

CALIFORNIA STATE LIBRARY
FY 2010/11

CALIFORNIA'S FAMILY PLACE LIBRARY PROGRAM
IMPLEMENTATION GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- 1. **Library/Organization**
Cameron Park Branch, El Dorado County Library
- 2. **Internet Web Site Address**
www.eldoradolibrary.org
- 3. **Project Coordinator Name & Title**
Janis Herbert, Early Literacy Specialist
- 4. **Email Address**
janis.herbert@eldoradolibrary.org
- 5. **Business Phone Number**
530-621-5113
- 6. **Fax Number**
530-672-1346
- 7. **Mailing Address**

PO Box or Street Address	City	State	Zip
2500 Country Club Drive	Cameron Park	CA	95682

Project Information

- 8. **Project Title** California's Family Place Library Program - Implementation
- 9. **LSTA Funds Requested** \$15,000
- 10. **Cash Match** \$3,300
- 11. **In-Kind** \$7,155
- 12. **Total Project Cost** \$25,455

- 13. **Federal Library Services & Technology Act (LSTA) Purpose** *(Check one purpose which best describes the project)*
 - Providing services to promote life-long learning
 - Developing public and private partnerships
 - Providing targeted services to diverse populations or persons who have difficulty accessing services
 - Developing library technology, connectivity and services

- 14. **California's FY 2010/11 LSTA Goals** *(Check all that describe the project)*
 - Literacy and Educational Support
 - Responsive Changes in Library Services
 - Digital Preservation and Resource Sharing
 - Technology Access for All
 - Access and Accessibility

15. **Number of persons served** *(The number of persons who use or will benefit directly from this project)* 3,000

16. **Congressional District (s) number** 4

- 17. **Primary Audience for project** *(Check at least one, maximum of three)*

<input checked="" type="checkbox"/> Adults	<input type="checkbox"/> Public library trustees
<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Rural Populations
<input type="checkbox"/> Institutionalized persons	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Library Staff	<input type="checkbox"/> Statewide public
<input type="checkbox"/> Non/limited English speaking persons	<input type="checkbox"/> Urban populations
<input type="checkbox"/> People with special needs	<input type="checkbox"/> Young adults and teens
<input checked="" type="checkbox"/> Pre-school children	

18. *This signature certifies that I have read and support this LSTA Competitive Grant Application.*

Director Name: Jeanne Amos

Mailing Address *(if different from above)* 345 Fair Lane City Placerville Zip 95667

Director Signature: Date: 10/21/2010

10-1323.C.1

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library jurisdiction's strategic plan, and what will be accomplished if this project is implemented. Should relate to activities in the timeline (Element 4) and include statistical info to support project. Describe how the Family Place Training Institute helped you identify the need for this project. Limit to one page and use 12 point font.

The Cameron Park Branch Library serves a community of 24,342 residents. Seventy-five percent of the households in our community are families with children (six points higher than the California average). An estimated sixty preschools and/or home daycare providers are within the library's jurisdiction. Over the last three years, with grant funding from First 5 El Dorado, the library staff has increased its commitment to provide this community with free high quality educational opportunities for young children, adding programs and events designed to maximize parental involvement. The community response has been gratifying yet we know from parent surveys compiled by First 5 El Dorado that families are looking for more community resources. Those same surveys indicate we are only reaching twenty percent of children 0-3 years old. After attending the Family Place Training Institute, we recognized that there are many ways to reach non-traditional library users and we are inspired about expanding our role and taking our services to the next level with an increased presence in the community.

With its focus on early brain development and "access to developmentally appropriate materials and activities" the Family Place initiative dovetails with our library system's commitment to lifelong learning and information access. Family Place will provide a new and creative model for us in our efforts to provide resources and support and to become facilitators for parents and caretakers, helping them gain the skills and confidence they need to become their children's first teachers.

Our strategic plan also focuses on purposeful collection development. With the help of Family Place, we will direct our attention to further developing our special collection of books for parents and caregivers. We will also continue to seek out innovative and appropriate print and multimedia materials for young children aged 0-3.

The implementation of the Family Place initiative will reinforce our third strategic goal of promoting reading and literacy by helping us to provide developmentally appropriate materials and programming as well as garnering the support and assistance of community professionals. We want to nurture the love for books and reading among an ever-growing circle of children, parents, and caregivers with workshops and resources that promote early literacy.

The library's final strategy is to create welcoming library and community spaces. The grant will allow us to create an environment where parents see us as a resource and support for their family and view the library as a destination where children will have the opportunity to learn through play.

The Institute provided invaluable tools for us to use as we prepare our library's transformation. Sessions on outreach efforts and presentations by experienced Family Place librarians helped us realize that our current efforts are not reaching the entire family. Workshops on aligning with community members and professionals and visits to Family Place Library sites also showed how we can expand our presence in the community and create a developmentally appropriate environment where parents will acquire the knowledge of the importance of play in the lives of young children.

ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. **Limit to two pages and use 12 point font.**

A. Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.

The Cameron Park Library will develop an extended resource collection for parents with children ages 0-3 years old. We will offer these materials in a designated “Family Space” centered in the library’s children’s section. This space will also contain developmentally appropriate toys and manipulatives designed to develop early literacy skills. The library will host a five-week “Family Place Parent/Child Workshop” for families with young children that will support parents in their roles, increase their knowledge of child development, and develop an increased awareness of the library and other community agencies available to them. The collection, the designated family space, and the ongoing workshop will become permanent assets in service to the library’s community.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.

Two staff members who have already received Family Place training and who have a background in early childhood development will evaluate our current holdings and purchase new books and educational DVDs recommended by Family Place trainers. We will produce brochures (book lists, recommended websites, etc.) on topics of concern to parents, and order parenting and health brochures from appropriate institutions for distribution during the Workshop. We will prepare our children’s section for its new Family Space, moving sections and shelving units, and will purchase the furnishings and developmentally appropriate toys necessary to make it a welcoming place for families. We will also purchase furnishings, toys, supplies, and storage units needed for the Family Place Parent/Child Workshop. We will host internal meetings for all library staff to ensure their understanding of, support for, and promotion of the family-centered initiative. We will seek out and develop relationships with five professionals in fields related to child development and health to be part of our weekly Workshops in support of the attending families. As part of this community outreach, we will also get in touch with other related agencies and gather their materials and contact information to share with our library’s patrons. With the materials, furnishings, toys, and professionals in place, we will develop promotional flyers and invitations, alerting our community to the new space and resources in our library as well as the premiere of the Family Place Workshop. We will promote our new Family Place library and services on the library’s website and through our network of collaborative partners. Workshop attendees will number 20 families. We will host the Family Place Workshop for five consecutive weeks, partnering with one community resource professional for each week. At the last Workshop, attendees will complete surveys, which we will compile for our final report to the State of California and the Family Place Libraries. We will also compile data from parents and caregivers who have brought their children to our Family Space and who have used books and other resources from our library.

C. Anticipated Project Outputs – Measures of service or products provided. NOTE: There will be statewide outputs developed for California’s Family Place Library Program. You have the option of developing local outputs, if needed.

One five-week parent/child workshop will be held.

Approximately 60 individuals (children and parents and/or caregivers) will participate in the five sessions.

One early childhood center (“Family Space”) will be created in the children’s section of the library.

The library’s parenting section (books and DVDs) will be increased by one-third.

At least five community agencies will partner with the library.

D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and status or life condition. NOTE: There will be statewide outcomes developed for California’s Family Place Library Program. You have the option of developing local outcomes, if needed.

By June 30, 2011:

100% of our library's staff will be supportive of the Family Place initiative (measured by Branch Manager assessment).

Library children's staff will have solidified relationships with six resource professionals in our community (measured by Branch Manager assessment).

There will be increased awareness and use of library services among 25% of the parents and caregivers who have attended our Family Place Parent/Child Workshop (measured by parent surveys).

Parents who attended the Family Place Parent/Child Workshop will experience a 20% increase in involvement in play with their children (measured by parent surveys).

Twenty-five percent of the parents who attended the workshop will read to their children 4 or more times a week (measured by parent surveys).

Circulation of parent/teach material will increase by 15% from the previous June (measured by circulation reports)

E. Complete the following sentence. This project will be successful if:

...we can assist parents to gain confidence in their roles as a parent and as their child's first teacher.

ELEMENT 4: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	2010	2011					
	Dec	Jan	Feb	Mar	Apr	May	Jun
Purchase furnishings and materials for Family Space	X	X	X	X			
Weed parenting section	X	X					
Evaluate and purchase books, dvds, and periodicals for Family Space	X	X	X				
Order brochures for distribution in Family Space and Workshop	X	X	X				
Host internal meetings for all staff to introduce Family Place initiative	X		X				
Move shelving and furniture in children's section			X				
Purchase materials for Workshop	X	X	X	X			
Prepare storage areas	X	X	X				
Line up professionals for Workshop	X	X					
Develop and distribute promotional flyers and invitations to Workshop		X	X				
Contact attendees			X				
Confirm attendees				X			
Conduct Workshop				X	X		
Collect and compile surveys					X	X	
Submit survey results to the State Library						X	
Clean and store materials; evaluate elements for use in following years							X
Survey staff for suggestions for following years							X

ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Salaries & Benefits (Please note: LSTA funds cannot be used for staffing)				
One Librarian for 94 hours at \$27 an hour	\$0	\$0	\$2,538	\$2,538
One Early Literacy Specialist for 229 hours at \$13 an hour	\$0	\$0	\$2,977	\$2,977
One Circulation/one Support Staff for 24 hours at \$15 an hour and 3 hours at \$10 an hour	\$0	\$0	\$390	\$390
Three staff members in Central Services for a total of 50 hours at \$25 an hour	\$0	\$0	\$1250	\$1,250
Subtotal	\$0	\$0	\$7,155	\$7,155

Explanation:

Librarian's time is for planning, conducting staff training, helping parents at Family Place Parent/Child Workshop, measuring results, and reporting.

Early Literacy Specialist's time is for planning, purchasing, rearranging children's section, Workshop set-up, budgeting, reporting.

Circulation staff time is to assist patrons during and after Workshop and assistance in restructuring of materials in children's section;

Support Staff time is designated for equipment set-up and breakdown before and after Workshop.

Central Services staff includes one computer technician, one purchasing agent, and one cataloging staff member. Their time is for computer assistance; purchasing and receiving books and all supplies and materials for Workshop; and cataloging and preparing books for library collection.

Materials				
Books (100)	\$2,500	\$2,000	\$0	\$4,500
DVDs (20)	\$500	\$200	\$0	\$700
Periodicals (8)	\$300	\$0	\$0	\$300
Kits (4)	\$0	\$500	\$0	\$500
Subtotal	\$3,300	\$2,700	\$0	\$6,000

Explanation:

We will purchase 100 books for our parenting section at approximately \$25 each, including general parenting books and others with a focus on early development, nutrition, and speech; 20 DVDs at approximately \$25 each on parenting subjects intended to tie in with the objectives of the Family Place Parent/Child Workshop; and subscriptions to eight parenting periodicals at approximately \$37.50/year each, expanding our current offerings to include periodicals for first-time parents and parents of special-needs children. The cash-match category includes \$1,200 from county funds and \$1,000 from First 5 El Dorado for books and \$500 from the Friends of the Library for cataloged take-home kits designed for children ages 0-3 on topics: new baby, siblings, health, and nutrition.

Equipment (Items over \$5,000 per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:

Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Contracted Services				
Service fees	\$100	\$0	\$0	\$100
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$100	\$0	\$0	\$100

Explanation:

Service fee, \$25 each, for four resource professionals for Family Place Parent/Child Workshop

Supplies

Toys for Family Place Parent/Child Workshop and for parent/child section of library (see explanation below)	\$3,800	\$0	\$0	\$3,800
Storage/shelving (see attached addendum)	\$3,500	\$0	\$0	\$3,500
Furnishings (see attached addendum)	\$2,150	\$0	\$0	\$2,150
Art Supplies (see attached addendum)	\$650	\$0	\$0	\$650
Subtotal	\$10,100	\$0	\$0	\$10,100

Explanation:

Family Place Parent/Child Workshop toys: one wooden rocking boat, one dress-up center, ten costumes for dramatic play, two push toys, four pull toys, one lacing set, one sorting mat and one sorting bucket, twelve magnifiers, one six-foot play tunnel, six giant sight and sound tubes, six magnetic vehicles, four sets of 300 plastic manipulative shapes, nine puzzle sets.

Family Space toys: kitchen set with refrigerator, stove and cabinet; two sets kitchen placesettings (60 pieces -- cups, plates, and utensils); one plastic vegetable basket set; one plastic meat, fish, and cheese basket set; one set of 108 blocks; nine puzzle sets; one children's writing center with tabletop paper dispenser

FOR REMAINING ITEMS PLEASE SEE ATTACHED ADDENDUM

Other Charges

Printing/photocopying	\$500	\$0	\$0	\$500
Paper/signage materials	\$1,000	\$0	\$0	\$1,000
Postage	\$0	\$100	\$0	\$100
Travel expenses, Family Place Training	\$0	\$500	\$0	\$500
Subtotal	\$1,500	\$600	\$0	\$2,100

Explanation:

Printing/photocopying includes monies for printing and photocopying flyers, brochures, booklists, informational materials, invitations and instructions for Family Place Parent/Child Workshop, surveys.

Paper/signage materials will include signage for the six Family Place Parent/Child Workshop stations and sign for lobby of library; posters for parent/child space in library; five reams of paper for abovementioned flyers, brochures, booklists, informational materials, invitations and instructions and one box of laminate for signs and posters.

Operating Expenses Subtotal	\$11,700	\$600	\$0	\$12,300
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$15,000	\$3,300	\$7,155	\$25,455
(Indirect Cost - Not Applicable)	\$0	\$0	\$0	\$0
Grant Totals	\$15,000	\$3,300	\$7,155	\$25,455

FUTURE FUNDING

Briefly describe how this project will be financially supported in the future.

The monies from this LSTA grant will allow us to create and put in place nearly all the supplies and materials needed for the future of this program. With our Family Space furnished, our parenting section up-to-date, and the materials all in place for the Family Place Workshop, we will be in excellent shape to continue the program in the years to come. Our future needs include staffing, and that need will be met as it is being met in this budget year – through county funds and a grant from First 5 El Dorado. Our strong and supportive Friends of the Library will be pleased to provide monies for material and supplies needs, such as art supplies for the workshop, renewal of periodicals, new books, and replacements for toys and materials that become worn out or damaged.

ELEMENT 6: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2010/2011

Check the Appropriate Library Type

Public Library Academic K-12 Multi-type Special/Other

As duly authorized representative of the applicant library, I hereby certify that: (*check only one of the following boxes*)

- A. The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act
- B. The applicant library has not yet complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. However, the applicant is undertaking actions, including any necessary procurement procedures, to put into place an Internet safety policy that meets these requirements. The applicant library will be in compliance with the requirements of Section 9134(f)(1) before the library receives funding for a subsequent year.
- C. The requirements of Section 9134 (f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct cost associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.


Signature of Authorizing Official

10/21/2010
Date

ELEMENT 8: ASSURANCES

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying," in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34.CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph

(2)(b) of this certification; and

- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant

- f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation or paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610—


- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

ELEMENT 9: CERTIFICATION

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

<u>Cameron Park Branch, El Dorado County Library</u> Library/Organization	<u>California's Family Place Library Program - Implementation</u> Project Name	
<u>Jeanne Amos</u> Printed Name of Authorized Representative	<u>Library Director</u> Title	
<u>345 Fair Lane</u> Mailing Address (if different than page 1)	<u>Placerville</u> City	<u>95667</u> Zip
<u></u> Signature of Authorized Representative	<u>10/21/2010</u> Date	

DO I HAVE AN OUTCOME MEASUREMENT PROJECT?

A very simple way to look at an outcome measurement project is that it causes change in a target audience's skills, knowledge, skills, behavior, attitude, and status or life condition.

The following form is designed to help you figure out if your project is suitable for outcome measurement (Element 3, D on LSTA application). Please complete this form and submit with your LSTA Competitive Grant Application.

Directions:

1. Discuss the following questions with your colleagues and decide if the answer is "Yes" or "No". Place an X in the appropriate box for each question.
2. When you are finished with each section, total the number of "Yes" answers in each section and record your answers on the Sub-total line.
3. When you have completed all four sections record the Sub-totals for each section in the Score box at the end of the form.
4. If 15 or more of the answers are "Yes", your project is well suited for OM. If not, you need not fill out Element 3, D on the LSTA application.

Purpose and Design of Project

YES	NO	
x		1. Has the project been developed in response to an identified need?
x		2. Can this project have a significant (not total) influence on the need?
x		3. Is impact on the end user a major purpose of the project?
x		4. Is the project more concerned with impact than with outputs?
x		5. Is it more concerned with public service than with internal library operations?
x		6. Is the project focused on effectiveness rather than efficiency?
x		7. Is it focused more on users' benefit than users' satisfaction?
x		8. Does the project – or a user's participation in it – have a distinct beginning and end?
8		Sub-total

Users

YES	NO	
x		9. Are users clearly defined?
x		10. Do the users participate consistently so you can track their progress?
x		11. Will users be willing to participate in an evaluation?
3		Sub-total

Impact

YES	NO	
x		12. Is the desired impact measurable?
x		13. Will the impact occur within a few years (so that it can be observed)?
2		Sub-total

Management, Staff and Stakeholders

YES	NO	
x		14. Does the management and staff have a service or user orientation?
x		15. Is the project stable enough to undertake this endeavor?
x		16. Is there library leadership commitment to devote resources to outcome measurement and then to act on the results?
x		17. Are the project stakeholders supportive?
x		18. Will measuring outcomes provide useful feedback to improve the project?
x		19. Will measuring outcomes improve accountability to library or stakeholders by demonstrating effectiveness?
6		Sub-total

Score

YES	NO	SECTION
8		Purpose and Design of Project
3		Users
2		Impact
6		Management, Staff and Stakeholders
19		TOTAL

Prepared by:

Janis Herbert

Date:

10/21/10From Rhea Joyce Rubin. *Demonstrating Results: Using Outcome Measurement in Your Public Library*. ALA Editions, 2006.

El Dorado County Library, Cameron Park Branch
Budget Addendum

ADDENDUM TO PAGE 7, OPERATING EXPENSES, SUPPLIES EXPLANATION

Supplies explanation, continued:

Storage/shelving: One storage cabinet for 108-piece block set, one countertop magazine display, two wooden shelving units, 20 bins for toy storage

Furnishings: six mats (one for each station of the Family Place Parent/Child Workshop), children's step stool for public restroom, two 58"x24" and one 78"x24" cushions for parent/child area.

Art Supplies: 25 pounds molding sand, one dozen boxes jumbo crayons, ten giant ink pads, three sets dot-art painters, 200 paper plates, 50 glue sticks; 10 packages construction paper; four geometric die-cuts; six tubs dough; one set dough stampers; 20 pints washable fingerpaint