# CALIFORNIA STATE LIBRARY

## LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

**FISCAL YEAR 2016/2017 PITCH-AN-IDEA GRANT APPLICATION**

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

#### Applicant Information

1. **Library/Organization**
   - Redwood City Public Library

2. **Library’s DUNS Number**
   - 133341354

3. **Project Coordinator Name & Title**
   - Jacky Averill, Specialist Librarian

4. **Email Address**
   - javerill@redwoodcity.org

5. **Business Phone Number**
   - 650-780-7016

6. **Mailing Address**
   - PO Box or Street Address: 1044 Middlefield Road
   - City: Redwood City
   - State: CA
   - Zip: 94063

#### Project Information

7. **Project Title**
   - FORMTEXT PULLooza: Pop-Up Library Learning

8. **LSTA Funds Requested**
   - $43,239

9. **Cash Contributions**
   - $0

10. **In-Kind**
    - $29,205

11. **Total Project Cost**
    - $72,444

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

13. **Number of persons served (Number of persons who use or will benefit directly from this project)**
    - 450

14. **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

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

   **Library Director Name:** Derek Wolfgram
   **Title:** Library Director

   **Mailing Address (if different from above):**

   **Library Director Signature:**

   **Date:** 6/13/16
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library’s strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical info to support the project.

Pop-Up Library Learning (PULL) employs an eco-friendly ebike to Pull a book trailer, Petal-Lit, and a mobile kitchen, La Cocina, mobilizing dynamic learning into our neighborhoods, reaching families at risk of poor eating habits and families with children at risk of low school success. PULL will foster community connections and provide library resources to residents who are not currently utilizing our libraries. PULL pedals non-traditional library services right where the need is greatest in two unexpected packages: La Cocina healthy eating mobile kitchen and Petal-Lit book trailer.

Only 33% of Redwood City third grade students are able to read proficiently at or above grade level. Petal-Lit uses bicycle pedal power and a book trailer customized with an irresistably adorable flower design to plant the seeds of literacy for kids at risk. Petal-Lit will Pop-Up at schools, health centers, markets, and city events with bilingual storytimes and enrichment programs to pull in kids along with their parents and caregivers. All of our storytimes model empowering early literacy skills that parents can continue at home to help ensure their children attain the abilities needed for school success. Petal-Lit storytimes will emphasize the power of parents as their child’s first and best teachers and give tips on taking advantage of teachable moments with no-cost and low-cost enrichment activities. Books, stickers, and collector cards will be distributed from Petal-Lit ensuring that families will be attracted to Petal-Lit every time they see us cruise in.

La Cocina mobile kitchen will draw residents to the joys and benefits of simple cooking techniques and healthy eating. Redwood City residents are at high risk of developing diabetes and childhood obesity. Our childhood obesity rate is 37.4%. Awareness of better nutrition can have a positive impact on the lives of our community members. Between 2011 and 2013, in San Mateo County, more people died from diabetes than from motor vehicle crashes. Diabetes is ranked second among our county’s prioritized health concerns. The identified risk factors include poor nutrition, lack of exercise, limited availability/affordability of fresh foods, and saturation of fast food. (Attachment A - Citations) La Cocina will cook up nutrition information and related book talks, along with programs by community-based cooks and local growers using a Charlie Cart mobile kitchen and a hands-on curriculum. Program components include Cooking Demonstrations, Health and Nutrition talks, Food Tasting, Cooking for Kids, and Gardening. Working with the Health & Wellness Center of Dignity Health Sequoia Hospital brings bilingual nutrition information programs to La Cocina, along with the potential of diabetes screenings and expansion of sites available for community outreach.

Small Petal-Lit storytime events will bring audiences of 10 to 50 participants, and La Cocina cooking demonstrations will similarly attract audiences of about 10-30. Both La Cocina and Petal-Lit will also spread library good will by popping up at large street fairs and school events, particularly in our unincorporated North Fair Oaks area, and popular Downtown city-wide events where hundreds of participants will benefit from our message of fun and unexpected library services. Petal-Lit will also pull up alongside La Cocina, at a few special events, to provide fun storytimes for the kids while La Cocina dishes out cooking tips.

Our library staff will benefit from the training opportunities our PULLooza provides. Training ranges from ebike skills and maintenance to nutrition and health and includes public presentation skills and experience.

PULLooza fits into our Library Strategic Plan 2014-2016 in these areas:

a.Family and early childhood literacy: enhance and expand family literacy intervention services to parents of children 0-5 years old providing programs, learning spaces and collections to promote early literacy.

Goal 1: Expand early literacy intervention programs for young children and their parents in both English and Spanish.

a.1.4 Develop a plan to target and market to those families that are most in need.

a.1.5 Measure the positive impact of early childhood literacy programs by surveying parents twice annually and tracking attendance.

b.Expand Library spaces in Fair Oaks: The existing facility is heavily used and not able to adequately meet the demand for collections, programs, computers, seating and family literacy and learning spaces.

Goal 1: Expand current library space

PULLooza will bring increased interest to our Fair Oaks Branch Library which will be expanded and remodeled late in 2016.
A. Project Intent (Check only one that best describes the project)

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

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

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

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

- 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

- 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).

PULL will provide pop-up interactive, educational programs for adults and families at risk of diet-related health problems, and for families with children at risk of low school success. In Redwood City and unincorporated North Fair Oaks, these risk factors may occur in the same households. Our Petal-Lit and La Cocina programs create fun, entertaining, and unexpected teachable moments supported by community partnerships that will increase participation and interest in these innovative library programs.

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

Output measures Petal-Lit:
- 10 Petal-Lit storytimes with attendance of 10-30 parents/caregivers and children
- 5 Petal-Lit appearances at large school or city-wide events with one-on-one contact with 50-100 family members and visual contact with hundreds of event participants
- 6 staff trained in ebike handling skills and road safety
- 6 staff trained in bicycle maintenance

Output measures La Cocina:
- 5 La Cocina cooking demonstration/nutrition talks with attendance of 10-30 participants at each event
- 3 La Cocina appearances at large city-wide events with one-on-one contact with 25-50 interested members of the public and visual contact with hundreds of event participants
- 80 cooking demonstration participants
- 30 nutrition talk participants
- 3 community partnerships revitalized, connected or discovered.
- 4 staff trained in nutrition.
- 2 staff trained in cooking demonstration skills.

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)
In response to an open-ended, qualitative interview, at least 75% of participants interviewed will be able to give an example of one new idea, concept, or home activity they learned from their storytime experience.

In response to an open-ended, qualitative interview, at least 50% of participants will recall one new song or finger rhyme taught by the storyteller or shared by another participant.

In response to an open-ended, qualitative interview, at least 75% of participants interviewed will be able to give an example of what they learned from their La Cocina experience.

50% of Participants will be able to list two items for a grocery list to plan the healthy recipe prepared at the La Cocina program (increased knowledge.)

80% of staff will “agree” or “strongly agree” that they have gained new skills as a result of staff training for PULL programs: Petal-Lit and La Cocina. 80% of staff will “agree” or “strongly agree” that they feel more confidence as a result of staff training for PULL programs.

Petal-Lit and La Cocina are recognized in our community as symbols of the public library reaching out to the community in innovative and unexpected ways.

(Attachment B - Sample Outcomes and Surveys)

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

The city of Redwood City has committed to providing the necessary staff needed for sustainability of PULL from the General Fund. Materials created to be distributed at PULL events will also be supported by the General Fund. The Friends of the Redwood City Public Library and the Redwood City Library Foundation are committed to providing funding so books are continuously available for distribution from Petal-Lit. Given increasing publicity for the need for improving nutrition and nutrition education, La Cocina may be eligible for further partnership opportunities and grants such as USDA block grants. Chef-led food demonstrations will be replaced by staff-led food demonstrations as our expertise is developed.

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).

1. **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.
   - Other

Description: PULL programs will provide a dynamic combination of formal presentations in the form of cooking demonstrations and storytimes in addition to more interactive events. Smaller presentations will be informal exchanges. La Cocina may involve willing audience members offering their own cooking tips or changing the direction of the demonstration in response to questions or requests. Petal-Lit small audience events can include parents and caregivers exchanging songs and learning tips in-between stories, finger rhymes, and other learning activities. All PULL events will be in-person.

2. **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.

☐ Other

Description: Materials will be custom designed for PULL programs. Bilingual RCPL Collector Recipe Cards will be available at each La Cocina demonstration. Petal-Lit will distribute bilingual tips for creating inexpensive games, and using everyday life events as opportunities for learning. Lists of suggested reading will be distributed to adults and stickers will attract kids to Petal-Lit and La Cocina every time we are spotted in town.

3. ☐ 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 including whether the format will be in-house or third-party)

☐ 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:

4. ☐ 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**

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>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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</thead>
<tbody>
<tr>
<td>Procurement of bike, pedal library, kitchen, and shed</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Grow partnerships in target areas</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Cook up a plan of events</td>
<td>X</td>
<td>X</td>
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<td>Cultivate and hire trainers</td>
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<td>Design publicity materials, logos, handouts, recipe card templates</td>
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<td>Staff training</td>
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<td>Meet with key partners as necessary</td>
<td>X</td>
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<tr>
<td>First media blitz and &quot;roll out&quot; in the Holiday Parade</td>
<td>X</td>
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<tr>
<td>Schedule menu of programs, events, locations</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Prepare six month report</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Finalize evaluation tools</td>
<td>X</td>
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<td>Second media blitz including menu of events</td>
<td>X</td>
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<tr>
<td>PULLooz of Programming!</td>
<td>X</td>
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<tr>
<td>Analysis of evaluations and evaulation tools</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Partnership celebration!</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Final reporting</td>
<td>X</td>
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<tr>
<td>Plan ongoing/summer programming based on evaluations</td>
<td>X</td>
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</table>
# ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
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<tr>
<td>Staff replacement for 15 Petal-Lit outreach programs</td>
<td>$4,260</td>
<td>$0</td>
<td>$0</td>
<td>$4,260</td>
</tr>
<tr>
<td>Staff replacement for 8 La Cocina outreach programs</td>
<td>$2,272</td>
<td>$0</td>
<td>$0</td>
<td>$2,272</td>
</tr>
<tr>
<td>Staff replacement for planning - Petal-Lit</td>
<td>$0</td>
<td>$0</td>
<td>$10,830</td>
<td>$10,830</td>
</tr>
<tr>
<td>Staff replacement for planning - La Cocina</td>
<td>$0</td>
<td>$0</td>
<td>$6,080</td>
<td>$6,080</td>
</tr>
<tr>
<td>Graphics production</td>
<td>$0</td>
<td>$0</td>
<td>$1,520</td>
<td>$1,520</td>
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<tr>
<td>Marketing</td>
<td>$0</td>
<td>$0</td>
<td>$1,645</td>
<td>$1,645</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$6,532</td>
<td>$0</td>
<td>$20,075</td>
<td>$26,607</td>
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</tbody>
</table>

**Description:** Casual staff will be called upon to cover duties of a Librarian Specialist, or a Librarian II, and a Senior Page while permanent staff prepare for and conduct outreach programs. Cost is calculated as 6 hours casual Librarian at $38/hour plus 4 hours casual Sr. Library Page at $14/hour = $284/per outreach program or event. 15 Petal-Lit programs = $4,260; 8 La Cocina programs = $2,272.

In-kind casual staff replacement for PULLloozza outreach programs includes time for grant management, contacting and meeting with potential partners, program planning, training, and publicity planning. Cost is calculated as 285 hours casual Librarian (.137 FTE) at $38/hour for Petal-Lit = $10,830 and 160 hours casual Librarian (.077 FTE) at $38/hour for La Cocina = $6,080. Graphics: promotional materials, booklists, stickers, recipe cards 40 hours Senior Library Assistant (.019 FTE) at $38/hour = $1,520. Marketing: press releases, Facebook, Instagram 35 hours Library Services Supervisor (.017 FTE) at $47/hour = $1,645.

(Attachment C - Job Descriptions)

<table>
<thead>
<tr>
<th>Equipment ($5,000 or more per unit)</th>
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<tbody>
<tr>
<td>Burgeon Deluxe Model Pedal Library</td>
<td>$15,000</td>
<td>$0</td>
<td>$0</td>
<td>$15,000</td>
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<tr>
<td>Charlie Cart</td>
<td>$8,920</td>
<td>$0</td>
<td>$0</td>
<td>$8,920</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$23,920</td>
<td>$0</td>
<td>$0</td>
<td>$23,920</td>
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</table>

**Description:** The Burgeon Pedal Library is bicycle-ready and forms a freestanding mini-library anywhere it plants itself. The deluxe model adds a shade umbrella, tail lights, usb charging ports, and more. The Charlie Cart is a mobile demonstration kitchen with oven, cooktop, griddle, Vitamix blender, cookware, and full curriculum aligned to Common Core. Purchase aligns with Program Goal: Community Engagement - Help position libraries as centers for community engagement. Increased understanding of community issues as a result of the library’s program. Increased involvement in addressing community problems. Increased knowledge and/or skills as a result of the library’s program.

<table>
<thead>
<tr>
<th>Library Materials</th>
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<tbody>
<tr>
<td>$0</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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</table>

**Description:**

(Attachment C - Job Descriptions)
<table>
<thead>
<tr>
<th>Consultant Fees</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training: Bicycle safety and riding with trailers</td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Staff Training: Bicycle maintenance</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
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<tr>
<td>Online staff training: Food handlers certification</td>
<td>$90</td>
<td>$0</td>
<td>$0</td>
<td>$90</td>
</tr>
<tr>
<td>Staff Training: Nutrition and food presentation skills</td>
<td>$900</td>
<td>$0</td>
<td>$0</td>
<td>$900</td>
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<tr>
<td>Chef food demonstrations</td>
<td>$1,000</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
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<tr>
<td>Subtotal</td>
<td>$2,490</td>
<td>$0</td>
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<td>$2,490</td>
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**Description:** At least 6 staff members will be trained in bicycle safety, ebike basics, and riding while pulling a trailer. Training is 3 hours at $100/hour = $300. At least 6 staff members will be trained in ebike maintenance and basic road repair. Training is 2 hours at $100/hour = $200. At least 6 employees will take an online California food handlers course and pass the test to become certified food handlers at $15/person. At least 4 staff members will receive training to increase knowledge about nutrition, healthy eating, and wellness. At least 2 staff members will receive training in presentation skills specific to food demonstrations. Training is 6 hours at $150/hour = $900. A local bilingual professional chef will present our first 4 public food demonstrations at $250/event = $1,000. (Attachment D - Consultant Descriptions)

<table>
<thead>
<tr>
<th>Travel</th>
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<td>Subtotal</td>
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**Description:**

<table>
<thead>
<tr>
<th>Supplies/Other</th>
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<tbody>
<tr>
<td>Yuba Spicy Curry ebike, hitch, helmets, tools, tubes</td>
<td>$5,048</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Bicycle Trailer for La Cocina - Bikes at Work 64AW</td>
<td>$930</td>
<td>$0</td>
<td>$0</td>
<td>$930</td>
</tr>
<tr>
<td>Mini-classic 8x10 Shed, dbl. doors, inst., padlock</td>
<td>$4,179</td>
<td>$0</td>
<td>$0</td>
<td>$4,179</td>
</tr>
<tr>
<td>Mini refrigerator</td>
<td>$140</td>
<td>$0</td>
<td>$0</td>
<td>$140</td>
</tr>
<tr>
<td>Customization of Petal-Lit flower design + safety flags</td>
<td>$0</td>
<td>$0</td>
<td>$3,564</td>
<td>$3,564</td>
</tr>
<tr>
<td>English, Spanish, and bilingual books for distribution</td>
<td>$0</td>
<td>$0</td>
<td>$600</td>
<td>$600</td>
</tr>
<tr>
<td>Publicity materials and collector recipe cards</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>iPad Pro, mobile hot spot, 1 yr service, barcode scanner</td>
<td>$0</td>
<td>$0</td>
<td>$2,766</td>
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<tr>
<td></td>
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<tr>
<td>Subtotal</td>
<td>$10,297</td>
<td>$0</td>
<td>$18,227</td>
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</tbody>
</table>

**Description:** A Yuba ebike will PULL both Petal-Lit and La Cocina to neighborhoods, schools, happenings, and events. The trailer fits La Cocina for both transportation and storage. Publicity materials will be customized for events and includes additional copies of our monthly calendars, electronic resources, and guides in English and Spanish. Mobile hotspot gives us access to our library catalog and resources, and gives the public in the immediate area access to wifi. Our custom flower-y Petal-Lit will blossom with stories, songs, finger rhymes. (Attachment E - Equipment and Supplies Calculations)
### Budget Category | LSTA | Cash Contribution | In-Kind | Total (B+C+D = E)
--- | --- | --- | --- | ---
**Contracted Services**

| Description: The Health & Wellness Center will provide bilingual information programs and a potential for diabetes screenings in addition to assistance in developing new outreach sites. Estimated value of 30 hours at $40/hour = $1,200 (.014 FTE). |

| Health & Wellness Center of Dignity Health Sequoia Hospital | $0 | $0 | $1,200 | $1,200 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| Subtotal | $0 | $0 | $1,200 | $1,200 |

### Project Total

| Project Total | $43,239 | $0 | $29,205 | $72,444 |

| Indirect Cost Rate Applied | 0% |
| Indirect Cost | $0 | $0 | $0 | $0 |

Check one:

- [x] No Indirect
- [ ] Federally negotiated indirect cost rate *
- [ ] Indirect proposed cost rate *

* please attach supporting documentation if required

**Description:**
ELEMEN T 6: ATTACHMENTS
If you have additional resources that support your grant, please attach after this page

ELEMEN T 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2016/17

Check the Appropriate Library Type

☐ Public Library  ☐ Academic  ☐ K-12  ☐ Multi-Type  ☐ Special/Other

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.

Redwood City Public Library
Library/Organization

PULLooza: Pop-Up Library Learning
Project Name

Derek Wolfrum
Library Director Name

Library Director
Title

Library Director Signature

Date 6/13/16
Statistical Sources

Needs Assessment


Petal Lit

La Cocina de Libros


Draft Outcomes and Survey - Petal-Lit Storytimes

Following each Petal-Lit storytime event, a sample of willing participants will be asked to answer a few questions about the presentation they have just experienced.

In response to open-ended, qualitative interviews, at least 75% of participants will be able to give an example of one new idea or concept they learned from their storytime experience.

In response to open-ended, qualitative interviews, at least 50% of participants will recall one new song or finger rhyme taught by the storyteller or shared by another participant.

In response to a short written survey, 75% of respondents will “strongly agree” or “agree” to the following statements.

1- At this storytime, I learned about the importance of playing, talking, reading, and singing with my young child.
   strongly agree     agree     neutral     disagree     strongly disagree

2- At this storytime, I learned a new song or rhyme to repeat with my child.
   strongly agree     agree     neutral     disagree     strongly disagree

3- At this storytime, I learned how to turn everyday moments into opportunities for my child to learn new things.
   strongly agree     agree     neutral     disagree     strongly disagree

4- At this storytime, I learned more about programs and services available at the four Redwood City public libraries.
   strongly agree     agree     neutral     disagree     strongly disagree

Is there anything else you would like to share with Redwood City Public Library?
Draft Outcomes and Survey - La Cocina Cooking Demonstrations
Following each Cooking Demonstration and Nutrition Talk, 20% of participants will be interviewed to access the effectiveness of the programs.

In response to open-ended, qualitative interviews, at least 75% of participants interviewed will be able to give an example of what they learned from the experience.

50% of Participants will be able to list two items for a grocery list to plan the healthy recipe prepared at the Cocina program.

A voluntary food preferences survey may be given before Cooking Demonstrations and Nutrition Talks as a guide to topics for a subsequent presentation. Respondents will not be identified at any program.

Question 1: At this program I learned something new about the relationship between food and health.
   strongly agree  agree  neutral  disagree  strongly disagree

Would you like to share something you learned today?

Question 2. Because of this program, I have discovered a new food that I would like to start eating regularly.
   strongly agree  agree  neutral  disagree  strongly disagree

Would you like to share new food(s) that you would like to eat regularly?

Question 3. It would be fun and easy for me to try one of the recipes demonstrated today.
   strongly agree  agree  neutral  disagree  strongly disagree

Question 4. At this program, I learned more about programs and services available at the four Redwood City public libraries.
   strongly agree  agree  neutral  disagree  strongly disagree

Is there anything else you would like to share with Redwood City Public Library?

Bonus!: Would you like a free recipe card?
Draft Outcomes and Surveys - Staff Training

80% of staff will "agree" or "strongly agree" that they have gained new skills as a result of staff training for PULL programs: Petal-Lit and La Cocina.

80% of staff will "agree" or "strongly agree" that they feel more confidence as a result of staff training for PULL programs.

Surveys - Staff will take Before and After surveys to determine the level of acquisition of new skills and the level of change in confidence in those new skills.

Petal-Lit:
- Bike handling skills
- Bike road repair training
  (will consider storytime training in the future)

La Cocina:
- Food-handlers trainings
- Nutrition, food demonstration, and public speaking
- Bike handling skills
- Bike road repair training

Sample questions for Before and After surveys.

On a scale of 1 to 5, please indicate your level of knowledge about bike handling skills:

1  2  3  4  5
  low  high

On a scale of 1 to 5, please indicate your level of knowledge about riding a bike on public streets safely:

1  2  3  4  5
  low  high

On a scale of 1 to 5, please indicate your level of confidence about performing bicycle road repairs:

1  2  3  4  5
  low  high
CITY OF REDWOOD CITY permanent position descriptions

SPECIALIST LIBRARIAN (Grant Coordination; Grant Staff, In-kind)
$38.84 - $47.22 hour

**DEFINITION** To develop an in-depth library program or activity in a specialized subject area; to perform a variety of professional librarian duties including developing an in-depth collection, activity or service which will serve as the resource center for a cooperative public library program; and to serve as the resource librarian for a cooperative library program in a designated specialized subject area or for a designated specialized activity or service.

**DISTINGUISHING CHARACTERISTICS** This is the advanced journey level class in the professional library series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees possess in-depth knowledge in a specialized area and have responsibility for developing a designated specialized collection, activity, or service and acting as a resource Librarian for a cooperative library program. This includes providing professional guidance to other libraries and training staff internally in area of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**
Receives direction from higher level librarian positions.
Exercises functional supervision over professional and technical staff.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:
In addition to journey-level librarian duties: Answer specialized reference questions and assist patrons doing research utilizing collections and reference sources in assigned specialty area. Research retrospective or current documents or materials not in Library’s collection for patrons and make referrals to other collections. Serve as referral source and advisor in designated specialty for a cooperative library program.
Assist and supervise professional and technical staff in processing and ordering materials for the designated special collection. Serve at reference desk and research and respond to difficult or technical questions. Perform manual and computerized bibliographic searches. Review, evaluate, and purchase materials for the specialized collection; evaluate and remove materials from collection; provide technical expertise for proper handling of specialized materials. Keep abreast with professional developments and current events in specialty area. Read specialized journals, peruse books, bibliographies, and other media to develop and maintain expertise in assigned subject area. Develop communication with other agencies, libraries, and key people in the community. Participate in staff development activities; develop and implement staff training in specialized area. Locate, obtain, or recommend reference materials for research or project oriented requests in specialized area. Keep abreast with professional developments and current events in specialty area. Read, follow, and keep up-to-date with federal and state depository regulations.
Prepare annual U.S. Government Printing Office survey. Review annual item subscription list to determine continuation or deletion of documents.

**QUALIFICATIONS**
Knowledge of: Principles and practices of professional library work including methods, practices, and techniques of classification, cataloging references, or other adult services or children’s
services. Policies, procedures, and functions of the library. Public library materials selection standards and procedures. Library methods, techniques, and sources. Interpersonal communication skills techniques. Materials and services available in public libraries. Principles and practices of supervision and training. Books, reference materials, journals and documents and their appropriateness in serving need for recreational reading and research. Regulations governing locating, ordering, housing, and disposal of U.S. Government and state documents if assigned to government documents. Computerized cataloging and bibliographic data bases and rules for entry of material. Specialized subject area, activity, or service to the extent of serving as “specialist” for a cooperative library program. Other libraries and agencies and their resources and how they can be utilized in augmenting library services. Professional selection materials and techniques used in the selection of books and journals for collection building. Ability to: Perform technical and professional library tasks. Assist library patrons in response to reference and related library questions. Supervise and train assigned staff. Operate computerized cataloging, bibliographic, and circulation system data bases. Perform on-line searching, operate terminal, microform reader-printer, and copying machine. Perform independently and make decisions that can most effectively aid patrons. Evaluate material for collection development and discarding. Establish and maintain cooperative working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Physical Characteristics: Must be in sufficiently good health to perform job duties. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three years of professional library experience. Training: Possession of a Master of Library Science degree from an American Library Association accredited college or university, supplemented by training in a subject specialty. Special Requirements: Bilingual ability may be required of some positions. Effective Date: April, 1988 Bargaining Group: Service Employees’ International Union - Local 715

LIBRARIAN I/LIBRARIAN II (Grant Coordination; Grant Staff, In-kind)
$30.51 - $40.79 hourly

DEFINITION
To perform a variety of professional librarian duties in the activities of the library including reference, cataloging, interlibrary loans, audio visual, children's or adult services.

DISTINGUISHING CHARACTERISTICS
Librarian I: This is the entry level class in the professional library series. Work may involve responsibility for assignments in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence.

Librarian II: This is the full journey level class within the professional library series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Librarian I, or, when filled from the outside, require prior professional library work experience. Appointing authority will approve promotion to higher class based upon the employee’s ability to perform substantially the full range of duties for the class and meet the qualification standards for the higher class. A Librarian II works under direction and is expected to perform the entire range of moderately difficult professional duties requiring a complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of a Librarian I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform.

SUPERVISION RECEIVED AND EXERCISED
Librarian I Receives general supervision from higher level librarian positions.
Exercises direct and functional supervision over technical and clerical staff.
Librarian II Receives direction from higher level library positions.

EXERCISES OF DUTIES
Advises and assists library patrons; demonstrate the use of library catalogs and other user aids; refer patrons to other appropriate agencies if appropriate.
Assist in the development, implementation, and evaluation of programs and services in such areas as children, adult, and others; recommend program and procedure changes. Participate in library publicity and public relations activities; prepare exhibits for publicity. Refer patrons to books or other Library materials to further their reading interest. Organize, maintain, and index a variety of reference materials including government documents, maps and pamphlets. Classify and catalog print and non-print materials. Perform manual and computerized bibliographic searches. Maintain and update catalog files. Review new publications and collection materials and select materials for acquisition and/or disposition, as appropriate. Serve at a reference desk and research and respond to difficult or technical reference questions. Participate in department meetings and continuing education programs as appropriate. Attend and represent the Library at professional meetings as required. Perform outreach to the community, community organizations, and schools; inform citizens and community organizations about library services, programs and collections. Coordinate periodical selection and holdings. Respond to citizen complaints and requests. Assist in selecting, supervising, training and evaluating assigned staff. Plan, prioritize, assign, supervise and review the work of staff involved in department. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures. Compile library activity reports and statistics.
Perform related duties as assigned.

QUALIFICATIONS
Librarian I: Knowledge of: Principles and procedures of professional library work including methods, practices, and techniques of library classification, cataloging, and reference. Policies, procedures and functions of a library system. Public library materials selection standards and procedures. Library methods, techniques, and sources. Computerized cataloging and bibliographic data bases and rules for entry of material. Interpersonal communication techniques for dealing with the public. Materials and services available in public libraries. Ability to: Perform professional library tasks in areas of reference, cataloging, interlibrary loans, audio visual, children’s or adult services. Operate computerized cataloging and bibliographic data bases. Work well with the public. Assist library patrons in response to reference and related library questions. Establish and maintain cooperative work relationships with those contacted in the performance of required duties. Communicate clearly and concisely, both orally and in writing. Physical Characteristics: Must be in sufficiently good health to perform job duties. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: No experience is required.
Training: Possession of a Master of Library Science degree from an American Library Association accredited college or university. Special Requirements: Essential duties require the following physical abilities and work environment: Bilingual ability may be required of some positions. Librarian II: In addition to the qualifications for Librarian I: Knowledge of: Community agencies’ functions and resources. A wide range of reference tool and information sources. Policies, procedures, and functions of the library system. Principles and practices of supervision and training. Ability to: Work independently. Supervise and train assigned staff. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Two years of experience performing professional library work. Training: Possession of a Master of Library Science degree from an American Library Association accredited college or university.
SENIOR LIBRARY ASSISTANT (Grant Staff; Graphics, In-kind)
$30.63 - $37.23 hourly

DEFINITION
To perform a wide variety of technical library work in either the Main Library or a branch library setting.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Library Assistant series. Positions at this level are distinguished from other classes within the series by their responsibility for either (1) performing more difficult and complex technical library work or (2) administering the day-to-day activities of a Main Library unit or branch library, including providing work direction or supervision of lower level staff.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher-level library personnel. May exercise functional and technical supervision over technical library staff and direct supervision over clerical and non-technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:
1. Prioritize, assign, and review the work of staff involved in work of assigned area; assists in selecting and supervising assigned staff.
2. Search, edit and input data into the RLIN system; review accuracy of input data; research and resolve discrepancies.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned area; implements policies and procedures.
4. Perform the more complex and difficult work in directing circulation desk activities; monitor and direct day-to-day circulation desk activities.
5. Maintain various statistics, files, and procedure manuals; prepare routine summary reports.
6. Develop procedures and forms; prepare special reports and surveys as directed.
7. Respond to general assistance inquiries for library materials, services, information, and complaints.
8. Check out library materials to patrons; check in and prepare materials for return to the circulation collection.
9. Provide adequate shelving space for materials in collections and coordinate any necessary shifting; monitor shelving areas for neatness and accuracy.
10. Assist in the acquisition, processing and maintenance of the periodical collection for the library.
11. Assist patrons in completing requests for materials not available in the local collection and verify completeness of requests; receive and process interlibrary loan requests.
12. Place orders for and receive library materials and supplies; maintain vendor, standby order and other files.
13. Supervise accounting function for overdue fines; receive and account for fines and other fees paid.
14. Research, analyze, recommend and change purchasing and surplusing policies and procedures.
15. Verify and process incoming invoices for payment; resolve discrepancies.
16. Perform work with a record of regular attendance and punctuality.

OTHER JOB RELATED DUTIES
Perform related duties as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of: Principles and practices of technical library work including methods, practices and techniques of classification and cataloging, of reference and other adult services, or of children's services. Computerized cataloging, bibliographic and circulation system databases and rules of entry of materials. Modern office procedures, methods and computer equipment. Principles and practices of supervision and training. Department policies, procedures, organization and operating details. Principles and procedures of record keeping. Basic mathematical principles. Ability to: Operate computerized library system databases; perform complex system searches. Work independently. Type at a speed necessary for successful job performance. Supervise, train and evaluate assigned staff. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Physical Characteristics: Must be in sufficiently good health to perform job duties. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Two years of experience comparable to that of a journey level library assistant. Training: Equivalent to the completion of the twelfth grade supplemented by clerical and specialized college courses in library science or a related field. Special Requirements: Bilingual ability may be required. Physical Requirements: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach and lift 20 pounds and push/pull 50 pounds.

LIBRARY SERVICES SUPERVISOR (Grant Staff; Marketing, In-kind)
$46.81 - $56.16 hourly

DEFINITION
To manage, direct and coordinate a major unit of service within the Library, including supervising all of the staff within the unit; to maintain functional relationships among and between all other service units; to provide training and professional development to staff; to ensure that library services are responsive to community needs; and to make effective use of appropriate technologies in the provision of library services.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by a Library Division Manager or the Library Director. May exercise direct supervision over professional, technical, and clerical staff. EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Duties may include, but are not limited to, the following
1. Develop goals, policies, and priorities for the program; analyze library systems; recommend and implement changes in systems.
2. Plan and implement publicity programs and outreach campaigns.
3. Develop resources for financial support to the program by identifying and soliciting funds from outside sources, such as private donations, corporations, foundations, local business, and tax supported revenue sources.
4. Collect and analyze data regarding the activities of the program.
5. Meet with individuals, community groups, and school officials to analyze community needs for library services; develop services and activities that are responsive to these needs; represent the library in the community.
6. Maintain working relationships with other City departments and with Peninsula Library System staff and member libraries.
7. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; schedule staff; assign and monitor support tasks.
8. Provide direct reference assistance to members of the public.
9. Plan and coordinate the supervision and training of volunteers.
10. Demonstrate and foster in others a spirit of innovation.
11. Ensure adequate staffing levels and a comfortable and safe working environment.
12. Coordinate the provision of programming for the community.
13. Respond to and resolve customer inquiries.
14. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor budget expenditures.
15. Select appropriate materials for the library collections; negotiate leases and contracts for electronic products and vendor agreements for other materials and services.
16. Participate in the development of long-term strategic plans for service, implementing short and mid-term activities and programs to meet long-term goals.
17. Oversee and provide leadership to citizen committees, such as advisory groups and nonprofit boards; recruit members for these groups.

OTHER JOB RELATED DUTIES
Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Individual positions within the classification may require specialized knowledge and expertise in a field such as literacy, computer technology, collection management, circulation, or branch services. Qualifications which are generally applicable are listed below:

Knowledge of:
- Principles and practices of supervision, training and personnel management.
- Principles and practices of budget preparation and administration.
- Program planning, evaluation methods, and report writing.

Ability to:
- Work in a team setting.
- Supervise, train, motivate, and evaluate staff.
- Plan and carry out program activities.
- Assess community needs.
- Plan and administer a budget.
- Establish and maintain working relationships with those contacted in the course of work.
- Learn appropriate computer applications; operate computer equipment.
- Communicate clearly and concisely, both orally and in writing.
- Collect and analyze data related to library services.
- Relate to library customers in a tactful and effective manner.
- Provide and promote continuing education and staff development.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three years of increasingly responsible related experience in a library or appropriate related field. Training: The equivalent to a Bachelor’s Degree from an accredited college or university is the minimum requirement for this classification. Some of the specific positions with the classification require a specialized graduate level degree, such as Masters in Library Science, or equivalent, from an ALA-accredited institution, or special study in an area such as adult education, public administration, or computer science. License or Certificate: Possession of, or ability to obtain, an appropriate, valid California driver’s license. Special Requirements: Essential duties require the following physical abilities and work environment: Bilingual ability may be required of some positions within this classification. Essential duties for certain positions may require the following physical abilities: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, lift 20 lbs., and push/pull 50 lbs.

ADA DOCUMENTATION OF ESSENTIAL DUTIES

DOCUMENTATION SCALES AND CODES FOR ESSENTIAL DUTIES
Time Spent: S Significant 10% of day, week, or month M Moderate 5-9% O Occasional Less than 5% Frequency: D Daily W Weekly M Monthly A As needed Supervisor/Manager Review: E Major focus of job/position NE Minor (can easily be assigned to another position) Effective Date: April, 1996 Bargaining Group: Redwood City Management Employees’ Association
LIBRARY PAGE / SENIOR LIBRARY PAGE (Grant Staff, In-kind)

$9.45 - $13.78 hourly

DEFINITION To perform routine tasks in support of the general organization of library materials, displays and furnishings; to sort and shelve books, audio-visual materials, periodicals; to check in materials returned. May assist with library programs and service to the public.

DISTINGUISHING CHARACTERISTICS Library Page – This is the entry level class in the Page series. This class is distinguished from the Senior Library Page by the performance of more routine tasks and assignments. Employees in this class will typically have had no previous Library Page or related experience. Senior Library Page - This is the full journey level class in the Library Page series. Employees at this level are required to be familiar with procedures related to assigned area of responsibility. Job may consist primarily of directly assisting the public.

SUPERVISION RECEIVED AND EXERCISED
Library Page - Receives immediate supervision from higher level library personnel. Senior Library Page - Receives immediate supervision from higher level library personnel. May provide functional and technical supervision over less experienced pages.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Library Page
1. Shelve or return to storage books, periodicals, audio-visual materials and other items in the library collections.
2. Check in materials and may assist with checking out books and other materials to customers
3. Maintain correct alphabetical and numerical order of library collections on shelves or other storage locations as specifically assigned; maintain items in display holders, as instructed.
4. Maintain basic order of library collections, displays and furnishings in library facilities as directed.
5. Empty book bins; sort items; deliver items to appropriate locations within the library facilities.
6. Retrieve books, audio-visual materials and periodicals from library shelves and storage areas, as requested.
7. Check in materials returned to the library.
8. Assist public in locating specific items as requested.
9. Refer public to appropriate service desks for all assistance and inquiries.
10. Use on-line catalog to retrieve and record simple bibliographic information.
11. Inspect for damage, perform simple mending and processing of library materials.
12. Assist patrons in the use of library equipment.

OTHER JOB RELATED DUTIES
1. Perform related duties and responsibilities as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Senior Library Page
1. Monitor and maintain overall order of library collections, including books, periodicals and audio-visual materials.
2. Log in new periodicals; process new periodicals.
3. Sort materials into bins for Peninsula Library System delivery; remove items from bins, sort and return to appropriate locations.
4. Perform routine and basic repairs to books and other library materials.
5. Serve in a lead position for other Pages, monitoring overall quality and quantity of routine Page tasks.
6. Troubleshoot and make minor repairs to equipment.
7. Provide assistance directly to the public.

OTHER JOB RELATED DUTIES Library Page
1. Perform related duties and responsibilities as required.
JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of: Basic alphabetical and numeric sequences. Ability to:
Follow oral and written instructions.
Sort and maintain order of library collections.
Operate basic library equipment.
Operate modern office equipment including computer equipment.
Establish and maintain cooperative working relationships with those contacted in the course of work. Experience and Training Guidelines If under 18 years of age, obtain a valid work permit.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Senior Library Page
In addition to the qualifications for Page: Ability to: Work independently. Interact effectively with patrons and/or staff. Experience and Training Guidelines Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: At least one year of experience as a Page, or equivalent. Effective Date: January 14, 2008 Bargaining Group: Service Employees' International Union – Local 521

LIBRARY DIVISION MANAGER (Grant Staff, In-kind)
$53.79 - $64.53 hourly
DEFINITION
To manage, direct, supervise, and coordinate a major division of library service such as Information Services, Collection Services, or Reading Services; to coordinate activities with work teams and with other divisions, departments, and libraries; to provide highly complex staff assistance to the Library Director; and to function as the Library Director when needed.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Library Director. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
1. Develop, plan, and implement Division and Library goals, objectives, policies, and procedures for a comprehensive library division such as Information Services, Collection Services and Reading Services.
2. Approve and direct implementation of specific activities, projects, plans, and procedures prepared by staff.
4. Resolve work problems; formulate and interpret administrative policies; determine the best approach to accomplish work objectives.
5. Recruit, select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Coordinate and supervise specialized self-directed work teams; attend and participate in related work team meetings.
7. Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate the efficiency, effectiveness, and quality of work products, methods and procedures. Identify opportunities for improvement and review with the Library Director; implement improvements.
8. Provide for the implementation of programs in all City libraries, schools, day care centers, adult facilities and other community locations.
9. Compile and analyze library activity reports, evaluate library services, programs, systems, and procedures; recommend changes.
10. Ensure that the Library’s role as primary information and readers’ services resource in the community is maintained; provide direction for growth in the Library and recommend modifications to Library programs, policies, and procedures as appropriate.
11. Demonstrate and foster in others a spirit of innovation.
12. Ensure the development of goals and the accomplishment of objectives for the Library’s materials collections and/or information services in all City libraries; analyze scope, content and budget; provide for selection of and access to library resources for main library and branch libraries.
13. Answer questions and provide information to the public; investigate difficult or sensitive citizen complaints and recommend corrective action as necessary to resolve complaints.
14. Represent the City and the library system in the community and at professional meetings as required.
15. Assist in the coordination of library activities with other City departments and outside agencies.
16. Regular attendance and punctuality.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:
- Contemporary methods, techniques, principles, and practices of public library service administration and organization.
- Principles of organization, administration, budget, and financial management.
- Policies, procedures, and functions of the library system.
- Principles of supervision, team building, training, personnel management, performance evaluation, and employee relations.
- Public library materials selection standards and policies.
- Interpersonal communication techniques for dealing with the public and staff.
- Program planning and evaluation methods and report writing procedures.

Ability to:
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects.
- Assist in the preparation of and administer the budget for a division.
- Evaluate operations and problems, recommend and implement efficiency and productivity improvements.
- Supervise the activities and operations of a professional library system.
- Identify and analyze community needs; develop and implement library programs and services which are responsive to the needs of the community.
- Interpret special needs of individual staff members in terms of motivation, productivity, and job satisfaction.
- Analyze, interpret and explain department and division policies and procedures.
- Elicit community and organizational support for library services and programs.
- Assign, supervise, train, evaluate and provide training for professional and technical staff.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines:
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Five years of increasingly responsible professional library experience in public libraries, including significant supervisory experience. Training: Possession of a Master of Library Science Degree from an American Library Association accredited college or university. Special Requirements: Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, lift 40 lbs. and push/pull 80 lbs.
CITY OF REDWOOD CITY casual positions

Casual LIBRARIAN I/LIBRARIAN II (Substitute for Public Service Hours, Librarian II or Specialist Librarian)
$30.51 - $40.79 hourly

DEFINITION
To perform a variety of professional librarian duties in the activities of the library including reference, cataloging, interlibrary loans, audio visual, children’s or adult services.

DISTINGUISHING CHARACTERISTICS
Librarian I: This is the entry level class in the professional library series. Work may involve responsibility for assignments in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence.

Librarian II: This is the full journey level class within the professional library series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Librarian I, or, when filled from the outside, require prior professional library work experience. Appointing authority will approve promotion to higher class based upon the employee’s ability to perform substantially the full range of duties for the class and meet the qualification standards for the higher class. A Librarian II works under direction and is expected to perform the entire range of moderately difficult professional duties requiring a complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of a Librarian I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform.

SUPERVISION RECEIVED AND EXERCISED
Librarian I Receives general supervision from higher level librarian positions. Exercises direct and functional supervision over technical and clerical staff.
Librarian II Receives direction from higher level library positions. Exercises direct and functional supervision over technical and clerical staff.

EXAMPLES OF DUTIES
Advise and assist library patrons; demonstrate the use of library catalogs and other user aids; refer patrons to other appropriate agencies if appropriate.
Assist in the development, implementation, and evaluation of programs and services in such areas as children, adult, and others; recommend program and procedure changes. Participate in library publicity and public relations activities; prepare exhibits for publicity. Refer patrons to books or other Library materials to further their reading interest. Organize, maintain, and index a variety of reference materials including government documents, maps and pamphlets. Classify and catalog print and non-print materials. Perform manual and computerized bibliographic searches. Maintain and update catalog files. Review new publications and collection materials and select materials for acquisition and/or disposition, as appropriate. Serve at a reference desk and research and respond to difficult or technical reference questions. Participate in department meetings and continuing education programs as appropriate. Attend and represent the Library at professional meetings as required. Perform outreach to the community, community organizations, and schools; inform citizens and community organizations about library services, programs and collections. Coordinate periodical selection and holdings. Respond to citizen complaints and requests. Assist in selecting, supervising, training and evaluating assigned staff. Plan, prioritize, assign, supervise and review the work of staff involved in department. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures. Compile library activity reports and statistics. Perform related duties as assigned.
QUALIFICATIONS
Librarian I
Knowledge of: Principles and procedures of professional library work including methods, practices, and techniques of library classification, cataloging, and reference. Policies, procedures and functions of a library system. Public library materials selection standards and procedures. Library methods, techniques, and sources. Computerized cataloging and bibliographic data bases and rules for entry of material. Interpersonal communication techniques for dealing with the public. Materials and services available in public libraries. Ability to: Perform professional library tasks in areas of reference, cataloging, interlibrary loans, audio visual, children's or adult services. Operate computerized cataloging and bibliographic data bases. Work well with the public. Assist library patrons in response to reference and related library questions. Establish and maintain cooperative work relationships with those contacted in the performance of required duties. Communicate clearly and concisely, both orally and in writing. Physical Characteristics: Must be in sufficiently good health to perform job duties. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: No experience is required. Training: Possession of a Master of Library Science degree from an American Library Association accredited college or university. Special Requirements: Essential duties require the following physical abilities and work environment: Bilingual ability may be required of some positions. Librarian II
In addition to the qualifications for Librarian I: Knowledge of: Community agencies' functions and resources. A wide range of reference tool and information sources. Policies, procedures, and functions of the library system. Principles and practices of supervision and training. Ability to: Work independently. Supervise and train assigned staff. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Two years of experience performing professional library work. Training: Possession of a Master of Library Science degree from an American Library Association accredited college or university. Effective Date: April, 1988 Bargaining Group: Service Employees' International Union Local 715

Casual LIBRARY ASSISTANT I/LIBRARY ASSISTANT II (Substitute for Public Service Hours, Librarian II or Specialist Librarian)
$22.96 - $30.71 hourly
DEFINITION
To perform a wide variety of technical and clerical library work related to such activities as processing library materials, maintaining one catalog and assisting patrons.
DISTINGUISHING CHARACTERISTICS
Library Assistant I: This is the entry level class in the paraprofessional Library Assistant series. This class is distinguished from the Library Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Library Assistant II: This is the full journey level class within the paraprofessional Library Assistant series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Library Assistant I, or, when filled from the outside, require prior paraprofessional library experience. Appointing authority will approve promotion to higher class based upon the employee's ability to perform substantially the full range of duties for the class and meet the qualification standards for the class. Employees within this class are distinguished from the Library Assistant I by the performance of the full range of duties as assigned including those that require the knowledge of general department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.
SUPERVISION RECEIVED AND EXERCISED

Library Assistant I Receives immediate supervision from higher level library personnel. Functional or technical supervision may also be received from higher level department staff.

Library Assistant II Receives general supervision from higher level library personnel. Functional or technical supervision may also be received from higher level department staff. May provide functional and technical supervision over less experienced technical and clerical library positions.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Check out library materials to patrons; check in and prepare materials for return to the circulating collection; register new patrons; collect fees and overdue fines. Repair books and other library materials; prepare books to be sent to outside conservation sources. Maintain card catalogs and other files. Assist patrons in locating print and non-print materials. Compile data and prepare summary activity reports including circulation and other statistics. Follow opening and closing procedures of the assigned library. Answer routine in-person and telephone reference directional and informational questions; refer more difficult or technical questions to appropriate library staff. Input into a computer information such as bibliographic and patron records. Assist in the processing of new print and non-print materials; process and discard old and worn paperback books. Locate books and other materials using indexes and catalogs. Retrieve and shelve books and other materials. Perform routine clerical assignments, including typing and answering telephones. Type catalog and book cards, shelf lists, book pockets, and book lists. Assign routine tasks and provide instructions to library pages in area of responsibility. Assist in ordering and receiving library materials. Receive, sort and distribute incoming and intradepartmental mail. May prepare and maintain displays and exhibits. Perform related duties as assigned.

QUALIFICATIONS

Library Assistant I Knowledge of: General types and uses of library materials; basic library terminology and services. Modern office procedures and methods. Basic mathematical principles. Ability to: Learn library practices and procedures, and the location of materials in the libraries. Learn to operate computerized bibliographical and circulation systems. Perform a variety of library technical and clerical work with speed and accuracy. Understand and carry out both oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Work with numbers and alphabet accurately. Type at a speed necessary for successful job performance. Physical Characteristics: Must be in sufficiently good health to perform job duties. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience performing general clerical or related work in a library or public service organization. Training: Equivalent to completion of the twelfth grade. College training may be substituted for the required experience on the basis of one year of college being equivalent to six months or experience. Special Requirements: Bilingual ability may be required.

Library Assistant II In addition to the qualifications for Library Assistant I: Knowledge of: Principles and practices of supervision and training. Computerized bibliographical and circulation system data bases and rules for entry of materials. Principles and practices of technical library work, including bibliographic search procedures. General department policies and procedures. Ability to: Supervise and train assigned staff. Work independently. Assist patrons in locating library materials and using library materials. Operate computerized bibliographical and circulation systems. Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the
knowledge and abilities would be: Experience: Two years of technical and clerical library experience. Training: Equivalent to completion of twelfth grade supplemented by clerical and specialized college level courses in library science or a related field. Effective Date: April, 1988 Bargaining Group: Service Employees' International Union - Local 715

**LIBRARY PAGE / SENIOR LIBRARY PAGE (Substitute for Public Service Hours, Library Page/Senior Library Page)**

$9.45 - $13.78 hourly

**DEFINITION** To perform routine tasks in support of the general organization of library materials, displays and furnishings; to sort and shelve books, audio-visual materials, periodicals; to check in materials returned. May assist with library programs and service to the public.

**DISTINGUISHING CHARACTERISTICS** Library Page – This is the entry level class in the Page series. This class is distinguished from the Senior Library Page by the performance of more routine tasks and assignments. Employees in this class will typically have had no previous Library Page or related experience. **Senior Library Page** - This is the full journey level class in the Library Page series. Employees at this level are required to be familiar with procedures related to assigned area of responsibility. Job may consist primarily of directly assisting the public.

**SUPERVISION RECEIVED AND EXERCISED**

Library Page - Receives immediate supervision from higher level library personnel. Senior Library Page - Receives immediate supervision from higher level library personnel. May provide functional and technical supervision over less experienced pages.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

**Library Page**

1. Shelve or return to storage books, periodicals, audio-visual materials and other items in the library collections.
2. Check in materials and may assist with checking out books and other materials to customers
3. Maintain correct alphabetical and numerical order of library collections on shelves or other storage locations as specifically assigned; maintain items in display holders, as instructed.
4. Maintain basic order of library collections, displays and furnishings in library facilities as directed.
5. Empty book bins; sort items; deliver items to appropriate locations within the library facilities.
6. Retrieve books, audio-visual materials and periodicals from library shelves and storage areas, as requested.
7. Check in materials returned to the library.
8. Assist public in locating specific items as requested.
9. Refer public to appropriate service desks for all assistance and inquiries.
10. Use on-line catalog to retrieve and record simple bibliographic information.
11. Inspect for damage, perform simple mending and processing of library materials.
12. Assist patrons in the use of library equipment.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as required.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

**Senior Library Page**

1. Monitor and maintain overall order of library collections, including books, periodicals and audio-visual materials.
2. Log in new periodicals; process new periodicals.
3. Sort materials into bins for Peninsula Library System delivery; remove items from bins, sort and return to appropriate locations.
4. Perform routine and basic repairs to books and other library materials.
5. Serve in a lead position for other Pages, monitoring overall quality and quantity of routine Page tasks.
6. Troubleshoot and make minor repairs to equipment.
7. Provide assistance directly to the public.

OTHER JOB RELATED DUTIES Library Page
1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of: Basic alphabetical and numeric sequences. Ability to:
Follow oral and written instructions.
Sort and maintain order of library collections.
Operate basic library equipment.
Operate modern office equipment including computer equipment.
Establish and maintain cooperative working relationships with those contacted in the course of work. Experience and Training Guidelines If under 18 years of age, obtain a valid work permit.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Senior Library Page
In addition to the qualifications for Page: Ability to: Work independently. Interact effectively with patrons and/or staff. Experience and Training Guidelines Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: At least one year of experience as a Page, or equivalent. Effective Date: January 14, 2008 Bargaining Group: Service Employees' International Union – Local 521
### Equipment and Supplies Calculations

#### Burgeon Pedal Book Trailer - Petal-Lit

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<th>Item</th>
<th>LSTA</th>
<th>In-Kind</th>
<th>Total</th>
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<tbody>
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<td>Deluxe Model Pedal Book Trailer</td>
<td>$15,000.00</td>
<td>$3,164.00</td>
<td>$18,164.00</td>
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<tr>
<td>Customization</td>
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<td></td>
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<tr>
<td>Custom logo safety flags</td>
<td>$400.00</td>
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<td>$400.00</td>
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<td><strong>Total</strong></td>
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<td>$3,564.00</td>
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#### eBike

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<td>Yuba Spicy Curry Cargo</td>
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<td>$3,999.00</td>
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<td>Hitch and yoke</td>
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<td>2 helmets (s/m and m/l)</td>
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<tr>
<td>Maintenance kit</td>
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<tr>
<td><strong>tax</strong></td>
<td>$425.07</td>
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<td><strong>Total</strong></td>
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#### Charlie Cart - La Cocina

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<td><strong>Totals</strong></td>
<td>$8,920.00</td>
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<td>$8,920.00</td>
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#### Bikes-at-Work Trailer (La Cocina)

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<td>64AW</td>
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<tr>
<td>Flashing tail light</td>
<td>$12.00</td>
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<td>$12.00</td>
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<tr>
<td>Bicycle safety flag</td>
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<td>$10.00</td>
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<tr>
<td><strong>shipping</strong></td>
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<td><strong>Total</strong></td>
<td>$930.21</td>
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<td>$930.21</td>
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#### Shed (storage Petal-Lit, La Cocina, trailer)

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<th>Item</th>
<th>LSTA</th>
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<td>Mini-classic 8 x 10</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>Padlock Arbus 37RK/80 + tax</strong></td>
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<td><strong>Total</strong></td>
<td>$4,179.28</td>
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<td>$4,179.28</td>
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## Attachment E
### Equipment and Supplies Calculations

### Electronics (Petal-Lit)
- iPad Pro + keyboard case + tax: **$1,226.00**
- Verizon Jetpack MiFi 6620L: **$199.99**
- Service 1-year @ $200/month: **$2,400.00**
- Bluetooth barcode scanner WWS550i CCD: **$380.00**
- Total: **$4,205.99**

### Mini-refrigerator (La Cocina)
- Costco Danby DAR026A 1BDD: **$139.99**
- Tax and shipping included

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<th></th>
<th>LSTA</th>
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May 26, 2016

Rosalind Kutler, MLIS  
Adult Services & Programming Librarian  
Redwood City Public Library  
1044 Middlefield Road  
Redwood City, CA 94063

Dear Roz,

I am writing in support of Redwood City Public Library’s LSTA grant application: PULL-ooza - Pop-Up Library Learning, and its La Cocina de Libros cooking demonstrations and Health and Nutrition talks planned as outreach events from 2016-2017 (July-Sept.)

We look forward to participating in the project as partners by offering up to

- Three engaging diabetes prevention talks, with or without diabetes screenings in Spanish in the Redwood City community. The talks will be presented in partnership with the Library as in-kind support for the project.

I understand that Redwood City Library will provide information about Library programs and services, healthy recipe cards from food demonstrations given at the events, and will administer a brief evaluation outcomes survey.

We look forward to continuing our work together on the new Health Matters series to benefit older adults in Redwood City.

Sincerely,

Marie Violet  
Director, Health & Wellness Center  
Dignity Health Sequoia Hospital  
650-367-5995  
marie.violet@dignityhealth.org