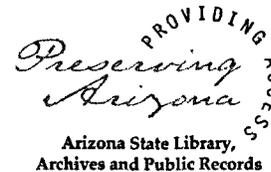




ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE



Joan Clark, State Librarian & Director

May 1, 2014

CITY CLERK
ORIGINAL

C-9106
06/24/2014

Brenda Fischer
Glendale Public Library
5959 W. Brown Street
Glendale, AZ 85302

Dear Ms. Fischer:

I am pleased to inform you that the 2014 Library Services and Technology Act (LSTA) grant application "eMerging Readers" has been approved by the Arizona State Library for full funding in the total amount of \$21,000.00.

The application submitted, along with criteria outlined in this letter, will be the only contractual documents necessary for the implementation of your project. Federal funds can only be used as stipulated in the grant guidelines and instructions (<http://www.azlibrary.gov/libdev/funding/lsta>), the application, and the enclosures with this letter. Projects may be monitored periodically by State Library staff.

As Legal Administrator, please sign and return the following enclosed documents:

- Non-Construction Assurances
- General Assurances and certifications
- Internet Safety Certification

Enclosed you will also find materials directly related to project management:

- The sheet called "Managing Your LSTA Grant Award" contains information on federal regulations, requesting your grant funds, acknowledging the Arizona State Library Archives and Public Records and the Institute of Museum and Library Services, and final reporting.
- A registration form for the May 20, 2014 Grant Recipient Workshop at the Carnegie Center in Phoenix should be completed and returned as soon as possible.

Note that all grant funds must be spent prior to August 3, 2015. Your final report is due by September 4, 2015.

Please return all signed documents to: Janet "Jaime" Ball, Grants Consultant • Carnegie Center • 1101 W. Washington St. • Phoenix, AZ 85007.

Jaime is responsible for the distribution of funds and ongoing administration of the grant award, including the final report. If you have any questions concerning your application or other supporting documents, please contact Jaime at jball@azlibrary.gov or call her at 602-926-3365 or 1-800-255-5841 statewide.

Sincerely,

Joan Clark

cc: Kathy Hamel

STATE CAPITOL

1700 West Washington • Phoenix, Arizona 85007 • Home Page: <http://www.azlibrary.gov/>
Phone: (602) 926-4035 • FAX: (602) 256-7983 • E-Mail: jclark@azlibrary.gov

An Equal Opportunity Employer

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

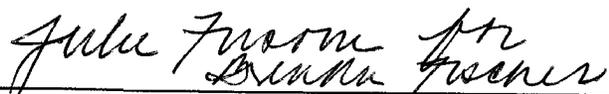
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738, (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988, (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.)
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Glendale	DATE SUBMITTED 6/24/14

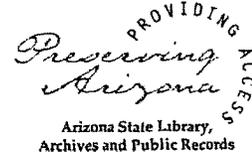
Standard Form 424B (Rev. 7-97) Back

ATTEST:


City Clerk

Approved as to form


City Attorney



Assurances and Certifications for 2014 Arizona LSTA Subgrant Award

1. Nondiscrimination

The applicant shall comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681– 83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

2. Debarment and Suspension

The applicant shall comply with 2 C.F.R. part 3185 and 2 C.F.R., as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- a) Are presently excluded or disqualified;
- b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The applicant is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applicant keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status The authorized representative, 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.

5. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000)(31 U.S.C. §1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) 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 contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails

to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

In addition, in accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

6. Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor.

7. General Certification The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

These assurances and certifications are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. These assurances and certifications are binding on the applicant, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

The undersigned further provides assurances that it will include, as applicable, the language of the assurances and certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

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

Julu From for Brenda Fischer
Signature of Authorized Certifying Official Library Name

Brenda S. Fischer, City Manager
Print Name and Title of Authorized Certifying Official

6/24/14
Date

ATTEST:
[Signature]
City Clerk

Approved as to form
[Signature]
City Attorney



INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

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

- A.** CIPA Compliant (The applicant library has complied with the requirements of 20 U.S.C. § 9134(f)(1) et seq.)

OR

- B.** The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Julie Furrow for Brenda Fischer
Signature of Authorized Representative

Brenda S. Fischer
Printed Name of Authorized Representative

City Manager
Title of Authorized Representative

6/24/14
Date

Glendale Public Library
Name of Applicant Library/Program

ATTEST:
[Signature]
City Clerk

OMB No. 3137-0071; Expiration Date: 9/30/2015

Approved as to form

[Signature]
City Attorney

Grant Administration Guidelines

Grant Guidance

Library Services and Technology Act (LSTA) grant funds are provided by the Institute of Museum and Library Services (IMLS), through the Arizona State Library. The grantee assumes the legal responsibility of administering the grant in accordance with the LSTA statutory and regulatory requirements, and Arizona Revised Statutes. The award is based on the approved grant proposal and budget; the award letter provides notification.

Allowable and Unallowable Costs

Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that **may be proposed** as budget items in an LSTA grant application. Grant funds may be expended for the items identified as allowable costs in 2 CFR 225 "Cost Principles for State, Local, and Indian Tribal Governments," 2 CFR 220 (for Educational Institutions), and 2 CFR 230 (for Non-Profit Organizations).

The following costs are unallowable and **may not be proposed** as grant project costs:

- * Administration fees
- * Bad debts
- * Construction
- * Contingencies
- * Contributions and donations
- * Entertainment / Performances
- * Fines and penalties
- * Food
- * Interest and other financial costs
- * Staff salaries and benefits
- * Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)
- * Gifts, models, souvenirs

Requesting Funds

Funds must be requested between May 20, 2014, and August 3, 2015.

Travel Costs

Travel and per diem expenses are allowable costs for project personnel only. A subgrantee must reimburse staff travel and per diem at the rate authorized by the State (See Budget Considerations).

Interest on Grant Funds

DO NOT put your Federal LSTA funds into interest-bearing accounts, savings accounts or investment-type funds. If interest is earned on LSTA grant funds by the sub-grantee, the amount of the interest **must be refunded** to the Arizona State Library, Archives and Public Records Division, and subsequently returned to IMLS in Washington.

Budget Revisions and Programmatic Changes

Subgrantees must not deviate from the approved budget and approved plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the LSTA Consultant, Library Development. Similarly, subgrantees must request prior approval of significant departures from approved project plans, including changes in the scope of the project, changes in project objectives, and changes in the project manager or other key project personnel. Both types of requests must be made in writing to the Library Development Grants Consultant, Janet "Jaime" Ball at jball@azlibrary.gov.

Requirements for Publications and Presentations -

All promotion materials, press releases, bibliographies, reports and other such publications resulting from an LSTA grant project must contain the following acknowledgment:

This project (program) was supported with funds granted by the Arizona State Library, Archives and Public Records, a division of the Arizona Secretary of State, under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.

If the grant project results in copyrightable material, the subgrantee or any subcontractor of the subgrantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

Grant Administration Guidelines

Reporting Requirements

Grant recipients will be required to submit a final financial and narrative performance report to the State Library within thirty days after the end of the project or no later than September 4, 2015 for FY 2014 competitive grants. The final report is completed online at www.azlibrary.gov/lsta. **Failure to file the report or library statistics on time will make your library ineligible to apply for future LSTA grants.**

Inventory Requirements

Grantees must submit and maintain inventory records of all non-expendable personal property, defined as items having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. Inventories of all such property may be conducted to verify the existence, current utilization, and continued need for the property. Disposition of such property shall be in accordance with the disposition requirements of the State Library.

Grant Close Out Procedures

All funds must be encumbered/obligated by the last day of the grant period (August 3, 2015). All payments using LSTA funds must be completed before the final report is submitted, September 4, 2015. Should it not be possible to expend and/or obligate the funds prior to the end of the grant period, the State Library is to be notified at least 30 days in advance so arrangements can be made to return the funds to the State Library. If received by the State Library before the last month of the grant period, these funds can be reprogrammed into other Arizona projects; otherwise, reverted funds must be sent back to IMLS.

Record Retention Requirements

Taken from OMB Circular A-110 Section __.53.

(b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.

- (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- (2) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- (3) When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
- (4) Indirect cost rate proposals, cost allocations plans, etc. as specified in Section __.53(g).

Complaint Process

Complaints or questions about the LSTA program received by State Library will be forwarded to the Library Development Grants Consultant, who will respond as appropriate either through a phone call, an email message or a formal letter. If the person making the complaint is not satisfied with the information provided by the Library Development Grants Consultant, the question or complaint will be sent to the State Librarian. The State Librarian will respond as is appropriate to the situation, and is the person of last resort for complaints.

Audit Requirements

All libraries that have received a total of \$300,000 or more from all federal grants in the federal fiscal year (October 1 – September 30), must submit an audit as required under the Single Audit Act of 1984.

Audits are required as follows under OMB Circular No. A-133 Subpart B— Audits § __.200 Audit requirements.

eMerging Readers

1) PROJECT SUMMARY

What is your project's primary intent / desired outcome?

The goal of this project is to establish a youth e-book collection to introduce, encourage and build reading and technology skills among youth and teen readers. Funds will be used to purchase a youth popular fiction e-book collection, as well as six tablets for use in training and demonstration. Our young community will benefit as they discover and build upon a love of reading, as well as establish a familiarity with the technology of e-books. Parents will also benefit as they discover a new and exciting way to read with their children.

2) PROJECT DESCRIPTION

A). What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

The Library will add a youth e-book collection to improve access to age-appropriate electronic reading materials. The project will utilize Baker & Taylor's Axis 360 platform. Axis 360's accessibility, ADA-compliant standards, and visually-rendered layouts create a platform conducive to the reading experience of the younger generation.

Funds will be used purchase a popular fiction e-collection for an audience aged 2 – 18. The e-collection will incorporate picture books (40%), chapter books (20%), and teen/young adult novels (40%). The Youth Collection Coordinator will select materials appealing to picture book and teen readers, including titles that are award-winning, popular, and high in demand. The Library will also choose a selection of high-demand and award-winning chapter books. The Library will make this content available through the ILS and through the library website. Funds will also be used to purchase three Apple I-Pad Air tablets (16GB); two Google Nexus 10 tablets (16GB); and one Microsoft Surface 2 tablet (16GB) to use for training and demonstration. Funds will also provide for protective cases and adaptors for the devices. A set of tablets will be designated per library facility.

The Library system runs on average 10 storytimes per week. Tablets will be incorporated into these storytimes in conjunction with traditional printed books and storytime materials. A 10-minute tutorial will take place after designated storytimes to show parents how to access the Axis 360 picture books on their own devices. The Library will host at least two tutorials per location per month to promote and train on youth e-book materials.

The Library will select teen titles and buy multiple copies for promotion and discussion in the Teen Book Obsession blog, as well as on the Teen Facebook and Teen Tumblr sites. Teens will be invited to download and read the title, and post comments about the content and format to the social media pages. The Library will also select and purchase teen titles for review and evaluation by the Teen Library Council at Main and Foothills. Teen volunteers at Foothills, Main, and Velma Teague will participate by reading and evaluating e-book content and selection, and platform accessibility. The Library will also select and purchase chapter book titles for review and evaluation by members of the ChickLit Book Club and Kearsten's Book Club. These youth book clubs consist of middle-school-aged kids who are on the cusp between chapter books and young adult novels.

Finally the Library will develop short video tutorials (YouTube or Vimeo) to post on the Library web page and social media sites.

B). What role will each of the institutional partners play? Include a letter of support from each institutional partner.

NA

C). How will the general public participate or use this product? Who will participate, and how many will directly participate in the first year? How will you publicize this activity or product?

Anyone holding a Glendale Public Library card will be able to participate by logging in through the Library catalog or website. Axis 360 title records will be linked through the catalog, and patrons will initially be taken to the Axis 360 “magic wall,” or landing page. Patrons may also get to this landing page by going through the Library’s website, through the “eBooks and More!” link, as well as through the Kid Zone page and the Teen page. Patrons will be prompted to login with their library card, and be prompted to download initial Axis and Blio readers. The Axis landing page itself has tutorials that patrons may follow. The Axis 360 magic wall is an easy-to-use graphical interface similar to other browsing interfaces, such as Netflix.

According to FY13 statistics, approximately 17,388 people attended one of Glendale Library’s 451 storytimes that year. The Library reached 12,647 people through 38 youth outreach and school events. Approximately 1250 people view the teen Book Obsession blog on a monthly basis. The Library has 80,823 cardholders presently in its system. Of those, 13,784 cardholders are 18 and under, and within that group 6,132 are 11 and under. We do not have a means to determine how many cardholders are parents. Nor can we determine, specifically, how many direct participants will interact with the new e-book program. However, our expectation is that parents will use the youth e-book collection to find picture books to download and read to their children. School-aged students will find chapter books to read for pleasure or for school book reports. Teens – many of whom own smart phones and tablets – can use the Library’s Axis e-book collection as a convenient way to get the latest best-selling teen titles onto their devices.

The new e-book collection will be marketed in several different ways.

1. Tablets and e-books will be marketed during storytimes and 10-minute tutorials.
2. The e-book collection will be marketed to teachers, parents, and children at school and outreach events.
3. Information promoting the new youth e-book collection will be posted on the Library’s youth, teen, and adult Facebook pages, as well as on the Library website.
4. Press releases announcing the collection will be developed by the City marketing department.
5. Posters, printer receipts, and water bill flyers will direct patrons to the collection.
6. Teen Volunteers can create bulletin boards promoting the new e-book collection.
7. Video tutorials (utilizing YouTube or Vimeo) will be posted on the Library website.

3). Justification

a). What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?

According to Scholastic’s 4th edition of the “Kids & Family Reading Report” (2012), use of e-books by children is on the rise. Key findings include:

- The percent of children who have read an e-book has almost doubled since 2010 (25% vs. 46%).
- Seventy-two percent of parents are interested in having their child read e-books.
- Among kids who have read an e-book, one in five says he/she is reading more books for fun, especially boys.

- Half of children age 9-17 say they would read more books for fun if they had greater access to e-books – a 50% increase since 2010.
- And finally, 51% of kids who have *not* read an e-book are interested in doing so.

A report titled “Kids+E-Reading Trends” 2012 to 2013, conducted by PlayCollective and Digital Book World, found the following:

- 67% of U.S. children aged two-to-thirteen are now reading e-books. That number is up from 54%, recorded from the previous year.
- Two thirds of children 13 and under now read digital books, and with 92% of those kids doing so at least once a week.

At Glendale Library alone, e-book use has been on the upswing since its introduction. Over the past seven years, the Library has seen a 3322% increase in Overdrive e-book usage across age groups. Tumblebooks was accessed 1711 times in FY13, and so far 350 times midway through FY14. Building a youth e-collection through Axis 360 is the best approach because the Axis platform is straightforward and easy to use. The interface is familiar to kids already using products like Netflix. The Axis 360 reader and Blio reader downloads are quick and easy across devices. The Blio app renders picture books beautifully. And, the Axis 360 product is ADA-compliant. Parents and children will find the Axis e-collection a fun and convenient way to get a hold of their favorite books.

b). What audiences are you targeting with this project and why?

The intended audience includes preschool-aged children and their parents, school-aged children, and teens.

c). How does this project relate to your library’s mission or other plans (such as a technology plan)? What steps has your library taken to prepare for this project? If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

Children and literacy are one of the main principles in the Library’s strategic plan, and are highlighted in Service Point 2, “Create Young Readers/Emergent Literacy”; and also highlighted in Service Point 3, “Stimulate Imagination through Reading, Viewing and Listening for Pleasure.” The Library also strives to connect patrons electronically to information and reading materials, as outlined in Service Point 1 of the Library Strategic Plan: “Technology—Connect to the Online World.” The goals and audience of this requested LSTA grant blend those three principles into one by creating an e-book collection for its younger readers. The Library has already taken the first steps by purchasing and subscribing to the Axis 360 platform. Further developing the Axis 360 platform is a project the Library will continue out of General Fund monies once the grant period has ended.

4). Outcomes/Activities/Evaluations:

a). What specific change do you intend to achieve with this project? Briefly explain why you have selected this outcome, tying it to the justification provided.

The anticipated outcome is for children to discover and build upon a love of reading, as well as establish a familiarity with the technology of e-books. The ultimate outcome is to build and maintain lifelong reading habits through the ease of e-book technology.

We expect to achieve the following outcomes:

1. Expansion of the youth fiction e-book collection.

- a. Development of the Axis 360 youth e-book collection will expand the Library's already-existing access to e-materials like Tumblebooks and Overdrive, but with an emphasis on younger readers. Further, Axis 360 will be a *Library-owned* collection, rather than a *subscribed-to* collection (such as Tumblebooks and Overdrive).
 - b. Six months and nine months after the collection purchase, the Library will conduct a survey of the purchased e-books to track how well they have circulated.
2. Parents will discover a new and exciting way of participating in one-on-one reading time with their children through Axis 360's visually-rendered picture e-books.
 - a. Parents and children will be introduced to the e-reader collection via storytimes, 10-minute tutorials, and school/outreach events.
 - b. Parents will be surveyed on the e-collection's content and ease of use. Broader outcomes will also be surveyed, such as whether picture e-books have enhanced reading time in terms of length, number of books read, and child's interest.
 3. Children and teens will become more knowledgeable about e-books, both in content and functionality.
 - a. Children and teens will gain a greater interest and appreciation for e-book reading by learning about the new collection through Library social media, youth online and in-person book discussions, and through teen council.
 - b. Measurements that demonstrate change in attitude or reading behavior will be obtained through print and online surveys, as well as through mini focus groups.

5. Project Personnel:

a). Kathleen Curley, Collection Development Manager. Kathy will be the project manager, and oversee the budgeting, publicity, management of the e-book platform, the evaluation and statistical analysis of the grant, and all other administrative aspects of the grant. She will partner with Mojgan Vahabzadeh, city Arts Coordinator, and Marcheta Strunk, Marketing and Communications Program Manager, on the creation and development of publicity materials.

b). Kristin Fletcher-Spear, Administrative Librarian at the Foothills Branch Library, and Collection Development Coordinator for Youth and Teen. Kristin will coordinate material selection and program support. Kristin will lead the planning and coordination of tablets into storytimes and at school events with youth programming and outreach staff. These staff include: Greg Kinder and Janet Loyd, (Velma Teague); Merideth Jenson-Benjamin, Carolyn Grote, Elly Reidy, Polly Stroup, and Kearsten LaBriozzi, (Main); Cynthia Wild, Kim Huff (Foothills). Others may become involved depending on interest and expertise with the material.

3) Timeline/Schedule of Activities:

- February – March 2014
 - Write and submit grant
- June 2014 – August 2014
 - Select and acquire materials for the new e-book collection
 - Purchase and set up tablets for training
 - Provide tablet training and Axis 360 training for staff
 - Prep publicity for new collection
- September, 2014
 - Unveil and publicize new collection

- Begin using tablets in storytimes; begin providing 10-minute tutorials
- Programing and publicizing youth e-collection continues
- October, 2014
 - Provide online and in-person surveys evaluating the users e-book reading experience
- November, 2014
 - Teen titles selected for Fall reading and online review through social media.
- January, 2014
 - Teen Councils and volunteers at each Library participate in online reading experiment
- February - March 2014
 - Mini focus groups at monthly Teen Councils to gather reading experience data
 - Surveys and data collected from teen volunteer participants
 - Pull six-month circulation stats for review of e-collection use
- April, 2014
 - Teen title selected for Spring reading and online review through social media.
- June, 2014
 - Titles selected for youth book clubs
 - Surveys and data collected from youth book club participants
 - Pull nine-month circ stats for review of e-collection use
- August, 2014
 - All programming and events for purpose of grant completed
 - Evaluation of surveys and focus groups analyzed and completed
 - Circulation reports analyzed and completed
 - LSTA grant final report written and completed

7). Justification of Expenditures

LSTA funds in the amount of \$21,000 are being requested for the following:

- **Creating the youth e-book collection** - \$17,000. This will involve the selection, purchase, and acquisition of electronic materials for youth and teens. These funds are for purchase of e-book materials only, and not for the platform fee (which the Library is purchasing as in-kind).
- **Purchasing tablets and related accessories** - \$3,568. This will include the purchase of three Apple iPad Air tablets; two Google Nexus 10 tablets; one Microsoft Surface 2 tablet; as well as connecting cables and protective covers. These prices are as currently quoted through Apple (www.apple.com), Google (play.google.com), Microsoft (www.microsoft.com) and Amazon (www.amazon.com). Tablets will be used during storytimes, tutorials, book clubs, and online to demonstrate and instruct patrons on how to view and download the youth fiction e-book collection.
- **Printing** - \$431. This will include promotional materials such as posters, brochures, and flyers.

In-Kind: The Library is committing \$4,495 to the purchase price of the Axis 360 e-reader platform; \$15,964 of in-kind funds for staff salaries & benefits; and \$150 towards printing and toner. All together the Library will match \$20,609 toward in-kind funds.

8). Budget (filled out within application)