

File No. 110319

Committee Item No. _____
Board Item No. 19

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date March 22, 2011

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 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"/>	Ethics Form 126
<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 checked="" 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: Andrea Ausberry Date March 17, 2011

Completed by: _____ Date _____

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

1 [Accept and Expend Grant - Audiovisual Digitization Project - \$9,998]

2 **Resolution authorizing the Public Library to accept and expend a grant in the amount**
3 **of \$9,998 from the California State Library, as part of the Federal Library Services and**
4 **Technology Act, for preserving and providing access to the Public Library's unique**
5 **audiovisual collections and creating standard procedures for future audiovisual**
6 **digitization projects.**

7 WHEREAS, The Public Library is dedicated to free and equal access to information,
8 knowledge, independent learning and the joys of reading for our diverse community; and

9 WHEREAS, There is an increasing demand for the Library's online services; and

10 WHEREAS, The Library has created and maintained an unique audiovisual collection;
11 and

12 WHEREAS, The majority of the audiovisual collection is not easily accessible to the
13 public; and

14 WHEREAS, Through this project the Library will identify, digitize and make accessible
15 2,000 minutes of unique local, historical, and cultural materials that are at risk of deterioration;
16 and

17 WHEREAS, The project will work as a template for future audiovisual digitization
18 projects; and

19 WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,
20 therefore, be it

21 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
22 the grant budget; and be it

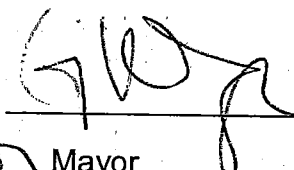
23 **FURTHER RESOLVED**, That the Public Library accept and expend a grant in the
24 amount of \$9,998 from the California State Library as part of the Federal Library Services and
25

1 Technology Act (LSTA) for preserving and providing access to the Public Library's unique
2 audiovisual collections and creating standard procedures for future audiovisual digitization
3 projects.


4
5 Recommended:

6 
7 _____

8 Department Head

9
10 Approved: 
11 _____

12 For Mayor

13
14 Approved: 
15 _____

16 Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mary Hudson, City Librarian's Office
DATE: March 10, 2011
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Analog to Digital: San Francisco Public Library's
Audiovisual Digitization Project

Attached please find the original and 4 copies of each of the following:

- ☒ Proposed grant resolution; original signed by Department, Mayor, Controller
- ☒ Grant information form, including disability checklist
- ☒ Grant budget
- ☒ Grant application
- ☒ Grant award letter from funding agency
- ☐ Other (Explain):

Special Timeline Requirements:

Please expedite. The project will officially close on August 31, 2011

Departmental representative to receive a copy of the adopted resolution:

Name: Mary Hudson

Phone: 557-4235

Interoffice Mail Address: City Librarian's Office, Public Library #41

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 110319
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

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: Analog to Digital: San Francisco Public Library's Audiovisual Digitization Project
2. Department: Public Library
3. Contact Person: Mary Hudson Telephone: 557-4235 or Christina Moretta 557-4573
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$9,998

6a. Matching Funds Required: \$0

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 will help to preserve and provide access to the Public Library's unique audiovisual collections and create standard procedures for future audiovisual digitization projects.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: Upon Approval

End-Date: August 31, 2011

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid? No

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?

11a. 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):

c2. If no indirect costs are included, what would have been the indirect costs? Up to 10%

12. Any other significant grant requirements or comments:

****Disability Access Checklist*****

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

<input type="checkbox"/> Existing Site(s)	<input type="checkbox"/> Existing Structure(s)	<input type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input checked="" type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

14. 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:

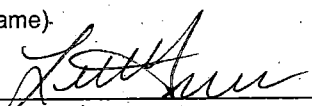
Departmental or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Date Reviewed: March 10, 2011

Department Approval: Luis Herrera
(Name)

City Librarian
(Title)


(Signature)

CALIFORNIA STATE LIBRARY
FY 2010/11
LSTA EUREKA! LEADERSHIP GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
San Francisco Public Library
2. Internet Web Site Address
www.sfpl.org
3. Project Coordinator Name & Title
Christina Moretta / Photo Curator & Trent Garcia / e-Resources Librarian
4. Email Address
cmoretta@sfpl.org /
tgarcia@sfpl.org
5. Business Phone Number
415-557-4573 / 415-557-4478
6. Fax Number
415-557-4574
7. Mailing Address
PO Box or Street Address
100 Larkin Street
City
San Francisco
State
CA
Zip
94102

Project Information

8. Project Title Analog to Digital: San Francisco Public Library's Audiovisual Digitization Project
9. LSTA Funds Requested \$10,000
10. Cash Match \$0
11. In-Kind \$15,560
12. Total Project Cost \$0
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)* Unlimited – free to everyone
16. Congressional District (s) number 8 & 12
17. Primary Audience for project *(Check at least one, maximum of three)*

<input checked="" 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 & Volunteers	<input checked="" type="checkbox"/> Statewide public
<input type="checkbox"/> Non/limited English speaking persons	<input checked="" type="checkbox"/> Urban populations
<input type="checkbox"/> People with special needs	<input type="checkbox"/> Young adults and teens
<input type="checkbox"/> Pre-school children	

1. This signature certifies that I have read and support this LSTA Competitive Grant Application.

Director Name:

Mailing Address

(if different from above)

LUIS HERRERA
100 Larkin St City San Francisco Zip 94102

Director Signature:

Scott A. ...

Date:

12-8-10

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 mission statement reads, "The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community." In the 2009-10 fiscal year SFPL hosted over 9,600 events system-wide, added over 55,000 new book titles, answered over 970,000 reference questions, and circulated over 10.8 million items. While demand for traditional services stays strong, there is increasing demand for our online services as well. Our database usage over the last three years shows a steady 6% increase each year in the number of searches and the public demand for e-books looks strong with a consistent 13% increase in circulation month on month. In fact, the most noticeable demand for our services has been online. The San Francisco Historical Photograph Collection online database is consistently one of the top ten viewed SFPL web pages. There is a strong community interest in unique local content – especially online. The SFPL created videos and podcasts of library programs available through the library's website have an average viewing of 100 times a month per recording.

SFPL has created and maintained an amazing and unique audiovisual (AV) collection that is spread through several departments in the institution. The majority of the collection is not easily accessible to the public. The formats range from super 8 film to Beta video to audio cassettes to reel-to-reel audiotape – with most of the playback machinery being obsolete and the materials are at risk and deteriorating. The content includes famous author talks at the library, oral histories from San Francisco 1970s Chinese and Italian communities, and films of various cultural events, spanning 80 years. Some examples of the films are Charles Lindbergh's 1920s visit to San Francisco, the signing of the United Nations Charter in 1945 and Mayor George Christopher giving speeches in the 1960s. Digitizing these materials would solve two problems – preservation and access. The preservation need of the audio-visual materials is documented through current reports. *The State of Recorded Sound Preservation in the United States: A National Legacy at Risk in the Digital Age* by Council of Library and Information Resources and the Library of Congress indicate the need for libraries to preserve and provide access to the hidden recorded sound collections and give guidelines for the process.

The overall goal is to preserve and provide access to SFPL's unique AV collections and create standard procedures for future audiovisual digitization projects. This pilot project goal complements SFPL's Priority Areas and Goals - maintaining strong library collections responsive to diverse community needs and enhancing direct services to the public via the library's web site. The project supports the preservation and promotes a greater understanding of San Francisco's history and culture. As a pilot project, audiovisual materials will be selected and then digitized by outside vendors. The objectives in doing this are to:

- Assess the AV holdings created by SFPL.
- Digitize selected AV materials in cooperation with outside vendors.
- Develop a process for digitizing analog AV materials owned and created by SFPL.
- Create multiple paths of access for patrons to AV resources.
- Promote digitized AV materials to online communities.
- Create a plan for the long-term preservation of digital objects and sustain the authenticity of the digital files.

The project will be evaluated based on the number of items digitized, cataloged and available to be viewed online. A successful outcome will be providing access to these previously hidden collections of SFPL and preserving the materials. The digital versions will be freely available online – an extension of SFPL's mission statement. The pilot project will create a public awareness about San Francisco's audiovisual heritage in the archives and the need to preserve and digitize for future generations.

The San Francisco Public Library will use the grant funds to pay the outside vendors to digitize the selected audiovisual materials. SFPL will be providing in-kind resources through staff involved with the selection, advising, and technical support of the pilot project.

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.**
Through this project the San Francisco Public Library (SFPL) will identify and digitize a pilot collection of rare audiovisual (AV) materials of high intellectual value that are at risk for deterioration in order to preserve and provide access to unique local, historical, and cultural materials, thereby increasing lifelong learning in the community. This pilot project will work as a template for future audiovisual digitization projects
- B. **Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.**
1. Review and evaluate archival preservation systems and trends in digitizing and presenting digital content, and identify best practices.
 2. Explore digitizing options:
 - i. Possible outside vendors: San Francisco Bay Area Television Archive, Internet Archive, Bay Area Video Coalition, Mr. Toad's Audio Services, Video Transfer Center (preference would be to use local / California vendors).
 - ii. Coordinate with the California Preservation Program's California Audiovisual Preservation Project in regards to the digitization project of audiovisual materials in 32 California libraries.
 - iii. Explore the possibilities of digitizing audiovisual materials in-house with existing staff and purchase of equipment in Media Services.
 3. Selection and Digitization Process:
 - i. In the summer of 2010 a San Jose State University (SJSU) School of Library of Information Science (SLIS) intern did an audiovisual preservation survey of four collections in the San Francisco History Center. The Photo Curator and the intern used Access database as a survey tool for setting preservation priorities for SFPL's unique and rare materials. The survey tool rated the materials based on condition as well as intellectual and local value. The same survey tool will be used to determine the selection of materials to be digitized for this project. The four collections surveyed consisted of San Francisco's Chinatown and North Beach oral history audiocassettes, The Projected Image and Sound Archive (16mm and 8 mm film and videos documenting significant San Francisco events), San Francisco History Center's uncataloged videos, and sound tape reels of the Police Chief's interviews and speeches in the Thomas J. Cahill Papers. The selection criteria will also take into account whether the intellectual property is in the public domain or the copyright held by SFPL. A small sample of SFPL's Media Services collection of in-house programs will also be included in the selection of materials. Data from online resources such as, SFGTV's Main Stage program on YouTube and SFPL Word & Performance podcasts and videos hosted on SFPL's web site will be used to gauge the community interest of recorded author talks and library programs for selection of Media Services' recordings.
 - ii. Prepare and send materials to outside vendors for digitization.
 - iii. Audiovisual materials will be returned from outside vendors with the creation of one

master file. SFPL will need to create presentation copies from the master file.

iv. After materials have been digitized, the online recordings will be reviewed to ensure image quality.

4. Catalog the new digital assets using two San Jose State University's School of Library and Information Science interns to create descriptive and technical metadata. Records will be included in the library's online catalog and digital assets will be added to the library's web site. This step may include developing more innovative ways to presenting the content on the library's web site. The step may also include the need for using a data management system.

i. Consult with California Preservation Program's California Audiovisual Preservation Project about adding digitized content to the Online Archive of California and the Internet Archive to stream files.

5. Develop and document procedures for SFPL digitization projects by creating a staff manual.

6. Engage in digital outreach via social media to promote new digital assets.

7. Maintain long-term digital preservation of preservation files and library digital assets.

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

- 2000 minutes of audiovisual materials will be digitized and preserved.
- 600 patron views of each video per year coming from both the SFPL web site and a third party social media site for video.
- 250 views of each audio file per year coming from both the SFPL web site and a third party social media site for audio.
- 80 records of digitized audiovisual materials will be added to the OPAC.
- A written procedure manual will be created.

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?

This is not an outcome measurement project.

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

it increases access to hidden collections by digitizing, cataloging, and presenting online a selected body of significant rare audiovisual materials and sets a standard for future digitization projects.

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.

[illegible]

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				
Archivist - Preservation Librarian 3630	\$0	\$0	\$3440	\$3,440
E-Resources Librarian 3630	\$0	\$0	\$3,440	\$3,440
Digital Initiatives Manager 3634	\$0	\$0	\$780	\$780
Web Services 3616	\$0	\$0	\$400	\$400
Catalog Supervisor 3632	\$0	\$0	\$750	\$750
SJSU Interns	\$0	\$0	\$6,750	\$6,750
Subtotal	\$0	\$0	\$15,560	\$15,560

Explanation:

Archivist 3630 will do selection of audiovisual materials to be digitized, work with contractors, assist with metadata interns, create in-house digitizing audiovisual procedure manual and preservation policy for 80 hours (\$43 hr x 80 hrs = \$3440)

E-Resources Librarian 3630 work with contractors, create in-house digitizing audiovisual procedure manual, do digital outreach utilizing social media for 80 hours (\$43 hr x 80 hrs = \$3440)

Digital Initiatives Manager 3634 to advise on issues surrounding web presence and data storage for 15 hours (\$52 hr x 15 hrs = \$780)

Web Services 3616 library technician will be adding digitized audiovisual content to San Francisco Public Library website for 10 hours (\$40hr x 10 hrs = \$400)

Catalog supervisor to supervise the metadata intern to catalog the new digital assets and upload the assets to the San Francisco Public Library's OPAC and OCLC for 15 hours (\$50hr x 15hrs = \$750)

San Jose State University School of Library and Information Science interns – two summer interns to create metadata/catalog records of the digitized audiovisual materials for 135 hours (equivalent to \$25 hr x 135 hrs = \$3,375). Total for two interns equivalent to \$6,750.

Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:

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 ESTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D+E)
Contracted Services				
Bay Area Video Coalition - analog to digital transfer	\$6,773	\$0	\$0	\$6,773
Mr. Toad's Audio Services - analog to digital transfer	\$1,500	\$0	\$0	\$1,500
Bay Area Television Archive	\$1725	\$0	\$0	\$1725
	\$0	\$0	\$0	\$0
Subtotal	\$9,998	\$0	\$0	\$9,998

Explanation:

Bay Area Video Coalition will convert 3/4" tape (1-30 min) to DVDs and digital formats 21 tapes at \$153 = \$3,213; 3/4" tape (30-60 min) to DVDs and digital formats 20 tapes at \$178 = \$3560 - total = \$6,773

Mr. Toad's Audio Services will convert 1,800 minutes / 30 hours of oral history audio cassettes to digital formats for \$50/hr (30 hrs x \$50 hr = \$1500)

Bay Area Television Archive will convert 16mm film to digital formats (23 hrs x \$75 hr = \$1,725)

Supplies				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:

Other Charges				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:				
Operating Expenses Subtotal	\$9,998	\$0	\$0	\$9,998
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$9,998	\$0	\$15,560	\$25,558
Indirect Cost (up to 10%)	\$0	\$0	\$0	\$0
Grant Totals	\$9,998	\$0	\$15,560	\$25,558

FUTURE FUNDING

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

This pilot project will work as a model to obtain future funding through potential funders outside of the library and the Friends of the San Francisco Public Library. The Friends of the San Francisco Public Library would potentially support the audiovisual collections that document the neighborhoods and ethnic groups of San Francisco. The Hormel Foundation may contribute for the audiovisual materials in the Hormel Gay and Lesbian Center Archives to be digitized. SFPL will continue to support the program by providing in-kind funding.

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

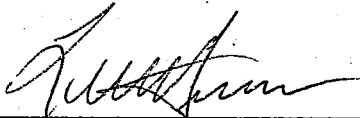
Check the Appropriate Library Type

X 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. X 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

12/8/10

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 of 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—

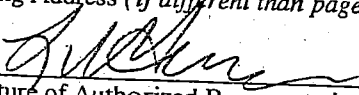
- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during 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.

ELEMENT 9: CERTIFICATION

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

<u>San Francisco Public Library</u> Library/Organization	<u>Analog to Digital: SFPL's Audiovisual Digitization Project</u> Project Name	
<u>Luis Herrera</u> Printed Name of Authorized Representative	<u>City Librarian</u> Title	
<u>Mailing Address (if different than page 1)</u>	<u>City</u>	<u>Zip</u>
<u></u> Signature of Authorized Representative	<u>12/8/10</u> Date	

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?
5	3	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?
0	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)?
1	1	Sub-total

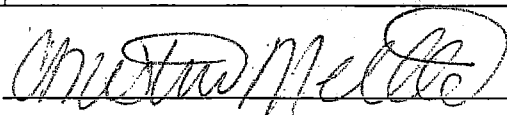
Management, Staff and Stakeholders

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?
2	4	Sub-total

Score

YES	NO	SECTION
5	5	Purpose and Design of Project
0	3	Users
1	1	Impact
2	4	Management, Staff and Stakeholders
8	13	TOTAL

Prepared by:

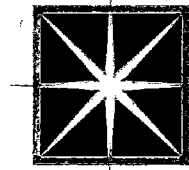


Date:

12.8.10

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

02/17/11 - Received



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

February 11, 2011

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 Analog to Digital: San Francisco Public Library's Audiovisual Digitization Project for a total of \$9,998 in federal Library Services and Technology Act (LSTA) funds.

In order to support you, an archived version of a webinar on "Managing your LSTA Grant" presented by the State Library is available to view at http://www.infopeople.org/training/webcasts/webcast_data/497/index.html.

The Library Development Services Staff is ready to assist you in making your project a success. 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
Stacey A. Aldrich
Christina Moretta

THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-7745
IMLS #:	LS-00-10-0005-10
Library:	San Francisco Public Library
Project Title:	Analog to Digital: San Francisco Public Library's Audiovisual Digitization Project
Award Amount:	\$9,998

2010/11 LSTA APPROVED BUDGET

Salaries and Benefits	0
Materials	0
Equipment (Items over \$5,000)	0
Operating Expenses	9,998
Project Total	9,998
Indirect Cost (UP TO 10%)	0
Grant Total	\$9,998

Start Date:	February 7, 2011
End Date:	August 31, 2011
On August 31, 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 45 days to liquidate encumbrances that were incurred prior to August 31 and all unexpended and encumbered funds must be returned by October 14, 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 October 14, 2011.

Program: a final narrative report is due within 30 days after the close of the project, by September 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, are on the website under the heading "Eureka! Leadership Grant 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.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

CONTACT

We want your project 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:	Stacey A. Aldrich
Phone Number:	(916) 654-0188
Email Address:	saldrich@library.ca.gov

Doc.#15300

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

LSTA GRANT AWARD #40-7745

Project Title: Analog to Digital: SFPL's Audiovisual Digitization Project
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 \$9,998. 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 GA Page 2

LSTA GRANT AWARD #40-7745

Project Title: Analog to Digital: SFPL's Audiovisual Digitization Project
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 through the end of grant period. 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 #40-7745

Project Title: Analog to Digital: SFPL's Audiovisual Digitization Project
 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 \$9,998 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:

\$9,998	upon execution of the agreement and submission of claim by fiscal agent
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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 GA Page 4

LSTA GRANT AWARD #40-7745

Project Title: Analog to Digital: SFPL's Audiovisual Digitization Project
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 GRANT AWARD #40-7745

Project Title: Analog to Digital: SFPL's Audiovisual Digitization Project
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 Control # E-20

LSTA GRANT AWARD DOCUMENTATION
Budget Chapter 712, Item 6120-211-0890

LSTA Award #: 40-7745

Approval Date: 02/07/11

Project Title: Analog to Digital: SFPL's Audiovisual Digitization Project

Subgrantee: San Francisco Public Library

Funding Start Date: ** upon execution **

Approved Funds: \$9,998

Term: upon execution - end of grant period

Payments: \$9,998

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	\$9,998		
INDIRECT COSTS			
TOTAL	\$9,998		

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:

- ☐ 1. For reference to Committee:
An ordinance, resolution, motion, or charter amendment
- ☒ 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:


- | | |
|---|--|
| <input type="checkbox"/> Small Business Commission | <input type="checkbox"/> Youth Commission |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> 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: Public Library Audiovisual Digitization Project grant - \$9,998

The text is listed below or attached:
attached.

Signature of Sponsoring Supervisor : 

For Clerk's Use Only: