

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Library *lc*

BOARD AGENDA # *B-1

Urgent

Routine

AGENDA DATE July 15, 2008

CEO Concur with Recommendation YES NO
(Information Attached) *ht*

4/5 Vote Required YES NO

SUBJECT:

Approval to Submit a Grant Application Under the California State Library Eureka! Leadership Program and Accept the Grant Upon Award

STAFF RECOMMENDATIONS:

- 1) Authorize the County Librarian, or her designee, to apply for a Eureka! Leadership Grant from the California State Library in the amount of \$5,000.
- 2) Authorize the County Librarian, or her designee, to accept the grant from the California State Library upon award.

FISCAL IMPACT:

The grant from the California State Library Eureka! Leadership Program would provide \$5,000 to the Stanislaus County Library for costs associated with enhanced teen programming at County Libraries. These funds would cover staff time for planning, training, program materials, supplies and equipment.

BOARD ACTION AS FOLLOWS:

No. 2008-525

On motion of Supervisor Monteith, Seconded by Supervisor O'Brien
and approved by the following vote,

Ayes: Supervisors: O'Brien, Grover, Monteith, DeMartini and Chairman Mayfield

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Submit a Grant Application Under the California State Library Eureka! Leadership Program and Accept the Grant Upon Award

Page 2

DISCUSSION:

The California State Library has designed the Eureka! Leadership Program for professional librarians with between three and ten years of professional library experience. It is open to those in library management positions that do not have an MLS. The program goals are to:

- Develop a new generation of library leaders prepared to meet today's needs and tomorrow's challenges in order to provide the highest quality of library service to the people of California;
- Retain staff currently working in the library and information management profession by reenergizing and developing new leadership skills;
- Develop leaders who will have the skills to replace those who are retiring from the profession; and
- Foster diversity among library leaders.

The Eureka! Leadership Program accepted applications for participation through a competitive process for the intensive week-long training event that took place April 27-May 2, 2008.

Librarian Cen Campbell, from Stanislaus County, applied for and was one of thirty-six professionals accepted to the California State Library's Eureka! Leadership Program. As a component of this program, the Stanislaus County Library is now eligible to receive a grant of up to \$5,000 to develop or enhance a Library service.

Recognizing a need for the Library to better serve the teen population, this grant was developed to focus on outreach and programming for teens. Under the proposed Teen Programming Project, teens will be surveyed about the types of programs that interest them. Possible programs could include book clubs, game nights, and craft programs--all in an effort to attract teens to the Library and encourage reading and learning. The grant coordinator will also train other staff to conduct teen programs at the other Library branches. In addition, a Teen Advisory Committee will be established to help plan future teen programming.

POLICY ISSUES:

The Board should determine if approval of this agenda item supports its priority of striving for the Efficient Delivery of Public Services by providing relevant learning opportunities at all Library branches for Stanislaus County teens.

STAFFING IMPACT:

There is no staffing impact associated with this item. The grant would provide funds for staffing associated with the administration of the proposed Teen Programming Project.

**CALIFORNIA STATE LIBRARY
FY2008
EUREKA! LEADERSHIP GRANT APPLICATION**

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | | |
|---|--|---|
| <p>1. Library System(s)
Stanislaus County Library</p> <p>2. Internet Web Site Address
http://www.stanislauslibrary.org/</p> <p>3. Project Coordinator Name & Title
Cen Campbell, Teen Services Coordinator</p> <p>4. Business Phone Number
(209) 558-7800</p> <p>5. Mailing Address
PO Box or Street Address
1500 I St</p> | <p>City
Modesto</p> <p>State
CA</p> <p>Zip
95354</p> | <p>4. Email Address
cencampbell@scfl.lib.ca.us</p> <p>6. Fax Number
(209)529-4779</p> |
|---|--|---|

Project Information

- | | | | | | | | | | | | | | | | |
|--|--|---------------------------------|--|-----------------------------------|--|--|--|--|---|---|--|--|--|--|--|
| <p>8. Project Title Teen Programming Project</p> <p>9. LSTA Funds Requested \$4998.76</p> <p>10. Local Match \$3468.64</p> <p>11. Total Project Cost \$8467.40</p> | <p>12. Federal Library Services & Technology Act (LSTA) Purpose <i>(Check one purpose which best describes the project)</i></p> <p><input checked="" type="checkbox"/> Providing services to promote life-long learning</p> <p><input type="checkbox"/> Developing public and private partnerships</p> <p><input type="checkbox"/> Providing targeted services to diverse populations or persons who have difficulty accessing services</p> <p><input type="checkbox"/> Developing library technology, connectivity and services</p> <p>13. California's FY2008 LSTA Priorities <i>(Check all priorities that describe the project)</i></p> <p><input checked="" type="checkbox"/> Literacy and Educational Support</p> <p><input type="checkbox"/> Responsive Changes in Library Services</p> <p><input type="checkbox"/> Digital Preservation and Resource Sharing</p> <p><input type="checkbox"/> Technology Access for All</p> <p><input type="checkbox"/> Access and Accessibility</p> <p>14. Number of persons served <i>(The number of persons who use or will benefit directly from this project)</i> 275</p> <p>15. Primary Audience for project <i>(Check at least one, maximum of three)</i></p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Adults</td> <td><input type="checkbox"/> Public library trustees</td> </tr> <tr> <td><input type="checkbox"/> Children</td> <td><input type="checkbox"/> Rural Populations</td> </tr> <tr> <td><input type="checkbox"/> Institutionalized persons</td> <td><input type="checkbox"/> Senior Citizens</td> </tr> <tr> <td><input type="checkbox"/> Library Staff</td> <td><input type="checkbox"/> Statewide public</td> </tr> <tr> <td><input type="checkbox"/> Non/limited English speaking persons</td> <td><input type="checkbox"/> Urban populations</td> </tr> <tr> <td><input type="checkbox"/> People with special needs</td> <td><input checked="" type="checkbox"/> Young adults and teens</td> </tr> <tr> <td><input type="checkbox"/> Pre-school children</td> <td></td> </tr> </table> | <input type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees | <input 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 checked="" type="checkbox"/> Young adults and teens | <input type="checkbox"/> Pre-school children | |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees | | | | | | | | | | | | | | |
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| <input type="checkbox"/> Pre-school children | | | | | | | | | | | | | | | |

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your 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. Limit to one page and use 12 point font.

The Stanislaus County Library has wonderful programs for children, and a great collection for adults, but teen services in the library have suffered due to budget restrictions and lack of staff. Children move their way through Baby Time, Toddler Time, Story Time and Summer Reading Club, but when they hit their teen years there is often less available for them in the way of programs and collections. There is currently a Teen Committee, which includes representatives from each region in the library system in an effort to better deliver services to Teens in Stanislaus County. The committee is made up of Librarians and Library Assistants from around the system, but none of them are dedicated solely to working with teens in the library.

Before launching the teen programs, the Teen Coordinator (Cen Campbell) will attend the ALA conference in Anaheim and attend as many Teen related workshops as possible. Following that training, the project will begin with a programming survey to determine what sort of programs teens would be interested in attending at the library. Based on the survey, the Teen Coordinator will then plan and implement one teen program a month at either the main library or a branch library. Programs will include Book Clubs, Game Nights, Craft Programs and teen Advisory Group meetings. At each program at least one branch representative will be present to help implement the program, which would then give them the knowledge to return to their branches and conduct their own teen program. A two-hour staff training session will also be developed to be delivered by the Teen Coordinator and one other staff member. At each of the teen programs held in the central library, the Teen Coordinator will continue to elicit feedback from the teens on the types of programs they'd like to participate in, and ask teens to be a part of the Teen Advisory Group. The project will end with a follow-up survey which asks participants to rate their experiences in the library.

Library Strategic Initiatives that are supported by this project:

Goal: Increase attendance at library programs.

Offering interesting, educational and safe programs for teens, and training staff to provide excellent service to teens will increase attendance at our teen programs.

Goal: Improve access to popular reading (circulating print) materials.

Each library program will include a book display related to the program to encourage teens to check books out.

Goal: Improve customers' ability to interact at the library.

Programming gives teens an opportunity to interact with people their own age and discuss similar interests, all while learning new skills in a safe environment.

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 Stanislaus County Library’s Teen Programming Project will provide regular educational and fun programs to teens aged 12 to 19 to foster the love of reading and open to door to knowledge. We hope to establish a core group of teens who attend library programs and who can eventually become a Teen Advisory Group.

B. Activity	C. Output	D. Outcome
Programming Surveys: To be delivered to at least 100 teens to determine their library programming needs <ul style="list-style-type: none"> • Develop survey • Initial programming survey • Follow-up survey 	<ul style="list-style-type: none"> • 80% of teens will respond to the survey 	<ul style="list-style-type: none"> • 70% of programming will be based on the results from surveys
Training: <ul style="list-style-type: none"> • Teen Coordinator attends ALA conference to gain skills to implement this project • A representative from each branch will assist in implementing a Teen program at the Central library • A representative from each branch will attend an in-house 2 hour teen services workshop which includes a follow-up questionnaire 	<ul style="list-style-type: none"> • 32 hours of training for Teen Coordinator • 4 hours of training for each Branch representative 	<ul style="list-style-type: none"> • Branch staff report 75% increased comfort level working with teens • 6 additional teen programs implemented at branch libraries
Programming: Various programs for teens, including: <ul style="list-style-type: none"> • 2 Book Club • 5 Craft activities • 6 Other educational or cultural programs, depending on responses from surveys 	<ul style="list-style-type: none"> • 20 teens to attend each program in Central Library • 10 member Teen Advisory Group to meet quarterly in the central library • Teens to participate in quarterly programming in branch libraries 	By August of 2009, teens will report the following: <ul style="list-style-type: none"> • 50% enjoy coming to the library more • 50% increase in the number of times they visit the library • 50% increase in the relevance of teen programming to their interests and goals

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

We develop a group of teens who come regularly to programs in the central library and we establish well attended teen programs around the county library system.

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	2008									2009			
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Teen Coordinator attending ALA- June 2008													
Develop programming survey	X												
Teen program #1/training branch staff/survey	X												
Teen program #2/ training branch staff/survey		X											
Teen program #3/ training branch staff/survey			X										
Teen program #4/ training branch staff/survey				X									
Teen program #5/ training branch staff/survey					X								
Teen program #6/ training branch staff/survey						X							
Teen program #7/ training branch staff/survey							X						
Teen program #8/ training branch staff/survey								X					
Teen program #9/ training branch staff/survey									X				
Develop Teen Services Workshop									X				
Implement Teen Services Workshop									X				
Teen program #10/ training branch staff/survey										X			
Teen program #11/ training branch staff/survey											X		
Develop follow-up survey												X	
Teen program #12/ training branch staff/survey												X	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 Local Match	Column D Total (B+C=D)
Salaries & Benefits			
Sub time	\$2090.40		\$2090.40
Teen Coordinator's time		\$2738.40	\$2738.40
Totals	\$2090.40	\$2738.40	\$4828.80
Explanation:			
Sub time: In order for Cen to plan and implement programs and trainings, some of her desk time will need to be covered by other staff. 8 hours a month for 12 months, plus 24 hours to cover desk time for branch staff to attend Teen Services Workshop. \$17.42 per hour.			
Cen's time: 10 hours a month for 12 months. \$22.82 per hour.			
Contracted Services			
NONE			
Supplies and Materials			
Book Club	\$800		\$800
Craft Supplies	\$575		\$575
Totals	\$1375		\$1375
Explanation:			
Book club costs: One book (\$20) per Teen. Estimate 20 teens to attend program. 2 programs.			
Craft supplies: The average price of a standard craft program (\$115). 5 programs.			

Column A Budget Category	Column B LSTA	Column C Local Match	Column D Total (B+C=D)
Equipment			
Wii game system	\$250		\$250
Controllers/Nunchuks	\$120		\$120
Games	\$150		\$150
Totals	\$520		\$520
Wii: To be used for game nights at the library. Our library uses filtering software on computers and electronic devices being used by minors. Games: 3 at \$50 each. Extra controllers: 2 at \$40. Nunchuks: 2 at \$20.			
Other Charges (Include Travel)			
ALA Conference (arranged through Infopeople/Peninsula Library System)	\$604.82		\$604.82
Travel to ALA Conference	\$302.07		\$302.07
Time to attend conference		\$730.24	\$730.24
Travel to branches for trainings	\$106.47		\$106.47
Totals	\$1013.36	\$730.24	\$1743.60

Explanation:

ALA conference: hotel (\$224.25), registration (\$260), meals (\$120.57) 4 days, 3 nights

Travel to ALA: Flight plus travel to and from the airport (\$302.07).

Time to attend conference: 32 hours (\$22.82 per hour)

Travel to branches: average cost to and from each branch (26 miles). 7 branches. Mileage at 0.585 cents per mile.

GRAND TOTALS	\$4998.76	\$3468.64	\$8467.40
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FUTURE FUNDING

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

The Library Foundation regularly gives money towards Teen Tech Week, Teen Read Week and the Teen Summer Reading Club. We will ask them to support the Teen Programming Project to continue the services we will be offering to teens in Stanislaus County. The Teen Services Coordinator will also seek out additional grants to maintain programming.

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 FY2008

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

- A. The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act
- B. The applicant public 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 public 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 Library Director

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

(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)

1500 I Street

Modesto, CA 95354

Stanislaus County

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.

(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;

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.

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

Name of applicant	Project Name
Stanislaus County Library	Teen Programming Project
Printed Name and Title of Authorized Representative	
Vanessa Czopek, Stanislaus County Librarian	
Signature	Date