

**CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
FISCAL YEAR 2016/2017 STATEWIDE GRANT APPLICATION**

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

**Applicant Information**

- |   |                                 |              |              |            |                    |           |    |       |   |
|---|---------------------------------|--------------|--------------|------------|--------------------|-----------|----|-------|---|
| <p><b>1. Library/Organization</b><br/>Pacific Library Partnership</p> <p><b>3. Project Coordinator Name &amp; Title</b><br/>Susan Hildreth, Executive Director</p> <p><b>5. Business Phone Number</b><br/>650-349-5538</p> <p><b>6. Mailing Address</b></p> <table border="0"> <tr> <td><b>PO Box or Street Address</b></td> <td><b>City</b></td> <td><b>State</b></td> <td><b>Zip</b></td> </tr> <tr> <td>2471 Flores Street</td> <td>San Mateo</td> <td>CA</td> <td>94403</td> </tr> </table> | <b>PO Box or Street Address</b> | <b>City</b>  | <b>State</b> | <b>Zip</b> | 2471 Flores Street | San Mateo | CA | 94403 | <p><b>2. Library's DUNS Number</b><br/>830926072</p> <p><b>4. Email Address</b><br/>shildreth@plsinfo.org</p> |
| <b>PO Box or Street Address</b>   | <b>City</b>                     | <b>State</b> | <b>Zip</b>   |            |                    |           |    |       |   |
| 2471 Flores Street  | San Mateo                       | CA           | 94403        |            |                    |           |    |       |   |

**Project Information**

- 7. Project Title** California Library Metrics
- 8. LSTA Funds Requested** \$137,940
- 9. Cash Contributions** \$0
- 10. In-Kind** \$0
- 11. Total Project Cost** \$137,940
- 12. California's LSTA Goals (Check one goal that best describes the project)**
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Literate California                       | <input type="checkbox"/> Content Creation/Preservation | <input checked="" type="checkbox"/> Community Connections |
| <input type="checkbox"/> 21 <sup>st</sup> Century Skills           | <input type="checkbox"/> Bridging the Digital Divide   | <input type="checkbox"/> Ensuring Library Access for All  |
| <input checked="" type="checkbox"/> 22 <sup>nd</sup> Century Tools | <input type="checkbox"/> Information Connections       |   |
- 13. Number of persons served (Number of persons who use or will benefit directly from this project)** \_\_\_\_\_
- 14. Primary Audience for project (Select all that apply.)**
- |  |  |
|--|--|
| <input type="checkbox"/> Adults  | <input type="checkbox"/> Pre-School Children         |
| <input type="checkbox"/> Families  | <input type="checkbox"/> Rural Populations           |
| <input type="checkbox"/> Immigrants/Refugees                                   | <input type="checkbox"/> School Age Children         |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families)         | <input type="checkbox"/> Senior Citizens             |
| <input checked="" type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input checked="" type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Low Income  | <input type="checkbox"/> Suburban Populations        |
| <input type="checkbox"/> Non/Limited English Speaking Persons                  | <input type="checkbox"/> Unemployed                  |
| <input type="checkbox"/> People with Disabilities                              | <input type="checkbox"/> Urban Populations           |
| <input type="checkbox"/> People with Limited Functional Literacy               | <input type="checkbox"/> Young Adults and Teens      |
- 15. This signature certifies that I have read and support this LSTA Grant Application.**

**Library Director Name:** Susan Hildreth **Title:** Executive Director

**Mailing Address (if different from above)** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Library Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **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.**

California libraries value the importance of providing rapid and comprehensive access to knowledge and information, and strive to constantly improve the services they provide. It is imperative that California state and local government, libraries, library trustees and networks, and the general public have access to effective metrics to understand, evaluate and plan for library services that meet the needs of California residents. Additionally, the California State Library is responsible for reporting statewide library data to the Institute of Museum and Library Services to contribute accurate data to a national data set. The Pacific Library Partnership is seeking to continue working with the California State Library to create more efficient collection and dissemination of library related metrics.

When implemented, this project will enable the California State Library to effectively collect, compile and make accessible, comprehensive data that reflects public library operations, facilities, collections, programs, and services throughout the state. Additionally, a consultant will be utilized to continue evaluating and recommending improvements for reporting Library Services and Technology Act (LSTA) grant funds for the Institute of Library and Museum Services (IMLS) including the revised State Program Report (SPR).

### ELEMENT 3: PLANNING AND EVALUATION

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

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

**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).**

The purpose of this project is to create a means by which California public libraries can gather and report comprehensive statistical data in regard to their operations, facilities, collections, programs, and services. Counting Opinions LibPAS software will be utilized to collect and report data. Understanding of, and access to, these key metrics will assist libraries in reviewing and revising their services to best support their communities. Additionally, access to these reports will provide transparency to governing authorities and the public.

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

# of public libraries that will submit their annual statistics online via the LibPAS reporting tool.

# of staff in public libraries who will receive training and/or assistance with gathering, reporting and using meaningful metrics and performance measures.

# of infographic templates made available for public library and state library use.

2016/2107 Public Library Survey data will be made available to libraries and the public by January 2017.

Development of a data metrics website.

**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)**

Project outcomes will be obtained via survey of Public Library Survey respondees and webinar attendees.

70% of those who participate in the training opportunities will indicate an increase in knowledge of how to complete the Public Library Survey.

70% of those who participate in training opportunities will indicate that they will be able to use their library data more effectively.

70% of those who participate in training opportunities will indicate that they will use metrics in a flyer, bookmark or pamphlet in the next 6 months.

100% of those who participate in training opportunities will complete their Public Library Survey.

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

The State Library will continue to collect statistical data as part of the Public Library Statistics Collaborative (PLSC) and provide access to state and federal data sources to California libraries.

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

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:

A informational webinar regarding the Public Library Survey will be provided to assist libraries with accurately reporting data and utilizing the LibPAS product. This training will include description of elements that have been added, changed or deleted as well as instructions for how and what to report.

An informational webinar regarding effective use & reporting of data will be provided to assist libraries with sharing their statistics with their stakeholders.

Consultants will also be utilized to assist with modifying the survey in LibPAS; creating custom reports; and creating a means by which LSTA grant reporting can be incorporated into LibPAS.

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: Public library data from a variety of programs will be collected by the State Data Coordinator and other Library Development Services staff; data sets will be reviewed and evaluated for new ways to assist public libraries to effectively utilize this information. Some data sets already provided are the California Public Library Directory and the California Library Statistics "Ready Reports" website. Development of a new library data website will also be initiated. Infographic templates for public library and state library use will be developed.

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: Consultant and the State Data Coordinator will continue to review and evaluate data metrics currently being collected and made available by the State Library and make recommendations for new ways to assist libraries in more effectively utilizing the information and data they collect.

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: Contracts for data collection and reporting of the California Public Library Statistics will be procured and utilized to capture and report data for both the federal Public Library Statistics Cooperative and California libraries and their jurisdictions.





**ELEMENT 5: BUDGET**

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

Budget Category	LSTA	Cash Contribution	In-Kind	Total
<b>Salaries/Wages/Benefits</b>				
	\$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
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

<b>Equipment (\$5,000 or more per unit)</b>				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

<b>Library Materials</b>				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
<b>Consultant Fees</b>				
LSTA Reporting Improvements	\$20,000	\$0	\$0	\$20,000
Infographic Development	\$20,400	\$0	\$0	\$20,400
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$40,400	\$0	\$0	\$40,400

**Description:**

LSTA Reporting Improvements - To continue evaluating and recommending improvements for reporting Library Services and Technology Act (LSTA) grant funds for the Institute of Library and Museum Services (IMLS) including the revised State Program Report (SPR).

Infographic Development - To create infographic templates for public libraries to use to report annual statistics to their governing bodies and communities, and for the State Library to use to report statewide data.

<b>Travel</b>				
		\$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
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

<b>Supplies/Other</b>				
		\$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
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**



**ELEMENT 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.

Pacific Library Partnership  
Library/Organization

California Library Statistics  
Project Name

Susan H. Hildreth  
Library Director Name

Executive Director  
Title

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

\_\_\_\_\_  
Date