CALIFORNIA STATE LIBRARY  
FISCAL YEAR 2015-2016  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
STAFF INNOVATION FUND PITCH-AN-IDEA GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

**Applicant Information**

1. **Library/Organization**
   Orange County Public Libraries

2. **Library’s DUNS Number**
   1204311655

3. **Internet Web Site Address**
   http://ocpl.org/

4. **Project Coordinator Name & Title**
   Matthew Patsel, Branch Manager & Beatriz Preciado, Librarian

5. **Email Address**
   Matthew.patsel@occr.ocgov.com, Beatriz.preciado@occr.ocgov.com

6. **Business Phone Number**
   714-539-2115 / 562-694-2958

7. **Fax Number**
   562-691-8043

8. **Mailing Address**
   221 E. la Habra Blvd., La Habra, CA 90631

9. **Check the Appropriate Library Type**
   - [ ] Public Library  - [ ] Academic  - [ ] K-12  - [ ] Multi-Type  - [ ] Special/Other

**Project Information**

10. **Project Title**
    Manejando Su Éxito/ Driving Your Success

11. **LSTA Funds Requested**
    $6,750

12. **Cash Contributions**
    $0

13. **In-Kind**
    $90,150

14. **Total Project Cost**
    $96,900

15. **California’s LSTA Goals**
    (Check one goal that best describes the project)
    - [ ] Literate California
    - [ ] Content Creation/Preservation
    - [ ] Community Connections
    - [ ] 21st Century Skills
    - [ ] Bridging the Digital Divide
    - [ ] Ensuring Library Access for All
    - [ ] 22nd Century Tools
    - [ ] Information Connections

16. **Number of persons served**
    (The number of persons who use or will benefit directly from this project)  600

17. **Primary Audience for project**
    (Select all that apply.)
    - [ ] Adults
    - [ ] Families
    - [ ] Immigrants/Refugees
    - [ ] Intergenerational Groups (Excluding Families)
    - [ ] Library Staff, Volunteers and/or Trustees
    - [ ] Low Income
    - [ ] Non/Limited English Speaking Persons
    - [ ] People with Disabilities
    - [ ] People with Limited Functional Literacy
    - [ ] Pre-School Children
    - [ ] Rural Populations
    - [ ] School Age Children
    - [ ] Senior Citizens
    - [ ] Statewide Public
    - [ ] Suburban Populations
    - [ ] Unemployed
    - [ ] Urban Populations
    - [ ] Young Adults and Teens

18. **This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Helen Fried  
Title: County Librarian

Mailing Address (if different from above)  
City  
Zip  

Library Director Signature:  
Date:  


The California Department of Motor Vehicles (DMV) reports that unlicensed driving is a significant safety issue for California. Unlicensed drivers cannot obtain auto insurance and when involved in an auto accident have a higher likelihood of leaving the scene. To promote safety and individual accountability, the California Legislature enacted Assembly Bill 60 (AB60), The Safe and Responsible Drivers Act, which became law as of January 2, 2015. AB60 ensures that all drivers, regardless of immigration status, are trained, tested, licensed and accountable for their own driving records. Driver’s license applicants under AB60 must meet qualifications for licensure and provide satisfactory proof of identity and California residency.

In the next few years, it is estimated that more than 1.5 million individuals will apply for a license under this new law. In response, the DMV has established additional locations throughout Orange County and formed a community outreach department. In early 2015, the DMV released its first statistics related to AB60: although 502,000 applicants had visited a local DMV to obtain a driver’s license, only 207,000 had been successful. Many reported that they were unable to pass the written portion of the examination due to literacy limitations, language and/or not having prior test-taking experiences. This outcome demonstrates a need for driver's education and preparation to successfully complete the process of obtaining a license.

As Latinos continue to be one of the fastest growing population groups in Orange County, this proposed project, Manejando su Éxito/Driving Your Success, will support the journey of our Latino library patrons toward obtaining their driver's licenses. This project directly relates to one of OC Public Libraries’ 2015 strategic plan goals: to help immigrant county residents reduce their "language isolation." Reducing language isolation facilitates the social and economic pursuits of immigrants and their families. Offering assistance for immigrants to obtain driver’s licenses will reduce their isolation, as being able to drive will facilitate everyday tasks such as getting to work, going to the grocery store, attending community functions, and getting needed medical attention. Those with driver’s licenses have better employment opportunities, earn higher wages, maximize their abilities to advance in a competitive job market, and gain additional responsibilities and skills. Being a member of the community is important for social assimilation and helping future generations revitalize their own communities. The opportunity to have a driver’s license also contributes to the well-being of their communities by improving public safety.

Manejando su Éxito/Driving Your Success will offer Orange County adults the opportunity to prepare for the written driver's license exam at a local branch library. This preparation will consist of three scheduled sessions: 1) an introductory session; 2) driver’s education with Cal State Driving School, and 3) a resource fair. These sessions will inform and educate adults on the application process, including documents needed and study tips, how to prepare for the exam and also how to avoid frauds and scams. Libraries throughout the county will host the project in order to reach as many users as possible, but it will be primarily offered at the Garden Grove Chapman and La Habra Libraries because they are located in predominantly Latino communities.

The introductory session will consist of a mandatory one hour review of the driver's license application process, including the documentation needed. This session will be led by a local, nonprofit organization that specializes in helping the immigrant and limited English speaking communities. Upon completing this first session students will know how to make a DMV appointment and locate the documents needed to fulfill DMV requirements.

Cal State Driving School will lead the second session, conducting a three hour written exam preparation course. These classes will be available in both English and Spanish and offered evenings and Saturday mornings to accommodate as many interested students as possible. This workshop will provide students with the needed confidence and preparation to pass the written exam and be a step closer to obtaining a driver's license.

A third and final session will be offered in collaboration with a number of non-profit organizations, to ensure that individuals wanting to obtain a driver’s license avoid fraud and theft situations. This session will connect individuals to information, resources, knowledge and education related to obtaining and maintaining a driver's license. Since the implementation of AB60, the California Immigrant Policy Center reports that there have been numerous cases of interested applicants who have paid to have their driver’s license application filled out or make an appointment to speed up the application process. The DMV does not offer such services and appointment making is completely free. Often, once a person has agreed to pay for assistance with their driver’s license, they are also offered fraudulent immigration services at a cost. Consequently, this final session will also cover how to avoid scams when obtaining auto loans and insurance.

The success of Manejando su Éxito/Driving Your Success will be based on the number of participants who obtain a driver’s license during the grant period. In addition to driver’s licenses, program success will be based on individual and family opportunities related to employment, civic engagement, educational programming, personal growth and reduction of language isolation. The project will establish stronger community ties for the Library, through involving a number of nonprofit organizations, meeting the needs of current library users and introducing new library users to available services. This will help to further establish the Library as a cultural space for the immigrant community.
ELEMENT 3: PLANNING AND EVALUATION (please see application instructions for additional information)

Please answer each area concisely and completely. For section A-F limit to four pages.

A. Project Intent (Check only one that best describes the project)

   - Institutional Capacity
   - Improve the library workforce
   - Improve the library’s physical and technology infrastructure
   - Improve library’s operations

   - Information Access
   - Improve users’ ability to discover information
   - Improve users’ ability to obtain information resources

   - Lifelong Learning
   - Improve users’ formal education
   - Improve users’ general knowledge and skills

   - Human Services
   - Improve users’ ability to apply information that furthers their personal, family, or household finances
   - Improve users’ ability to apply information that furthers their personal or family health & wellness
   - Improve users’ ability to apply information that furthers their parenting and family skills

   - Employment & Economic Development
   - Improve users’ ability to use resources and apply information for employment support
   - Improve users’ ability to use and apply business resources

   - Civic engagement
   - Improve users’ ability to participate in their community
   - Improve users’ ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

   The OC Public Libraries Manejando su Éxito/Driving Your Success project will provide a series of sessions that will prepare participants for the written portion of the California driver's license exam and provide other relevant information and resources related to purchasing insurance, avoiding fraud, car loan applications, etc. These sessions will be made available for any patron wishing to attend, but will be of special interest to Spanish-speakers applying for driver's licenses under AB60. The expected benefits will be: at least 50% of attendees will obtain a driver’s license as a result of what they learned through this project, which will expand their educational, economic and social opportunities.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.

   Manejando su Éxito/Driving Your Success will offer the following services/products for the public:
   - 15 introductory sessions (reviewing the driver's license application process and documents needed)
   - 15 three-hour written preparation courses led by Cal State Driving School
   - 15 community resource fairs with a number of community nonprofits
   - 450 adults will attend the introductory session and complete the three-hour written exam preparation
   - 150 individuals will attend the resources/services fair
   - 700 promotional flyers will be distributed throughout Orange County
   - 4 or more community organizations will assist with events
   - 250 adults will obtain a driver's license as a result of program participation
   - 400 promotional bookmarks listing location and dates of programs

D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)

   There are a number of expected positive changes that will result based on program participation.
   - At least 50% of participants will feel more confident in their ability to apply for a driver's license and test-taking
   - 50% of participants will better understand the application process
   - 50% of resource fair attendees will be more familiar with services and resources related to road safety and auto ownership
   - At least 50% of participants will report an increase in quality of life based on obtaining a valid drivers license
   - At least 50% of attendees will report that they are interested in participating in other programs offered at the library

   We will develop pre- and post-survey instruments to measure outcomes and administer them before and after each session, at each location. We will also survey participants via e-mail/phone after the project ends, to measure quality of life outcomes.
E. Briefly describe how this project will be financially supported in the future.

Manejando su Éxito/Driving Your Success is a pilot program. Based on the anticipated number of future licenses under AB60, The Safe and Responsible Drivers Act, the demand for this program will remain high in coming years. Although no funding sources have been identified at this time, we anticipate future support will come with demonstrative program success. In addition, we will develop supportive resources to be distributed throughout OC Public Libraries.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

I. Instruction - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. (Check all that apply and provide a description including whether the format will be in-person, virtual, or both)

- Program - Formal interaction and active user engagement (e.g., a class on computer skills).
- Presentation - Formal interaction and passive user engagement (e.g., an author’s talk).
- Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.

Description: We will offer three types of sessions: 1) An introductory session conducted by a local nonprofit organization that will review the process of obtaining a driver's license and the documentation needed; 2) a formal driver education session with Cal State Driving School that will prepare participants to take the written driver's license exam; and 3) a resource fair that will offer participants information and resources related to obtaining and maintaining a driver's license (insurance and car loans, how to avoid fraud, etc.)

II. Content - Involves the acquisition, development, or transfer of information and how information is made accessible. (Check all that apply and provide a description including whether the format will be physical, digital, or both)

- Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
- Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
- Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
- Lending - Provision of a library’s resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
- Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

Description: Obtaining and distribution of relevant informational materials from community service agencies and nonprofits.

III. Planning & Evaluation - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. (Check all that apply and provide a description)

- Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
- Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description: We will develop pre- and post-survey instruments to measure outcomes and administer them before and after each session, at each location.

IV. Procurement - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. (Provide a description)

Description:
ELEMENT 4: GRANT TIMELINE/ACTIVITIES (please see application instructions for additional information)

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<tbody>
<tr>
<td>Schedule driving instructor(s) and community partners</td>
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<tr>
<td>Continuous marketing, promotion and recruiting for program participation</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Garden Grove Chapman Library 3-part session driving program</td>
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<tr>
<td>La Habra Library 3-part session driving program</td>
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<td>Other OC Public Libraries 3-part session driving program</td>
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<td>Participant follow-up via email/ phone call</td>
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</table>
ELEMENT 5: BUDGET (please see application instructions for additional information)
The budget should clearly identify the amounts requested and from what sources. (please do not unlock the application form, if additional space is needed contact Mickie Potter at mickie.potter@library.ca.gov)

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contributions</th>
<th>In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
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<td>Project Coordinator- Adult Services Librarian</td>
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<td>Project Manager- Branch Manager</td>
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<td>Subtotal</td>
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<td>$0</td>
<td>$89,900</td>
<td>$89,900</td>
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</tbody>
</table>

**Description**: Project Coordinator- Adult Services Librarian will give a total of 10 hours per week of her time during the 44 week duration of the project, total of 440 hours ($41.00X440hrs = $18,000)

Project Manager- Branch Manager Matthew Patsel will give a total of 8 hours per week during the anticipated 44 week program duration and assist with grant implementation at the Garden Grove Chapman Branch, total of 325 Hours ($67.00X352=23,500)

Project Manager- Branch Manager Jill Patterson will give a total of 5 hours per week of her time for supervision, marketing, promotional efforts, total of 220 hours ($88.00X220hrs=48,400)

**Equipment ($5,000 or more per unit)**

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<tr>
<th></th>
<th>LSTA</th>
<th>Cash Contributions</th>
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**Description**:

**Operating Expenses: Library Materials**

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<th>LSTA</th>
<th>Cash Contributions</th>
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<td>Subtotal</td>
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**Description**:

**Operating Expenses: Consultant Fees**

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<th>Cash Contributions</th>
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<tr>
<td>Cal State Driving School</td>
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<td>Subtotal</td>
<td>$6,750</td>
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<td>$6,750</td>
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</tbody>
</table>

**Description**: Cal State Driving School $6,750- includes 15 driver's education courses at Garden Grove Chapman and the La Habra Library as well as other library locations for a total of 30 students per class.
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contributions</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
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<tbody>
<tr>
<td>Operating Expenses: Travel</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>Description:</strong></td>
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</table>

| Operating Expenses: Supplies/Other  |      |                    |         |                  |
| Printing of promotional flyers and brochures | $0   | $0                 | $250    | $250             |
|                                     | $0   | $0                 | $0      | $0               |
|                                     | $0   | $0                 | $0      | $0               |
|                                     | $0   | $0                 | $0      | $0               |
|                                     | $0   | $0                 | $0      | $0               |
| **Subtotal**                        | $0   | $0                 | $250    | $250             |

*Description:* The library will print a total of 1,100 items (700 promotional flyers and 400 bookmarks listing program dates and locations throughout OC Public Libraries) X .20= $250

| Operating Expenses: Contracted Services |      |                    |         |                  |
|                                        | $0   | $0                 | $0      | $0               |
|                                        | $0   | $0                 | $0      | $0               |
|                                        | $0   | $0                 | $0      | $0               |
|                                        | $0   | $0                 | $0      | $0               |
|                                        | $0   | $0                 | $0      | $0               |
| **Subtotal**                          | $0   | $0                 | $0      | $0               |

*Description:* 

<table>
<thead>
<tr>
<th>Project Total</th>
<th>$6,750</th>
<th>$0</th>
<th>$90,150</th>
<th>$96,900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Cost Rate Applied</td>
<td>0 %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*Check one: (please see application instructions for additional information)*

☑ No Indirect  ☐ Federally negotiated indirect cost rate *  ☐ Indirect proposed cost rate *

*please attach supporting documentation if required*

*Description:*
ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2015/16
(please see application instructions for additional information)

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (check only one of the following boxes)

A. ☒ An individual applicant that is CIPA compliant.
   The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☐ Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.
   All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. ☐ Not Subject to CIPA Requirements.
   The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Orange County Public Libraries
Library/Organization
Manejando su Éxito/Driving Your Success
Project Name

Helen Fried
Library Director Name
County Librarian
Title

Library Director Signature
Date

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