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May 27, 2008

Jeanne Amos, Director
El Dorado County Library
345 Fair Lane
Placerville, CA 95667-5699

Subject: LSTA E-33, FY 2008/09, WP07, Grant Award #40-7043
Title: Public Library Staff Education Program
IMLS #LS-00-08-0005-08

Dear Ms. Amos:

I am pleased to approve the grant application from El Dorado County Library 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, 2009. This grant will become effective immediately following the signing of the 2008/09 state budget, 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, e-mail 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 reimbursement of the designated student's university fee at the rates listed below. 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 the application. Please be aware that under the program guidelines, a maximum award limit of \$5,000 has been put in place per student, per grant year. In addition, individuals may receive no more than five years of tuition reimbursement under this program.

If your library submitted tuition reimbursement applications for additional staff members which are not listed below, I regret that due to funding limitations, 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 to cover eligible graduate library school courses taken during the Summer 2008 through Spring 2009 sessions.

Janette Robbins Worsnop	\$2,970
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Please note this individual is to be reimbursed as follows:

Summer 2008, Fall 2008, and Spring 2009 sessions

1.00 – 6.00 units	\$ 990
6.1 units or more	\$1,707

Funds allowed are as follows:

<u>Categories</u>	<u>2008/09 LSTA Approved Budget</u>
Operating expenses	\$2,970
Program Award Total	<u>\$2,970</u>

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.

On June 30, 2009, this project will be officially closed and no new expenditures may be generated nor funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2009. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30. After the 60-day period, all encumbered funds that have not been liquidated must be returned to the State Library.

Reporting on financial activities is required quarterly within 30 days of each quarter. The Final Narrative report is required and is due within 30 days after the close of the project, by July 30, 2009. 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, 2009.

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/grants/lsta/grants.html>]. 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: Colette Moody
Kathy Low

Doc.#12360