

**Texas State Library and Archives Commission  
FY 2017 Family Place Library Project Questionnaire and Agreement**

This project is funded in part by a grant from the Institute of Museum and Library Services to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act (2017).

Library Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Library Director \_\_\_\_\_

Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Please answer the questions in Section 1 below and sign the agreement in Section 2 acknowledging your acceptance of the requirements for participation, as outlined. Email the completed Questionnaire and Agreement to Christine McNew, Youth Services Consultant, Texas State Library and Archives Commission (TSLAC) at [cmcnew@tsl.texas.gov](mailto:cmcnew@tsl.texas.gov).**

**Section 1. TSLAC Family Place Library Project Questionnaire**

1. Why is your library applying for the Texas State Library and Archives Commission (TSLAC) Family Place Libraries Project?
2. How would becoming a Family Place Library support your library's strategic plan and the needs of your community?
3. What is the population served in your community and the percentage under 5 years of age?
4. Describe the programs, services, and library environments that your library currently offers to families with children birth to three.
5. Describe your community partnerships that support families and young children. Describe what your library provides and what your library receives in return.
6. How many full-time paid staff are employed by your library? (To be eligible for the TSLAC Family Place Libraries Project, libraries must have a minimum of two full-time paid staff. Participation will require approximately 25% of one staff member's time for 3 years.)
7. Describe the staffing and resources your library will provide to ensure the Family Place Libraries philosophy and programs are successfully implemented.
8. Two (2) full-time paid staff must attend the training. Please provide the a) name, b) title, c) email, d) phone number, and e) length of employment with your library of the two staff who will attend the training. Describe their responsibilities with regard to services to families with young children and note if they have plans to accept another position, leave your library, or retire within 3 years.
  - In libraries with only one location, the Library Director and one full-time staff member who plans and implements children's services and programs must attend the training.
  - Library Systems with multiple branches must select one location to become a Family Place Library and the children's librarian from that branch must attend the training. Library Systems with multiple branches may send the library director, the manager of the location that will become a Family Place Library, or the Youth Services Coordinator who oversees the children's departments of multiple branches as the second staff member to attend the training.
9. If your library has multiple branches, which location will you designate as a Family Place Library?
10. Your library's governing authority must execute a Memorandum of Understanding with the Texas State Library and Archives Commission in order to receive \$6000 to develop your program. Please provide the name of your library's governing authority authorized to receive funds.
11. Support and consulting will be provided to your library by the Middle Country Public Library for 3 years after the training. Describe how your library will ensure that the Family Place philosophy will continue beyond 3 years.

## Section 2. TSLAC Family Place Library Project Agreement

The Texas State Library will pay tuition for 2 full-time staff members from participating libraries to attend the Family Place Library Training provided by the Middle Country Public Library in Long Island, New York. Meals and lodging are included in the tuition. **If selected to participate in the TSLAC Family Place Libraries Project, my library agrees to the following.**

### Before the Training:

1. Select two (2) qualified full-time paid staff members in compliance with Section 1. Question #8 above to attend the four-day training in Long Island. The training begins with dinner on a Monday and ends after lunch on a Thursday.
2. Pay for the cost of transportation to Long Island (JFK or La Guardia airports) and for the cost of a rental car for the two (2) qualified full-time paid staff. (The Tocker Foundation may reimburse expenses for libraries in communities serving populations under 12,000.)
3. Notify TSLAC as soon as possible if a selected staff member is unavailable to attend the training or becomes ineligible to attend (e.g., accepts a different position within my library or leaves my library's employment), and request approval for a different qualified staff member to attend.

### Approximately 6 Months Following the Training, Prior to the End of the TSLAC 2017 FY on Aug. 31, 2017:

4. Request that my governing authority execute an MOU with TSLAC to receive \$6000 in funds to develop my library's Family Place Program. Return the Executed MOU to TSLAC.
5. Encumber the \$6000 for items recommended during the training.
6. Report on expenditures in accordance with the requirements and timeline provided by TSLAC.

### Within Six (6 ) Months Following the Training:

7. Develop a Family Place Libraries Plan for my library.
8. Create and maintain a family friendly interactive public space within the Children's Room of my library in accordance with information provided during the training.
9. Develop a Parenting Collection in or adjacent to my library's Children's Room.
10. Provide in-house staff orientation about Family Place Libraries.

### Within One (1 ) Year Following the Training:

11. Develop coalitions/partnerships with community agencies as described during the training.
12. Implement a minimum of one, five (5) week session, 1 hour per week, of the Parent/Child Workshop, as described during the training. Register families to attend the workshops.

### During the Three (3) Years Following the Training:

13. Annually implement two five (5) week sessions, 1 hour per week, of the Parent/Child Workshop, during the second and third year after the training. Register families to attend the workshops.
14. Participate in support and consulting provided by staff from the Middle Country Public Library.
15. Schedule in a site visit by staff from the Middle Country Public Library approximately 18 months after the training.
16. Maintain documentation regarding implementation of your Family Place Plan and report annual statistics related to the Parent Child Workshop, Early Childhood Programs, Space Usage, Collaborations and Outreach Efforts, as required by the Middle Country Public Library.
17. Participate in State and National Evaluation and Progress Reports.
18. Replace and refresh the materials and resources in the early learning center, as needed.

Library Director's Signature \_\_\_\_\_ Date \_\_\_\_\_