

File No. 101273

Committee Item No. _____

Board Item No. 57

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: October 19, 2010

Cmte Board

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

| | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Annette Lonich Date: October 13, 2010

Completed by: _____ Date: _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- ~~X~~ 1. For reference to Committee:
An ordinance, resolution, motion, or charter amendment.
- X 2. Request for next printed agenda without reference to Committee
- _____ 3. Request for Committee hearing on a subject matter.
- _____ 4. Request for letter beginning "Supervisor _____ inquires...":
- _____ 5. City Attorney request.
- _____ 6. Call file from Committee.
- _____ 7. Budget Analyst request (attach written motion).
- _____ 8. Substitute Legislation File Nos.
- _____ 9. Request for Closed Session
- _____ 10. Board to Sit as A Committee of the Whole

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

Sponsor(s): Supervisor Carmen Chu

SUBJECT: Accept & Expend Federal/State Pass Through Grant

The text is listed below or attached:

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

1 [Accept and Expend Grant - Department of Public Library - Staff Education Program -
2 \$10,512]

3
4 **Resolution authorizing the Department of Public Library to accept and expend a grant**
5 **in the amount of \$10,512 from the California State Library as part of the Federal Library**
6 **Services and Technology Act for reimbursing tuition expenses of library employees**
7 **pursuing a degree or certificate in library science at an institution of higher education.**

8
9 WHEREAS, The California State Library's Public Library Staff Education Program is
10 dedicated to providing tuition reimbursement for library staff pursuing a degree or certification
11 in Library Science; and,

12 WHEREAS, Six (6) non-professional employees of the Public Library applied to the
13 California State Library to participate and receive specific tuition reimbursement amounts and
14 three (3) were accepted into the program; and,

15 WHEREAS, The California State Library has awarded \$10,512 to the Public Library to
16 reimburse the students/employees for Summer 2010, Fall 2010, and Spring 2011 tuition fees;
17 and,

18 WHEREAS, Students/employees will provide official transcripts and registration fee
19 receipts as evidence of completing said classes prior to receiving reimbursement; and,

20 WHEREAS, The Public Library has a goal of promoting equal access to professional
21 development opportunities for all employees; and,

22 WHEREAS, The grant does not require an ASO amendment; and,

23 WHEREAS, The California State Library requires that all indirect grant costs not be
24 allowed and must be provided in-kind by the recipient library; now therefore, be it
25

1 RESOLVED, That the Public Library be authorized to accept and expend \$10,512
2 awarded by the California State Library to reimburse Library Science education tuition fees for
3 participating employees.
4

5
6 Recommended:

7 
8 _____

9 Department Head

Approved: 

For Mayor

Approved: 

Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Public Library Staff Education Program
2. Department: Public Library
3. Contact Person: Mary Hudson Telephone: 557-4235
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$10,512
- 6a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: California State Library & California Library Act
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary:
These funds are to reimburse three non-professional library staff members for tuition costs of Library coursework at an accredited college. The employees applied to the CA State Library, were reviewed and accepted by the program panel at the State level. The Human Resources Department of the Library will monitor the program and review student transcripts and fee receipts prior to issuing reimbursement funds.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: Upon Approval End-Date: June 30, 2011
10. Number of new positions created and funded: 0
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:


Departmental or Mayor's Office of Disability Reviewer:

Marti Goddard, Access Services Manager
(Name)

Date Reviewed: _____

Department Approval: Luis Herrera
(Name)

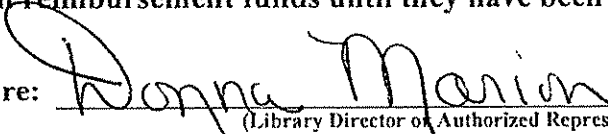
City Librarian
(Title)



(Signature)

CALIFORNIA STATE LIBRARY
Public Library Staff Education Program
Fiscal Year 2010/2011
Application for Grant Funds

On behalf of (*Library Name*) San Francisco Public Library, I accept a grant award under the Public Library Staff Education Program for the staff members listed below. I agree to administer this award according to the guidelines for administration and payment of funds under this program, which appear in the 2010/11 Guidelines and Application packet. I understand that all funds must be expended by June 30, 2011, or returned to the State Library, and that all LSTA grant reporting requirements must be met. I also verify that each of the staff members listed have been employed at the library for at least one year, or have been continuously employed by a California public library for the past year, or will not receive any tuition reimbursement funds until they have been employed by the library for at least one year.

Signature:  Date: 3/22/10
(Library Director or Authorized Representative)

Printed: Donna Marion Library Human Resources Director
(Name) (Title)

Library: San Francisco Public Library

Mailing Address: 100 Larkin Street
San Francisco, CA 94102

Telephone: 415-557-4585 Fax: 415-557-4583

Email: dmarion@sfpl.org

Please list full contact information for the project coordinator. We will contact this individual as needed regarding submission of late or missing grant forms (certifications, reports, etc.), to check on the status of the staff member/student's progress as needed.

Project Coordinator: May Cheung-Wei

Phone Number: 415-557-4585 Fax Number: 415-557-4583

Email: mcheungwei@sfpl.org

Mailing Address: 100 Larkin Street
San Francisco, CA 94102

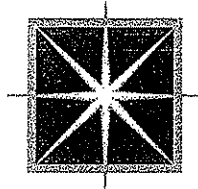
Staff Members Seeking Tuition Reimbursement

Total Tuition Reimbursement Requested

| | |
|----------------------|---------|
| 1. Eric W. Auyeung | \$2,880 |
| 2. Annie Costa | \$2,880 |
| 3. Mamie Lee | \$4,320 |
| 4. Phuong Kim Nguyen | \$5,000 |
| 5. David L. Power | \$4,320 |
| 6. Sarah M. Rogers | \$2,481 |

Total Amount Requested: \$21,881

Doc. #14164



California
STATE LIBRARY
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

July 23, 2010

Luis Herrera, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

Dear Mr. Herrera:

We are pleased to approve the grant application for the Public Library Staff Education Program (PLSEP) for a total of \$10,512 in federal Library Services and Technology Act (LSTA) funds. Your staff members listed on the following page have been selected to receive tuition reimbursement.

The program award funds are authorized for reimbursement of the designated student's university fee at the rates listed on the following page. 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, 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.

The Library Development Services Staff is ready to assist you in supporting your staff member's success. Please understand that no grant payments can be processed until the Governor signs the State budget. Please be aware state processing of grant payments can require 6-8 weeks before you receive your check.

Best wishes for a successful project.

Kindest Regards,

Stacey A. Aldrich
State Librarian of California

Enclosures

cc: Colette Moody
Kathy Low

THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

| | |
|----------------|--|
| Award #: | 40-7671 |
| IMLS #: | LS-00-10-0006-10 |
| Library: | San Francisco Public Library |
| Project Title: | Public Library Staff Education Program (PLSEP) |
| Award Amount: | \$10,512 |

2010/11 LSTA APPROVED TUITION REIMBURSEMENT

Tuition reimbursement awards are approved for the following students to cover eligible graduate library school courses taken during the Summer 2010 through Spring 2011 sessions.

| | | | |
|-----------------|---------|-------------|---------|
| David L. Power | \$4,464 | Annie Costa | \$3,024 |
| Eric W. Auyeung | \$3,024 | | |

Please note these individuals are to be reimbursed as follows:

| <u>Summer 2010 session</u> | | <u>Fall 2010, and Spring 2011 sessions</u> | |
|----------------------------|---------|--|---------|
| 1.00 – 6.00 units | \$1,440 | 1.00 – 6.00 units | \$1,512 |
| 6.1 units or more | \$2,481 | 6.1 units or more | \$2,607 |

| | |
|---|---------------|
| Start Date: | July 1, 2010 |
| End Date: | June 30, 2011 |
| On June 30, 2011, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30 and all unexpended and encumbered funds must be returned by August 30, 2011. | |

REPORTING

Reporting on financial and program activities is required as follows:

Financial: quarterly within 30 days of each quarter. The final liquidation report, if required, is due and must be submitted by September 15, 2011.

Program: a final narrative report is due within 30 days after the close of the project, by July 30, 2011.

All required reporting materials will be located on the California State Library's website at <http://www.library.ca.gov/grants/lsta/manage.html>. The forms, along with instructions, will be on the website under the heading "Public Library Staff Education Program (PLSEP) 2010/11." 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. 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.

CONTACT

We want your library school students to be successful. The following staff person will be your contact for your project. Please work with this consultant in implementing your project.

| | |
|----------------|---------------------|
| Grant Monitor: | Kathy Low |
| Phone Number: | (916) 653-6822 |
| Email Address: | klow@library.ca.gov |

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

LSTA GRANT AWARD #40-7671

Project Title: Public Library Staff Education Program (PLSEP)
System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD**

Library Services and Technology Act

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount of \$10,512. This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year 10/11 for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD and RECIPIENT CERTIFICATION will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

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

LSTA GRANT AWARD #40-7671

Project Title: Public Library Staff Education Program (PLSEP)
System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived therefrom shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record - House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994.

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The terms of this agreement shall be from upon execution to and including June 30, 2011. But shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

13. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

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

LSTA GRANT AWARD #40-7671

Project Title: Public Library Staff Education Program (PLSEP)
 System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION
 NOTIFICATION OF GRANT AWARD, LSTA, continued**

Any of the sums listed as approved and/or amended appearing under the categories in the approved budget may be adjusted by the authorized project personnel of the subgrantee to increase any allotment not more than 10% with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$10,512 and shall be expended/encumbered in the designated grant period.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of two Narrative Reports, unless otherwise noted in the State Librarian's award letter, on the progress and activities of the project, in triplicate, to the State Library within 30 days following the end of the designated quarter.
- II. The subgrantee shall submit quarterly Financial Reports, in triplicate to the State Library. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the quarter.
- III. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- IV. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent grant funds by the time specified in the award. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the state and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of the grant period must be received at least 30 days prior to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

| | |
|----------|---|
| \$10,512 | upon execution of the agreement and submission of claim by fiscal agent |
|----------|---|

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

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

LSTA GRANT AWARD #40-7671

Project Title: Public Library Staff Education Program (PLSEP)
System/Agency: San Francisco Public Library

NONDISCRIMINATION CLAUSE ADDENDUM

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 1290 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Tit. 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.

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

LSTA GA Page 5

LSTA GRANT AWARD #40-7671

Project Title: Public Library Staff Education Program (PLSEP)
System/Agency: San Francisco Public Library

CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
3. The subgrantee 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.

LSTA GRANT AWARD DOCUMENTATION
Budget Citation BA/10, Item 6120-211-0890

LSTA Award #: 40-7671

Approval Date: 07/01/10

Project Title: Public Library Staff Education Program (PLSEP)

Subgrantee: San Francisco Public Library

Funding Start Date: ** upon execution **

Approved Funds: \$10,512 Term: upon execution - end of grant period

Payments: \$10,512 upon execution of agreement Schedule No.

LUMP-SUM PAYMENT

Appropriation Encumbered (designate where applicable) For: FY 10/11
 WP 09

Fund Federal Trust PCA #: 92980 Code: 702 Vendor Code: M710

Catalog number from Federal Catalog of Domestic Assistance #: 45.310

IMLS #: LS-00-10-0005-10

| BUDGET CATEGORY | APPROVED BUDGET | REVISED | REVISED |
|---------------------|-----------------|---------|---------|
| SALARIES & BENEFITS | | | |
| MATERIALS | | | |
| EQUIPMENT | | | |
| OPERATING EXPENSES | \$10,512 | | |
| INDIRECT COSTS | | | |
| TOTAL | \$10,512 | | |