library and Courts II Building

900 N Street
Sacramento, CA 95814

Mailing address:

P.O. Box 942837
Sacramento, CA 94237-0001

State Information and Reference Center

Room 100
(916) 654-0261
FAX (916) 654-0241
E-mail: cslsirc@library.ca.gov

Circulation

Room 100
(916) 654-0206
FAX (916) 654-0151
E-mail: cslsirc@library.ca.gov

Government Publications Section

Room 100
(916) 654-0069
FAX (916) 653-6114
E-mail: cslgps@library.ca.gov

Witkin State Law Library of California

Room 100

(916) 654-0185

FAX (916) 654-2039

E-mail: cslaw@library.ca.gov

California History Room

Room 200

(916) 654-0176

FAX (916) 654-8777

E-mail: cslcal@library.ca.gov

Braille and Talking Book Library

Room 100

(916) 654-0640 or (800) 952-5666

FAX (916) 654-1119

E-mail: btbl@library.ca.gov

Sutro Library (Genealogy and Family History)

480 Winston Drive

San Francisco, CA 94132

(415) 731-4477

FAX (415) 557-9325

E-mail: sutro@library.ca.gov

Interlibrary Loan

All California libraries are welcome to borrow circulating materials from the State Library. The California State Library is a participating library in OCLC and loans materials free of charge. Additional information is available at: <http://www.library.ca.gov/services/libraries/liblere3.html>.

PUBLICATIONS:

Ongoing

The State Library issues the following publications on an ongoing basis.

California Library Statistics and Directory

Each year the State Library sends annual report forms to California's academic, public, special, state agency, and county law libraries. Statistical data from those reports are tabulated in California Library Statistics, with directory listings published in the companion volume, California Library Directory. Although the statistics program and these publications are promoted as widely as possible, participation is voluntary for most libraries (public libraries are required by the Education Code to report annually to the State Librarian) and some choose not to participate. This makes the state summary less than complete.

California cooperates with the National Center for Education Statistics in the collection of uniform public library statistical data nationwide for national compilation and annual publication in the federal Ed Tabs series of statistics for educational institutions throughout the United States.

The directory is available at: <http://www.library.ca.gov/lds/librarydirectory.html>, statistics are accessible at <http://www.library.ca.gov/lds/librarystats.html>. Library directors may also access Bibliostat Connect, an online statistical analysis and peer comparison tool. Contact the Library Development Services Bureau for more information.

California State Publications

California State Publications (CSP) is a monthly listing of official publications received by the State Library from California governmental agencies. Published since 1947, each issue includes three parts: an introductory section, a register (consisting of the catalog records produced for new state publications for that month), and an index. The print version ceased publication with vol. 57, no. 5 (May 2003); CSP has been issued in PDF format from vol. 57, no. 6 (June 2003) forward. A PDF version is available at: <http://www.library.ca.gov/publications/csp/> and also through e-mail subscription (contact the Government Publications Section at: cslgps@library.ca.gov to subscribe).

The publications listed in CSP are distributed free of charge, either by the Office of State Publishing or by the issuing agency, to California state document depository libraries. Other organizations and individuals should contact the issuing agency to obtain copies.

Studies in the News

Studies in the News (SITN) is a current compilation of policy-related items significant to the Legislature and Governor's Office. It is created weekly by the State Library's Research Bureau and State Information and Reference Center to supplement the public policy debate in California's Capitol. To help share the latest information with state employees and other interested individuals, these reading lists are now being made accessible through the State Library's website at: <http://www.library.ca.gov/sitn/>.

California Research Bureau Reports

The California Research Bureau (CRB) provides nonpartisan research services to the Governor and his staff, to both houses of the legislature, and to other state elected officials. These services include preparation of reports and memoranda on current policy issues, which might cover topics such as the history of the issue, experiences and proposals in other states, case studies and examples, data analysis, and development of legislative proposals. This work might be confidential to the requestor, or might result in a published report. Public reports are available at:

<http://www.library.ca.gov/crb/CRBSearch.aspx>

Sample recent titles include

- Individual Mandate: A Background Report, (April, 2009)
- California Foreclosure Watch: When Will the Pain End?, (March, 2009)
- Where are State Funds Spent? The Distribution of Spending Across California Regions, (December, 2008)

California Library Laws

California Library Laws is a selective guide to state laws and related materials that most directly affect the everyday operations of public libraries and organizations that work with public libraries. It is intended as a convenient reference, not as a replacement for the annotated codes or for legal advice. It is accessible at:

<http://www.library.ca.gov/publications/laws.html>

Library of California Board Meeting Agenda and Packet

Library of California (LoC) Board agenda packets are available for viewing on the State Library website one week prior to the scheduled LoC Board meeting. The “agenda packet” contains all the documents provided for the State Board to make budget and policy decisions on behalf of California Library Services Act programs. The Agenda and Packet is accessible at: <http://www.library.ca.gov/loc/board/agendas/agendas.html>.

PUBLICATIONS :

One-Time

The following are a sample of the many one-time publications issued by the State Library that may be of interest to you. Additional publications issued by the Library Development Services Bureau can be found on the State Library's website at: <http://www.library.ca.gov/lds/lds.html>.

California Public Library Organization (2007)

In 1994, the California State Library published the original California Public Library Organization which provided an overview of the different types of libraries, described their commonalities and statistical characteristics, and identified relevant policy issues. This document updates and modernizes the 1994 report. Specifically, this publication identifies the different types of local public libraries and compares their characteristics, operations, service area, services, and revenues. An organizational matrix highlights the essential legal authority, formation, governing board, local financing, and service area of each library type.

Statewide Reference

Recent publications related to the development of a new statewide reference model:

- California Statewide Reference: Proposed Design Description (2007)
- California Statewide Reference: A Design Proposal (2007)
- Background Summary: California Statewide Reference Model (2007)
- Developing A New Reference Model: A Project to Improve the Effectiveness and Efficiency of Information Access for Californians (2006)

California Cultural Crossroads (2007)

This publication documents the first year (2004-05) of CCC pilot programs funded with Library Services and Technology Act (LSTA) monies. Seven libraries participated in 2004-05 with another seven participating in 2006-07

Public Library Facilities

Recent publications related to California public library facilities:

California Public Library Facilities Needs Assessment - Summary (2007)

California Public Library Building Needs by Library Jurisdiction (2007)

Construction Costs for Recently Completed California Public Library Buildings (2007)

Additional publications related to library buildings and construction are posted on the Bond Administration Office (Library Bond Act of 2000) website at <http://www.library.ca.gov/lba2000/>.

COMMUNICATIONS

The California State Library communicates information about its programs and services to public libraries through a variety of electronic methods.

Web Site

We invite you to explore our website, and discover the perfect page for your information needs at: <http://www.library.ca.gov/>.

Webcast

What is happening at the California State Library? What does the State Librarian really do? Stacey Aldrich, Acting State Librarian, discusses this and much more in her Infopeople webcasts. Stacey touches on hot topics in the California library world, emerging library trends and services available to you through the California State Library. She is also available for live questions and answers during each webcast. Check for upcoming webcasts at: <http://infopeople.org/training/webcasts/list>.

Blog

The State Library blog is designed to share information regarding California State Library programs and services, and to highlight topics relevant to California's library community. We encourage feedback through the "Contact State Librarian" link - <http://blog.library.ca.gov/>.

Broadcast E-mail

Announcements of new State Library programs, grants, and other vital information is broadcast e-mailed to all California public library directors. Therefore it is important that we always have your current e-mail address. If you change your e-mail address, please contact Laura Parker at (916) 651-6798, or by e-mail at lparker@library.ca.gov.

Connection

Connection is the State Library's quarterly online newsletter, and is a forum for library issues and library news statewide. Connection carries news not only about activities at the State Library, but news about developments in libraries across the state. The newsletter is accessible at: <http://www.library.ca.gov/newsletter/index.html>.

Rural Library Discussion List

To join, send an e-mail to Jon Torkelson at: jtorkelson@library.ca.gov.

California Library Volunteers Discussion List

To join, send an e-mail to Carla Lehn at: clehn@library.ca.gov.

Literacy Discussion Lists

To join any of these lists, send an e-mail to Andrea Freeland at: afreeland@library.ca.gov and indicate the list(s) you wish to join.

- CLLS – California Library Literacy Services (formerly literacy listserv)
- ELLI – English Language Literacy Learners programs
- FFL – Families for Literacy programs
- MLLS – Mobile library literacy service programs

Cys-talk (Children’s and Youth Services listserv)

The purpose of this listserv is to serve as a communications channel for Youth Services staff, Library Directors, and anyone interested in issues related to public library service for children and youth; to encourage communication and the sharing of information by Children and Youth Services staff on a statewide basis; and to provide information from the State Library about activities and information related to Children and Youth Services. To join the listserv, go to: <http://lists.infopeople.dreamhost.com/listinfo.cgi/cys-talk-l-infopeople.dreamhost.com> or <http://tinyurl.com/bonx>.

Orientation to the California State Library 2009

EVALUATION

The goal of this orientation was to provide information to public library directors on a variety of programs available through the California State Library. We are interested in your candid comments about this orientation; please complete this form. Thank you.

Did the orientation meet your expectations?

- YES
- NO

Why?

How would you rate the orientation overall? (check one)

- Highly satisfactory
- More than satisfactory
- Satisfactory
- Less than satisfactory
- Unsatisfactory

What were the strengths of the orientation?

Weaknesses?

Are there additional topics or areas that should be addressed in the future? Please describe.

Any other comments regarding this workshop?