

**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 Hanks</p> <p><b>5. Business Phone Number</b><br/>916-653-0661</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>900 N Street</td> <td>Sacramento</td> <td>CA</td> <td>95814</td> </tr> </table> | <b>PO Box or Street Address</b> | <b>City</b>  | <b>State</b> | <b>Zip</b> | 900 N Street | Sacramento | CA | 95814 | <p><b>2. Library's DUNS Number</b><br/>830926072</p> <p><b>4. Email Address</b><br/>susan.hanks@library.ca.gov</p> |
| <b>PO Box or Street Address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>City</b>                     | <b>State</b> | <b>Zip</b>   |            |              |            |    |       |                                                                                                                    |
| 900 N Street                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Sacramento                      | CA           | 95814        |            |              |            |    |       |                                                                                                                    |

**Project Information**

- 7. Project Title** California Rural Library Initiative
- 8. LSTA Funds Requested** \$65,725
- 9. Cash Contributions** \$0
- 10. In-Kind** \$61,200
- 11. Total Project Cost** \$126,925
- 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 type="checkbox"/> Community Connections           |
| <input checked="" type="checkbox"/> 21 <sup>st</sup> Century Skills | <input type="checkbox"/> Bridging the Digital Divide   | <input type="checkbox"/> Ensuring Library Access for All |
| <input 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:** Chief Executive Officer

**Mailing Address (if different from above)** 2471 Flores Street **City** San Mateo **Zip** 94403-2273

**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 State Library (CSL) staff reviewed Library Services and Technology Act (LSTA) funded projects in 1998-99 and documented a very low percentage of rural library projects. California is the largest and most geographically diverse state; 80% of California's land mass is rural, approximately 124,623 square miles. Concerned staff contacted rural libraries who reported that minimal staff and hours of operation did not allow time to write or manage grants. In response CSL initiated a targeted statewide effort to work with rural libraries and communities to assess and prioritize community information needs, then created a statewide California Rural Library Initiative targeted grant program to assist with high priority needs that minimized staff time needed for program development and implementation.

The California Rural Library Initiative provides support to over 300 rural and tribal libraries to address the needs of information resources and program delivery in economically and geographically challenged rural communities. This project is built on collaboration and partnerships with Infopeople, California Library Services Act (CLSA) Systems, and the Association for Rural and Small Libraries (ARSL). CSL staff solicits and responds to on-going input from California rural and tribal library directors and staff. This project is designed to test ways rural and tribal libraries respond to innovation, access issues and provide avenues for project information to be shared in California and nationwide. The California Rural Library List has 132 members and allows rural and small library staff to share resources and solicit support.

CSL staff began working with ARSL in 2006 and with the support of the California State Librarian, LDS staff facilitated a strategic planning effort in 2007 that resulted in significant growth in ARSL membership, and moving the conference to different regions of the United States to allow more libraries to participate. ARSL is the only national association dedicated to providing resources for and by rural and small library staff to address the needs of information resource and program delivery in challenged rural communities. ARSL resources focus on delivering programs and services with limited staff, funding and community resources. This year the California Rural Library Initiative will provide scholarships for rural and tribal library staff with written permission of their library director to attend the annual ARSL conference. 100% of California ARSL 2013, 2014, and 2015 attendees reported increased knowledge of library services and programs; 100% of 2013, 98% of 2014, and 100% of 2015 attendees implemented and/or changed services and/or programs in their libraries.

Each staff person who receives a scholarship is required to use their own funds to join ARSL to qualify for the conference early bird registration rate, and participate on the ARSL and the California Rural Initiative listservs to connect with a large community of practice. They are required to participate in pre-conference ARSL discussions, in person meetings at ARSL, and post conference virtual meetings to increase their knowledge of California rural and tribal libraries, resources and concerns, and discuss ways to meet their community information needs. Each scholarship recipient is required to identify at least 3 new ARSL inspired programs, changes and/or services they would like to implement at their library and complete at least one before June 1st 2016. Each ARSL scholarship recipient will be required to submit a report, at least 1 page in length, to their director and CSL listing the benefits to their professional development and their library. Participants will share ARSL inspired best practices with their library staff, at CLSA system meetings, through social media, virtual meetings, conference presentations and/or the ARSL and California Rural Initiative listservs.

The goal of the California Rural Library Initiative continues to be strengthening library service to California rural and tribal communities through training and access to information. This project relates to California State Library's LSTA plan Goal II: 21st Century Skills: California libraries provide training and access to information for library users and staff so that they have the skills needed to be successful in the 21st Century

### 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).**

We will provide ARSL scholarships for California rural and tribal library staff to attend the annual ARSL conference; they will be required join ARSL using their own funds, and participate in both the California Rural Initiative and ARSL listserv, identify 3 new ARSL inspired changes and/or new services and/or programs and implement at least 1, and share best practices with the California library community.

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

- \*34 California library staff will attend the ARSL annual conference; 33 from rural and tribal libraries, 1 from CSL Library Development Services.
- \*34 ARSL attendees will participate in 4 virtual meetings.
- \*33 or more new ARSL inspired programs and/or services will be implemented in California rural and tribal libraries.
- \*ARSL attendees will participate in at least 5 virtual presentations of ARSL inspired new programs and/or services.
- \*All ARSL attendees will participate in on-ground presentations at their library, or CSLA system meetings.
- \*33 California library staff will join or renew their membership to ARSL, and participate on the California Rural Initiative and ARSL listservs.

**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)**

- \*100% of ARSL attendees will report they learned about new programs and services.
- \*80% of ARSL attendees will change or implement at least one library function that will enhance service to their community.
- \*75% of attendees will become more aware of California Rural and Tribal libraries
- \*75% of ARSL attendees will become a member of and participate in the California Library Association Rural and Tribal Library Interest Group.
- \* State Library staff that attend will increase their knowledge of current trends and practices to better assist rural and tribal libraries.

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

CSL is committed to providing training to California library staff to ensure positive growth of library programs and services. As a statewide project, the future of it will be determined by CSL and how successfully this project meets its projected outcomes.

**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: Each participant will attend a 3 day in person conference in Fargo, North Dakota and 4 facilitated online meetings. Participants will increase resources available on the Rural Library Clearinghouse <http://resourceroundup.net/>, share what they learned at ARSL with staff at their libraries and library systems, and share information on best practices, and new programs/services online through listservs and social media. State Library staff that work with rural and tribal libraries will facilitate discussions, assist with project development, and assist with presentations as needed.

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:

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.

Activity	Fiscal Year 2016/2017											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Create scholarship application and announcement, distribute (June 2015)												
Prioritize scholarship applications	X											
Notify scholarship recipients; create waiting list		X										
Each attendee will complete and submit to CSL their ARSL scholarship contract		X										
Each attendee will join ARSL using their own funds; sign up for listservs		X										
Register for the conference		X										
Complete travel arrangements		X										
Assess funds; if funds are available contact staff on waiting list		X										
Pre-conference virtual meetings			X									
Attend Conference				X								
ARSL on-ground meeting				X								
Process travel reimbursement				X								
Complete ARSL reports regarding benefits to professional development and libraries					X	X						
Post conference virtual meetings							X		X			X
Share best practices with library staff, system meetings, listservs, social media,					X	X	X	X	X	X	X	X
Implement ARSL inspired changes, programs, services					X	X	X	X	X	X	X	X

**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>				
Conference Attendance	\$0	\$0	\$20,400	\$20,400
Virtual Meetings	\$0	\$0	\$6,800	\$6,800
Develop New Programs/Services	\$0	\$0	\$27,200	\$27,200
Presentations	\$0	\$0	\$6,800	\$6,800
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$61,200	\$61,200

**Description:** Conference Attendance: 34 staff x 3 days x \$200 a day = \$20,400  
 Virtual Meetings: 34 staff x 2 hours x 4 meetings (34 x 1 day) x \$200 = \$6,800  
 Develop New Programs/Services: 34 staff x 4 days x \$200 = \$27,200  
 Presentations: 34 x 1 day x \$200 = \$6,800

<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>				
	\$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:**

Travel	LSTA	Cash Contribution	In-Kind	Total
ARSL Travel	\$45,900	\$0	\$0	\$45,900
	\$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>	\$45,900	\$0	\$0	\$45,900

**Description:** ARSL Hotel: Hotel rate \$150.00 x 3 = \$450.00; \$450.00 x 34 = \$15,300

Estimated RT airfare: 34 x \$600 = \$20,400

Travel Reimbursement: Between home and airport, extra night hotel if necessary 34 x \$300: \$10,200

Do not provide for meals

Supplies/Other	LSTA	Cash Contribution	In-Kind	Total
ARSL Conference Registration	\$9,350	\$0	\$0	\$9,350
	\$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>	\$9,350	\$0	\$0	\$9,350

**Description:** ARSL Conference Registraion: Early Bird, ARSL member cost: 34 x \$275

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
<b>Contracted Services</b>				
Infopeople Webinar	\$4,500	\$0	\$0	\$4,500
	\$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>	\$4,500	\$0	\$0	\$4,500

**Description:** Provide up to 3 webinars to highlight at least 3 rural library ARSL inspired programs that can be implemented with limited resources and staff but have a big impact on your community.

<b>Project Total</b>	\$59,750	\$0	\$61,200	\$120,950
<b>Indirect Cost Rate Applied</b> 10 % <b>Indirect Cost</b>	\$5,975	\$0	\$0	\$5,975
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input checked="" type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required				
<b>Description:</b> Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.				
<b>Grand Total</b>	<b>\$65,725</b>	<b>\$0</b>	<b>\$61,200</b>	<b>\$126,925</b>

**ELEMENT 6: ATTACHMENTS**

**If you have additional resources that support your grant, please attach after this page**

**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 Rural Initiative  
Project Name

Susan Hildreth  
Library Director Name

Chief Executive Officer  
Title

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

\_\_\_\_\_  
Date