



Agenda Date: 8/14/2007
Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Janet McCoy - Director
Library
REPORT BY: Janet McCoy, Library Director, 253-4208
SUBJECT: Public Library Staff Education Grant Acceptance

RECOMMENDATION

Library Director requests approval to accept a Library Services and Technology Act grant from the California State Library in the amount of \$6,078 for two library employees to receive partial reimbursement for classes taken toward a Masters Degree in Librarianship and approval of a grant specific exception to the County's employee tuition reimbursement policy.

EXECUTIVE SUMMARY

This grant of \$6,078 is for tuition reimbursement for two employees who are taking classes toward a Masters Degree in Information and Library Science. The purpose of this grant program is to encourage talented paraprofessional employees to progress to the professional level.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Library
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These grant funds are are beneficial to individuals who are pursuing a professional career in librarianship, and beneficial to their current job performance.
Is the general fund affected?	No
Future fiscal impact:	None. Application for this grant is done on an annual basis.

Consequences if not approved: Two individuals who are planning to take classes would not receive reimbursement.

Additional Information: The library's 2007/08 revenue budget includes \$14,028 in account 45014800, and the expenditure budget includes \$12,753 in account 52170900. This was the projected amount based on three applicants and 10% indirect expense for the library. The California State Library approved two of the three applicants and withdrew the 10% indirect expense allowance, resulting in the actual award being \$6,078 in revenue and expense. Because these are "pass-through" funds, the reduction in revenue will be offset by an equal reduction in expenditures, making the reduction neutral to the library's net cost.

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

With a commitment to recruiting qualified people into the library profession and encouraging public library employees to further their career by obtaining a Masters Degree in Library and Information Science, the California State Library uses federal Library Services and Technology Grant act funds to administer tuition reimbursement grants to qualified individuals. The grant funds are entrusted to the Library to be distributed to the recipients upon successful completion of coursework.

The Library has two employees who have applied for and have been approved for these funds. Library Associate Linda Flanagan has been approved for a maximum of \$4,188 and Library Associate Kelli Crouch has been approved for a maximum \$1,890. They plan to take classes in the San Jose State University School of Library and Information Science Master's Degree program during the Summer 2007, Fall 2007 and Spring 2008 sessions.

The Public Library Staff Education grants are for classes completed in Fiscal Year 2007/08. Students submit their application to the California State Library in the spring of each year. Notification of approved grant awards was received on July 17, 2007.

The Napa City-County Library requires possession of a graduate degree in library science issued by a college or university accredited by the American Library Association to qualify for the Librarian I/II/III positions. Recruiting for a well-qualified librarian with a Masters Degree can be extremely difficult. This program will encourage staff development and will benefit the County by having more employees qualifying for the Librarian positions.

To be eligible, an applicant must be currently employed by a public library or county law library in California for at least one year, and must be pursuing their Master's degree at an ALA-accredited library school. To receive reimbursement at levels specified by the California State Library, the student must earn a B- or higher in the class or "Credit" for a Credit/No Credit class. The Napa City-County Library has applied for and received Public Library Staff Education Program funds every year since 1999. Two employees who have received these grants in the past have earned a Masters Degree in Library and Information Science, and another employee is expecting to complete the degree program in the fall of this year.

The request is for the Board to make a grant specific exception to the County's employee tuition reimbursement policy, which limits employee tuition reimbursement to \$300 per fiscal year (The grant terms authorize a maximum reimbursement of \$990 for 1-6 units or \$1,707 for 6 or more units per semester). Since the reimbursement will

come from the grant, there will be no cost to the County.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi