

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

Meeting of
August 22, 2006

AGENDA TITLE: Public Library Staff Education Program Grant

DEPARTMENT: Library

CONTACT: Jeanne Amos

DATE: 7/31/2006

PHONE: 5546

DEPT SIGNOFF:

CAO USE ONLY:

8/9

C Laura Schwartz

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Library requests that the Board of Supervisors:

- 1) approve State Library Grant providing \$2,970 in tuition reimbursement,
- 2) authorize Chairman to sign Certification accepting award
- 3) approve Budget Transfer for \$2,970
- 4) authorize Director of Library services to implement grant.

CAO RECOMMENDATIONS:

Financial impact? ☒ Yes ☐ No

Funding Source: ☐ Gen Fund ☒ Other

BUDGET SUMMARY:

Other:

Total Est. Cost \$2,970.00

CAO Office Use Only:

Funding

4/5's Vote Required ☒ Yes ☐ No

Budgeted

Change in Policy ☐ Yes ☒ No

New Funding \$2,970.00

New Personnel ☐ Yes ☒ No

Savings*

CONCURRENCES:

Other

Risk Management

Total Funding \$2,970.00

County Counsel

Change in Net County Cost \$0.00

Other

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

Rev. 5/04 ISKW001 Agenda

**I hereby certify that this is a true and correct copy of
an action taken and entered into the minutes of the
Board of Supervisors**

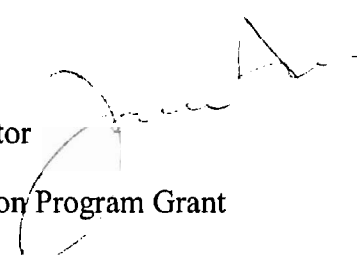
Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

MEMORANDUM - El Dorado County Library

Date: July 31, 2006
To: Board of Supervisors
From: Jeanne Amos, Library Director
Subject: Public Library Staff Education Program Grant



Recommendation:

Library requests that the Board of Supervisors:

- 1) approve State Library Grant providing \$2,970 in tuition reimbursement,
- 2) authorize Chairman to sign Certification accepting award
- 3) approve Budget Transfer for \$2,970
- 4) authorize Director of Library services to implement grant.

Reason for Recommendation:

The California State Library Public Library Staff Education Program encourages library staff members to pursue a Master's Degree in Library Science in order to advance the profession and to improve public library performance. One of our library staff, Jan Robbins Worsnop, is currently enrolled in the graduate library program at San Jose State University, and has been awarded tuition reimbursement for 2006/2007 by the state Library for an amount not to exceed \$2,970.

Fiscal Impact:

The Library will increase its funding by \$2,970 to administer the grant.

Action to be Taken Following Approval:

1. Chair to sign Certification and Budget Transfer Request
2. Auditor to sign Financial Claim.
3. Library Director to administer grant.

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

June 12, 2006

Jeanne Amos, Director
El Dorado County Library
345 Fair Lane
Placerville, CA 95672-5699

Subject: LSTA E-16, FY 2006/07, WP05, Grant Award #40-6620
Title: Public Library Staff Education Program

Dear Ms. Amos: *Jeannie*,

I am pleased to approve your grant application for the above named project for a total of \$2,970 in federal Library Services and Technology Act (LSTA) funds for the period ending June 30, 2007. This grant will become effective immediately following the signing of the 2006/2007 State Budget Act, which has not yet occurred. Your staff member listed below has been selected to receive tuition reimbursement. The State Library primary consultant assigned to this project will be Kathy Low, tel. (916) 653-6822, email klow@library.ca.gov. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

The program award funds are authorized for the uses and amounts shown below. Please note that in some cases the amount of the tuition reimbursement requested by a staff member may be different from the authorized amount listed below. LSTA awards are based upon the course rates provided to us directly by the two California library school programs, which we use in calculating the awards. These rates do not include any related fees students are required to pay, since those are not reimbursable under this program. The specific amounts for each staff member reflect the tuition reimbursement rate for the program checked by the student on his/her application form.

Please be aware that if your library submitted tuition reimbursement applications for additional staff members which are not listed below, I regret that due to the unprecedented number of applications received, and the funding limitations in 2006/07, we are unable to fund their applications. I will be sending you under separate cover, more information regarding those staff members whose applications will not be funded.

Tuition reimbursement awards are approved for the following student(s) to cover eligible graduate library school courses taken during the Summer 2006, Fall 2006, and Spring 2007 semesters.

Janette E. Robbins Worsnop**

\$2,700

Only graduate library school courses where the student received a grade of B- or better, or a "Pass" for credit/non-credit courses are eligible for reimbursement.

** Please note that these individuals are to be reimbursed at the following rates:

Summer Session 2006

| | |
|-------------------|--------|
| 1.0 – 6.0 units | \$ 819 |
| 6.1 or more units | \$1410 |

Fall 2006 and Spring 2007 Sessions

| | |
|-------------------|--------|
| 1.0 – 6.0 units | \$ 900 |
| 6.1 or more units | \$1551 |

Winter 2007 Intercession (if applicable)

\$645 per 3-unit course

Funds allowed are as follows:

| <u>Categories</u> | <u>2006/07 LSTA Approved Budget</u> |
|---------------------------|---|
| Operating expenses | 2,700 |
| Program Award | <u>\$2,700</u> |
| Indirect cost (up to 10%) | <u>270</u> |
| Total | \$2,970 |

Please understand that no grant payments can be processed until the governor signs the State budget. State processing of grant payments can require 6-8 weeks before you receive your check. Also, requests for additional funding to cover any tuition increases during the grant year will not be considered due to scarcity of LSTA funds.

On June 30, 2007, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2007. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30. After the 60-day period, all encumbered funds, which have not been liquidated, must be returned to the State Library.

Reporting on financial activities is required quarterly within 30 days of each quarter. For narrative reports, a Final Narrative only is required and is due within 30 days after the close of the project, by July 30, 2007. The final liquidation report, if required, is due and must be submitted by September 15. Thus, all reporting regarding this project must have been received at the State Library by September 15, 2007.

Please note this clarification regarding payments. Ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are located on the California State Library's website at [<http://www.library.ca.gov/html/grants.cfm/>]. Both the Quarterly Fiscal Report (LSTA Form 8) and the Final Narrative Report (LSTA Form 9), along with instructions for completing each report, are on the State Library's web page under the heading "LSTA Reporting and Control Documents." This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours truly,



Susan Hildreth
State Librarian of California

Enclosures

cc: Christopher Berger
Colette Moody
Kathy Low
Janette E. Robbins Worsnop
Doc.#9816

LSTA GA Certification

LSTA GRANT AWARD #40-6620

California State Library
Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

Project Title: Public Library Staff Education Program
System/Agency: El Dorado County Library

PLEASE COMPLETE AND RETURN THIS PAGE

CERTIFICATION

- I. I affirm that the subgrantee named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- II. I affirm that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge; that as the authorized representative of the subgrantee, I have the legal authority to commit my organization to the conditions of this award.
- III. I affirm that any or all other subgrantees participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application.

SIGNED _____
Authorized representative

DATE _____

James R. Sweeney, Chairman, Board of Supervisors
Type or print name and title, of authorized representative

County of El Dorado

Legal name of local subgrantee

Public Library Staff Education Program

Project name as listed on the application

360 Fair Lane

Street address of named subgrantee

Placerville

City

El Dorado

County

95667

Zip Code

530 621-5654

Telephone of authorized rep.

Jeanne Amos, Library Director

Coordinator/Director of program if different

530 621-5546

Telephone

same as above

WHO SHOULD RECEIVE NOTIFICATION OF APPROVAL OR DENIAL OF LSTA AWARD:

same as above

WHO SHOULD RECEIVE INSTRUCTIONS FOR PREPARING REQUIRED REPORTS:

(Provide name, address and telephone number. Use back if needed.)

CALIFORNIA STATE LIBRARY
Library Services and Technology Act
FINANCIAL CLAIM

FY: 06/07
WP: 05
VENDOR CODE: M632
SCHEDULE NO:

Date: _____

Claim of: El Dorado County Library

Address: _____

For: El Dorado County Library
(Name of System or Agency)

Project Title: Public Library Staff Education Program

Amount Claimed: \$2,970 Contract or Grant Award I.D. Number: 40-6620

For Period From: upon execution to June 30, 2007

Type of Payment: **PROGRESS** **FINAL** **IN FULL**
 Payable Upon Execution of Agreement 06/12/06

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the contract; and that payment has not previously been received for the amount claimed herein.

by _____
(Signature of the authorized
officer of the Fiscal Agency)

(Title)

State of California
State Library Budget Office

by _____ date _____

MAIL ONE ORIGINAL SIGNATURE TO:

**California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

| AUDITOR / CONTROLLER'S USE | |
|----------------------------|--|
| TRANSFER # | |
| DATE | |
| CODE BY | |

EL DORADO COUNTY APPROPRIATION TRANSFER (29130 GOV. CODE)

BUDGET TRANSFER REQUEST #1

| TO BE COMPLETED BY THE DEPARTMENT | |
|-----------------------------------|----------|
| DOCUMENT TOTAL | 5,940.00 |
| NUMBER OF LINES | 3 |
| TRANSACTION CODE TOTAL* | 15 |

08/07/2006

DATE

Library

DEPARTMENT OR AGENCY NAME

5546

DEPARTMENT AUTHORIZATION SIGNATURE AND PHONE NUMBER

PAGE 1 OF 1

COMPLETE THE INFORMATION BELOW WITH JUSTIFICATION NARRATIVE OR ATTACH A MEMO.

REMOVE THE GOLD COPY AND SUBMIT COMPLETE REQUEST TO THE AUDITOR / CONTROLLER'S OFFICE.

A BUDGET TRANSFER MUST BE AT LEAST TWO LINES, NOT EXCEED TWENTY-SIX LINES AND USE AN "ODD AND EVEN" NUMBERED TRANSACTION CODE*

* 002 = INCREASE ESTIMATED REVENUE

* 011 = INCREASE IN APPROPRIATION / BOS APPROVED

* 003 = DECREASE ESTIMATED REVENUE

* 012 = DECREASE IN APPROPRIATION / BOS APPROVED

| S F X | TRANS CODE NO.* | INDEX CODE NUMBER | SUB OBJECT NUMBER | USER CODE NUMBER | AMOUNT | DESCRIPTION (50 CHARACTERS MAX.) |
|-------------|--------------------|----------------------|----------------------|---------------------|----------|--------------------------------------|
| 1 | 002 | 602100 | 0880 | | 1,010.00 | Public Library Staff Education Grant |
| 2 | 002 | 602100 | 1100 | | 1,960.00 | Public Library Staff Education Grant |
| 3 | 011 | 602100 | 4503 | | 2,970.00 | Public Library Staff Education Grant |
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ORIGINAL
AT AUDITORS
8-7-06

REVIEWED
FOR
FORMAT BY

JOE HARN, C.P.A. AUDITOR / CONTROLLER

DATE

APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

CHIEF ADMINISTRATIVE OFFICE - ANALYST

DATE

SIGNATURE: CHAIRMAN, BOARD OF SUPERVISORS

DATE

CHIEF ADMINISTRATIVE OFFICE

DATE

ATTEST: CLERK, BOARD OF SUPERVISORS