



Meeting Date: 09/28/2010

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Stacey Grose *SG* Agenda Item No. I-5
 Reviewed By: City Manager *MMK* City Attorney *MMK* Finance *J* Other (Specify)

DATE: September 15, 2010

TO: City Council

FROM: Barbara J. Murray, Library Director *Barbara J. Murray*
Library Department

SUBJECT: Main Library Homework Center

RECOMMENDATION

That City Council adopt a resolution authorizing the City Manager to accept the \$26,950 Library Services and Technology Act grant to be used for the establishment of a Main Library Homework Center with a City matching funds requirement.

DISCUSSION

In the City of Oxnard, there are approximately 28,808 elementary through high school students. Students' performance on the 2008-2009 California Academic Performance Index (API) shows that Oxnard students need tutoring and homework assistance in Spanish as well as in English. A recent survey to determine the types of library services needed in the community was conducted as part of the Oxnard Public Library's strategic planning. Survey results showed that 76% of the users surveyed indicated that more homework help was needed. To address this need, Strategic Issue 1, Goal 2 in the Oxnard Public Library Strategic Plan of Service 2010-2015 states that each library will have a homework center.

Grant funds will provide for materials, operating expenses and 50% of the \$22,000 salary and benefits of a .5 Library Aide for FY11. The City match requirements are 50% of the salary and benefits of a .5 Library Aide for FY11 and 100% funding for subsequent years. Match funds for FY11 will be from the Friends of the Library Foundation Project LIBDON. Our hope is to finance this program utilizing program enhancement (Measure O) funds for FY12 and subsequent years.

FINANCIAL IMPACT

There is a match requirement of 50% of the \$22,000 salary for FY11.

Cash match for FY11 is \$18,000: \$11,000 is salary and benefits and \$7,000 is for online tutoring. These expenses will be funded by Project LIBDON, a Friends of the Library Foundation.

Subject/Permit
September 22, 2010
Page 2

For FY12 and beyond, we will request funding from program enhancement funds (Measure O). In kind support will be provided from existing resources.

(SG)

Attachment #1 – California State Library FY 2010/11 LSTA Competitive Grant Application

Attachment #2 – Resolution

Attachment #3 – Special Budget Appropriation

Note: Attachment #1 has been provided to City Council under separate cover. Copies for review are available at the Help Desk in the Library after 6:00 p.m. on Thursday prior to the Council meeting and in the City Clerk's Office after 8:00 a.m. on Friday prior to the Council meeting.

CALIFORNIA STATE LIBRARY
FY 2010/11
LSTA COMPETITIVE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. **Library/Organization**
Oxnard Public Library
2. **Internet Web Site Address**
www.oxnard.org
3. **Project Coordinator Name & Title**
Robin Middleton, Library Services Supervisor
4. **Email Address**
robin.middleton@ci.oxnard.ca.us
5. **Business Phone Number**
(805) 385-7524
6. **Fax Number**
(805) 385-7526
7. **Mailing Address**
- | | | | |
|---------------------------------|-------------|--------------|------------|
| PO Box or Street Address | City | State | Zip |
| 251 S. A Street | Oxnard | CA | 93030 |

Project Information

8. **Project Title** Main Library Homework Center
9. **LSTA Funds Requested** \$28,500
10. **Cash Match** \$18,000
11. **In-Kind** \$13,100
12. **Total Project Cost** \$59,600
13. **Federal Library Services & Technology Act (LSTA) Purpose** *(Check one purpose which best describes the project)*
- Developing library technology, connectivity and services
- Providing targeted services to diverse populations or persons who have difficulty accessing services
- Providing services to promote life-long learning
- Developing public and private partnerships
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)* 2,400
16. **Congressional District (s) number** CA23
17. **Primary Audience for project** *(Check at least one, maximum of three)*
- | | |
|---|--|
| <input 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 & Volunteers | <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 | |
18. **This signature certifies that I have read and support this LSTA Competitive Grant Application.**
- Director Name:** Barbara J. Murray
- Mailing Address** 251 S. A Street **City** Oxnard **Zip** CA
(if different from above)
- Director Signature:** _____ **Date:** _____

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 Oxnard Public Library is requesting funding to establish a Homework Center program at Oxnard's Main Library. This new service will offer 1st through 12th grade students one-on-one homework assistance, skill building, computer access for report writing, on-line tutoring, quiet study areas, and access to textbooks.

The Main Library service area encompasses 18 elementary and 3 intermediate schools in the Oxnard School District with a total enrollment of approximately 15,000 students; 6 elementary and 2 intermediate schools in the Rio School District with a total enrollment of 4,428 students; and 3 high schools in the Oxnard Union High School District with an enrollment of 8,362 students. Students from two private elementary schools and one private high school regularly use the Main Library. These schools are Our Lady of Guadalupe with an enrollment of 308 students; Hueneme Christian School with 280 students; and Santa Clara High School with an enrollment of 430 students. Oxnard schools serve a student population that is 69% Hispanic. Many of the schools are within walking distance of the Main Library.

Parents seeking help for their children frequently inquire if the library offers tutoring. Students' performance on the California Academic Performance Index (API) shows that Oxnard students need tutoring and homework assistance in Spanish as well as in English. The average 2009 API for public schools in Oxnard was 711 which is below the statewide API target of 800 as well as the 782 average for Ventura County. Ten of the Oxnard elementary schools met their 2008-09 API growth target while the remaining ten schools did not reach their API target. The data indicates that there is room for growth and improvement at individual schools. Having access to an after-school library homework assistance program will provide youth with a safe environment that is conducive to learning and help students be successful in school. The Oxnard School District will provide a set of textbooks for student use in the Homework Center.

A recent survey to determine the types of library services needed in the community was conducted as part of the Oxnard Public Library's strategic planning. Survey results showed that 76% of the users surveyed indicated that more homework help was needed. To address this need, Strategic Issue 1, Goal 2 in the Oxnard Public Library Strategic Plan of Service 2010-2015 states that each library will have a homework center. An after school homework assistance program does not currently exist at the Oxnard Public Library's main library.

The Main Library Homework Center will be open 20 hours per week. A bilingual Library Aide I will assist students with their homework, skill building, and computer use. This staff position will coordinate the recruitment and training of volunteer tutors, and provide daily supervision of the Homework Center during open hours. Volunteers will be recruited from the library's Teen Council and local high schools to provide one-on-one homework assistance to students. For their efforts, volunteer tutors will earn community service credit and letters of recommendation.

The Homework Center will be housed in a furnished 20' x 29' room, currently the underutilized Children's Activity Room, located on the first floor adjacent to the children's reference desk and the media collection which is popular with teens. The space has adequate electrical outlets, but there are only two cable drops for computers and there are no computers with word processing capabilities in this area. When students need to use a computer, they currently have to go to the second floor Computer Lab while their research resources are on the first floor. The computers in the lab are constantly in use and usage is limited to one hour per day. The new Homework Center will be equipped with eight computers for writing reports and accessing the library's free on-line tutoring service. Students using the Homework Center will have extended computer time and easy access to reference resources. The Homework Center will provide teens and children with a place to study and the opportunity to learn from peer tutors. For teens reluctant to use the Homework Center due to its proximity to the children's collection, a second floor study room will be reserved for teen tutoring.

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 Oxnard Public Library's new Homework Center will provide 1st through 12th grade students one-on-one homework assistance and skill building. Students using the Homework Center will have access to computers for report writing, on-line tutoring, a quiet place to study, and textbooks used in Oxnard schools. Volunteer tutors will provide one-on-one homework assistance. A Library Aide will coordinate the recruitment and training of volunteer tutors, and will provide daily supervision of the Homework Center during open hours. This after school program will be open 20 hours a week. Students will be encouraged to bring their homework assignments. This new service will help students improve their literacy skills and be successful academically.

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

The Main Library Homework Center will be modeled after a very successful homework assistance program at the South Oxnard Branch Library. The project will start in early July with preparation of the Children's Activity Room to accommodate eight computers. This requires the installation of data cables and the purchase of computer equipment. Technicians will install Microsoft Office Standard Academic software on the computers as well as access to online tutoring.

The library will recruit, hire, and train a part-time Library Aide I to run the Homework Center. Volunteers will be recruited from the library's Teen Council and local high schools to provide one-on-one homework assistance.

The library will make available the resources to meet students' homework needs. Staff will order office supplies and learning resources for use in the Homework Center. As part of a K-8 partnership, elementary school textbooks will be catalogued and added to the children's reference collection.

The Main Library Homework Center will open the beginning of September 2010 to complement the new school year. Staff will develop publicity to promote this service at outreach events. Monthly usage statistics will track the number of tutoring sessions and volunteer hours. The library will conduct customer surveys twice a year to solicit feedback on the Homework Center from students, tutors, teachers, and parents. The surveys will provide the library with valuable information regarding the program and help to determine the Homework Center's effectiveness.

C. Anticipated Project Outputs – Measures of service or products provided.

- 2,400 tutoring and homework assistance sessions during the first year of operation
- 20 high school volunteers will provide a total of 300 hours of tutoring
- 20 % increase in usage of on-line tutoring by September 2011
- 90% positive feedback from customer surveys

D. Anticipated Project Outcome(s) – what change is expected in the target audience's skills, knowledge, behavior, attitude, and status or life condition. How will you measure these outcomes?

The Homework Center will provide students the resources and support needed to improve their academic skills. English and Spanish speaking students will receive assistance from the bilingual Library Aide supervising the homework program. Volunteer student tutors will improve existing and learn new skills while earning community service units. The anticipated project output data will show the steady increase in the number of tutoring sessions and volunteers hours during the second and third years. The California API score for Oxnard students will see an increase.

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

This project will be successful if the underutilized Children's Activity Room is converted into a Homework Center providing a centralized location for students to receive homework assistance and one-on-one tutoring and have access to computers, textbooks and reference materials which would result in better test scores and grades, improved writing and language skills, confidence in academics and foster life-long learning.

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					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Install 8 data cables in Homework Center	X											
Purchase computer laptops and storage cart	X											
Hire and train a part-time Library Aide	X	X										
Establish Homework Center guidelines		X										
Order office supplies and subject flash cards		X										
Set up Homework Center		X										
Develop publicity and flyers to promote the Homework Center		X										
Recruit and train volunteer tutors			X	X	X	X	X	X	X	X	X	X
Add school district textbooks to the collection			X									
Open Homework Center			X									
Promote the Homework Center at outreach events and teacher meetings			X	X						X	X	
Compile statistics			X	X	X	X	X	X	X	X	X	X
Conduct customer surveys					X	X				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 Cash Match	Column D In-Kind	Column E Total (B+C+D+E)
Salaries & Benefits				
Library Aide I	\$11,000	\$11,000	\$0	\$22,000
Library Services Supervisor	\$0	\$0	\$6,000	\$6,000
Computer Network Engineer	\$0	\$0	\$2,000	\$2,000
	\$0	\$0	\$0	\$0
Subtotal	\$11,000	\$11,000	\$8,000	\$30,000

Explanation:

A part-time bilingual Library Aide I will provide supervision, tutoring, and coordination of the volunteer tutoring program. The Library Services Supervisor and Computer Network Engineer will provide staff support for the Homework Center program.

Materials				
Oxnard School Textbooks	\$0	\$0	\$5,100	\$5,100
8 Microsoft Office Standard Academic	\$500	\$0	\$0	\$500
	\$0	\$0		\$0
	\$0	\$0	\$0	\$0
Subtotal	\$500	\$0	\$5,100	\$5,600

Explanation:

The Oxnard School District is providing the student edition textbooks for each grade level in the Oxnard schools. Microsoft Office Standard Academic software will be the word processing tool available for students to use on the eight Homework Center computers.

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				
On-line tutoring	\$0	\$7,000	\$0	\$7,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$7,000	\$0	\$7,000

Explanation:

As part of the LSTA Out-of-School On-line Homework Help program for 2010/11, the Oxnard Public Library will provide a 50% match to fund the on-line tutoring service from Brainfuse.

Supplies				
Homework Center supplies	\$600	\$0	\$0	\$600
Publicity	\$400	\$0	\$0	\$400
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$1,000	\$0	\$0	\$1,000

Explanation:

The list of supplies for use in the Homework Center is attached to the budget. Included in the supply line budget is funding to cover the printing costs for informational flyers used to promote the Homework Center at outreach events.

Other Charges				
8 computer laptops	\$5,600	\$0	\$0	\$5,600
Black and White Printer/Copier	\$500	\$0	\$0	\$500
Data drop cabling and wireless access point	\$2,000	\$0	\$0	\$2,000
Power Cart	\$3,900	\$0	\$0	\$3,900
Subtotal	\$12,000	\$0	\$0	\$12,000

Explanation:

Students studying in the Homework Center will have access to eight computers equipped with word processing capabilities and Internet access. Data drops will connect these computers to the Internet through the library's network. These eight computers will be networked to one shared black and white printer/copier. The Homework Center laptops will be stored in a secure power cart when not in use.

Operating Expenses Subtotal	\$13,000	\$7,000	\$0	\$20,000
------------------------------------	----------	---------	-----	----------

Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$24,500	\$18,000	\$13,100	\$55,600
Indirect Cost (up to 10%)	\$4,000	\$0	\$0	\$4,000
Grant Totals	\$28,500	\$18,000	\$13,100	\$59,600

FUTURE FUNDING

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

Future financial support for the Main Library Homework Center will come from the Oxnard Friends of the Library Foundation and the city. The Library will pay for the on-line contracted tutoring services. As new curriculums are adopted, the school district will provide the library with the new student-edition textbooks.

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

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.

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: _____ Date: _____

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

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING ACCEPTANCE OF LIBRARY SERVICES AND TECHNOLOGY ACT GRANT

WHEREAS, City Council Resolution No. 12,053 sets out the procedure by which City staff may submit grant applications, following approval by resolution of the City Council; and

WHEREAS, the Library Department has requested that City Council approve the **California State Library** grant for \$26,950 in California State Library Fiscal Year 2010/11 Federal Library Services and Technology Act grants funds, to be used for the establishment of a Main Library Homework Center with a City matching funds requirement; and

WHEREAS, the Library Department has requested that City Council approve the Special Budget Appropriation to appropriate funds from the California State Library and Oxnard Friends of the Library Foundation, to be used for the Main Library Homework Center.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to approve the acceptance of a grant by the City Manager for the Main Library Homework Center project. The City Council further resolves that the City Manager or designee is authorized to execute grant agreements, the Finance Director or designee is authorized to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds and Oxnard Friends of the Library Foundation matching funds; and the Library Director or designee is authorized to submit non-financial reports.

PASSED and ADOPTED this 28th day of September, 2010, by the following vote:

AYES:

NOES:

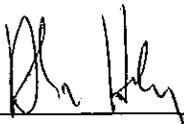
ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

APPROVED AS TO FORM:

Daniel Martinez, City Clerk



Alan Holmberg, City Attorney

CITY OF OXNARD

REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

September 21, 2010

Request is hereby made for an appropriation of total \$ 44,950

Reason for appropriation: To recognize the Main Library Homework Center Grant of \$26,950 in federal Library Services & Technology Act Funding and and appropriate the matching requirement of \$18,000

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>ADJUSTMENT AMOUNT</u>
PRIVATE DONATIONS TRUST 571	LIBRARY DONATIONS-REGULAR Project No. LIBDON 571-5490-808.87-33 TRANSFERS - OUT / TSFR TO OTHER FUNDS-MATCH Net Estimated Change to PRIVATE DONATIONS TRUST (571)	 18,000 <u>18,000</u>
LIBRARY GRANTS 208	MAIN LIBRARY HOMEWORK CENTER Project No. 775431 208-5470-711.79-13 OPERATING TRANSFERS IN / FROM TRUST AND AGENCY 208-5470-532.72-31 STATE / LOCAL SOURCES / STATE GRANT REVENUES 208-5470-805.80-01 PERSONAL SERVICES / DIRECT LABOR-REGULAR 208-5470-805.81-09 MATERIALS AND SUPPLIES / SUPPLIES - OTHER 208-5470-805.81-12 MATERIALS AND SUPPLIES / LIBRARY REF.MATERIALS 208-5470-805.81-36 MATERIALS AND SUPPLIES / MINOR EQUIPMENT-OTHER 208-5470-805.82-09 CONTRACTS & SERVICES / SVCS-OTHER PROF/CONTRACT Net Estimated Change to LIBRARY GRANTS (208)	 18,000 26,950 11,000 1,000 1,690 12,000 1,260 <u>26,950</u>

Barbara J. Murray
 Manager

REQUIRES CITY COUNCIL APPROVAL

CHIEF FINANCIAL OFFICER

Janet Cameron

Disposition		
	Approved	
	Rejected	
Transfer by Journal Voucher		