

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
PITCH-AN-IDEA GRANT APPLICATION**

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

Applicant Information

- | | | | |
|---|--|--------------------|---------------------|
| 1. Library/Organization
Benicia Public Library | 2. Library's DUNS Number
120398516 | | |
| 3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i>
City of Benicia | | | |
| 4. Project Coordinator Name
Megan Segle | 5. Project Coordinator Title
Librarian I | | |
| 6. Email Address
msegle@ci.benicia.ca.us | 7. Business Phone Number
707-746-4347 | | |
| 8. Mailing Address
150 East L Street | City
Benicia | State
CA | Zip
94510 |

Project Information

- 9. Project Title** 1000 Books Before Kindergarten
- 10. LSTA Funds Requested** \$12,572
- 11. Cash Match & In-Kind** \$9,864
- 12. Total Project Cost** \$22,436
- 13. California's LSTA Goals** *(Check one goal that best describes the project)*
- | | |
|--|---|
| <input checked="" type="checkbox"/> Literate California | <input type="checkbox"/> Bridging the Digital Divide |
| <input type="checkbox"/> 21st Century Skills | <input type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22nd Century Tools | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Ensuring Library Access for All |
- 14. Primary Audience for project** *(Select all that apply.)*
- | | |
|---|---|
| <input type="checkbox"/> Adults | <input checked="" type="checkbox"/> Pre-School Children |
| <input checked="" 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 type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input type="checkbox"/> Statewide Public |
| <input checked="" type="checkbox"/> Low Income | <input checked="" 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 |

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 information to support the project.

Benicia Public Library's Youth Services department first heard about "1000 Books Before Kindergarten" a couple of years ago, after it was the subject of an Infopeople webinar. Implementing a 1000 Books program in Benicia is an opportunity for BPL to build on the work that we started in 2007-2008, when we received the ELF (Early Learning with Families) grant. With the ELF grant, we started a Raising a Reader program, which helped get books into the homes of preschoolers. Raising a Reader is expensive, and we have never owned as many kits as we would like. Children who complete Raising a Reader get only one book to keep. When we heard about "1000 Books Before Kindergarten", our goal was not only to encourage more families to read at home, but also to help families with young children build their home libraries.

Having regular access to books not only provides children and families with immediate educational benefits and opportunities for enjoyment, but these advantages continue well into adulthood. According to a 2010 study published in *Research in Social Stratification and Mobility*, children growing up in homes with many books get three years more schooling than children from bookless homes, independent of their parents' education, occupation, and class. They are also 19% more likely to obtain a college degree than a comparable child growing up without a home library. The American Academy of Pediatrics considers literacy promotion to be a critical part of primary care of young children. AAP states that reading regularly with young children stimulates optimal patterns of brain development and strengthens parent-child relationships at a critical time in child development, which builds language, literacy, and social-emotional skills that last a lifetime.

Considering the research that supports the importance of reading to children, especially to those under 5 years of age, we plan to promote our "1000 Books Before Kindergarten" program widely, and will make special efforts to reach children from lower-income families. In order to do that, BPL's Youth Services team will work with several local preschools to ensure that we reach families that regularly use the library, and those who may not be aware of library services and programs. Our community supporters include the City of Benicia's Parks and Community Services' Tiny Tots preschool program and preschools at each of Benicia's four public elementary schools, including State Preschools at Benicia's two Title I schools. We will collaborate with the teachers in these preschool classes, who have agreed to promote participation in the program by reading books together as a class, and by promoting the program and other library resources to parents.

As parent involvement is essential for the success of this program, we chose Scholastic's "Read & Rise Reading Together Take-Home Packs" for each participant. The printed reading tips included in these packs will go to each family to provide one part of the parent education component to the program. We will strengthen the parent education component by holding two educational workshops based on Scholastic's Read & Rise Family Literacy curriculum at the library. These workshops will provide helpful tips to parents, and strengthen the connection between "1000 Books Before Kindergarten" and the Benicia Public Library.

"1000 Books Before Kindergarten" addresses Benicia Public Library's strategic plan in several different ways. By reaching out to parents and holding sessions that include best practices for family reading, we meet the part of the plan that states: "Children and Teen Service librarians will provide interactive book-talks and other informational sessions". This project also meets an objective about partnering with other government agencies, in this case the Tiny Tots program run by the City's Parks and Community Services Department. This part of the strategic plan seems particularly apt: "Work with Benicia Unified School District on grant opportunities."

Approximately 1,300 children in Benicia are under 5 years old, which means that 520 children would be a good age to start the program when it launches, and another 260 children would be the right age to start as the grant period comes to a close. We will know that our program is successful if parents of 75% of the 780 eligible children register their child/children for the program. Of those 585 children, at least 50%, or 293 children, would earn a book for their home library. In addition, a successful project will be demonstrated by a 10% increase by the end of the grant period in the number of library card holders under the age of 5 years. Finally, we expect that families will report increased frequency of reading at home, and that they have added books to their home libraries.

ELEMENT 3: PARTNERSHIPS

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)

ELEMENT 4: PLANNING AND EVALUATION

Please answer each area concisely and completely. **For section A-F limit responses 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).

Benicia Public Library will work closely with local preschools, as well as inform current library patrons and other target audiences in our community, to widely promote and implement "1000 Books Before Kindergarten" in Benicia. The program will encourage families to read together, provide free books to children as they reach program milestones, and hold workshops for parents about the value of early literacy. Working with preschools in our community will allow us to reach children from a wide range of socioeconomic statuses. We expect that this will raise awareness about the importance of literacy, make preschoolers more ready for kindergarten through their exposure to books, and promote other library programs and resources.

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

Conduct outreach to students and offer training opportunities to families from 6 Benicia preschool sites.

Conduct outreach to students in 8 classrooms.

Collaborate with 16 preschool teachers and aides.

75% of the 780 eligible children will sign up for the program, or 585 children.

At least 50% of participating children, or 293 children, will receive a new book for their home library.

Hold 2 training workshops for parents at the library.

Reach at least 25 people at each training workshop.

At least 293 parents of participating children will self-report using a new library resource or attending a new program or event after participating in the "1000 Books" program.

Increase of 10% in the number of library card holders under the age of 5 years.

Purchase of 780 Scholastic "Read and Rise Together" Take-Home Packs, each containing 4 age-appropriate books and printed at-home reading guide.

Purchase of Scholastic "Read and Rise Together" workshop facilitator training kit.

Purchase of 10 promotional posters for the Library, preschools and daycares.

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)

At least 75% of participating caretakers will report an increase in the number of days during a typical week that they read to their child/children. [change in behavior]

At least 75% of participating caretakers will report using a variety of reading strategies at home and engaging in more family activities that promote early literacy skills. [change in behavior]

At least 50% of participating caretakers will report increased use of the library or that they became more knowledgeable about library services and resources for families and children. [increased knowledge]

These outcomes will be measured by two voluntary surveys, distributed at the launch of the program and at the end of the grant period. In the surveys, we hope to find a difference in not only the number of books read to preschoolers, and the amount of time spent sharing books, but also a difference in their understanding of the importance of reading. We expect that the final survey will show a pattern of frequent reading to children, but we hope that this will lead to the outcome of parents understanding why this is important and committing to continue reading with their children after they finish the “1000 Books Before Kindergarten” program.

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

We will apply for funding to extend the project through Valero Refinery, which gives grants to youth in the community, and through the Benicia Public Library's Friends of the Library group. We anticipate that we will be able to point to the initial success of the 1000 Books program to build interest from these community supporters who have a long history of supporting Youth Services initiatives.

The preschools with which we are partnering are supportive of the project and will continue their in-kind support after the grant period ends. In-kind support from the Benicia Public Library, including staff time and the use of a meeting room for parent education events will continue.

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: Ultimately, the “1000 Books Before Kindergarten” project is a mix between instruction and content. We hope to encourage families who already read regularly, as well as fostering a habit of regular book sharing among families less prone to read together now. To that end, we will offer two workshops for families about how to read together with children. These will include tips on dialogic reading, talking about books without reading each word (essential for reading wordless books or books in an unfamiliar language), and suggestions for books their children will enjoy.

Additionally, the teachers at the preschools with whom we have partnered will provide informal instruction, encouragement, and reinforcement of best practices. These teachers are particularly valuable because some parents will know the preschool teachers better than they know the Benicia Public Library staff, so they will be more likely to take their advice and listen to their reading tips.

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: "1000 Books Before Kindergarten" is a mix of instruction and content. At the end of the process, each child who finishes will add four books to their home library, and the parent will have reading tips and information about how to engage their child with books. Families will complete reading logs provided by the Library and will gain a greater familiarity with the Library. In order to promote the program, the Library will create flyers and other publicity materials, submit an article about the program to the local newspaper, and will distribute information to participating families regarding programs and resources for children and families at the Library.

It is possible for a family to complete "1000 Books Before Kindergarten" without using library materials, but it is unlikely. Many families who participate in the program will borrow library materials, especially picture books, to complete the 1000 books. They can also access the Tumblebooks database of children's e-books which can be accessed with a Benicia Public Library card.

"1000 Books Before Kindergarten" encourages families to read often. A child completing the program in one school year must read about three books each day to finish before kindergarten. As a result, committing to the program will require the children to read widely (and, probably, repeatedly). We have two different booklists aimed at preschool-aged children already, which we will share with families in hopes that they will find new favorites. These booklists are both content and information for the families.

Some families will start "1000 Books Before Kindergarten" with a strong habit of reading together already, and the program will reward them for what they already do together. We support those families, and with this project, we hope to add other families to their ranks. The families we are most excited about reaching are the families who do not make time for reading now, or who do not see the value of it at present. If these families complete "1000 Books Before Kindergarten" with a newly-formed habit of regularly reading together, we will have succeeded.

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** – May only be used for projects with an Institutional Capacity Intent. Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ELEMENT 5: 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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
City-wide publicity campaign	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Select school sites with which to collaborate	X													
Order Scholastic "Read & Rise Together" book kits and workshop facilitator kit	X													
Process Scholastic "Read & Rise Together" kits		X	X											
Work with preschool teachers to prepare staff to help implement program		X	X											
Prepare promotional material	X	X	X	X										
Launch 1000 Books Before Kindergarten			X											
Prepare first survey to distribute to preschool families and Library patrons	X	X	X											
First parent workshop			X											
Tally results of first survey			X	X	X									
Apply for Valero Refinery grant to extend funding for the program			X	X	X	X								
First books will be given to participants				X	X	X	X							
Prepare second survey to distribute to schools and patron participants						X	X							
Second parent workshop							X							
Tally second survey's results							X	X	X					
Continued grantwriting to supplement support (or supplant it if necessary)						X	X	X	X	X				
Gather outputs	X	X	X	X	X					X	X	X	X	X
Encourage families to continue program and join BPL's Summer Reading Program										X	X	X	X	X
Compile materials and information for final grant reporting														X

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ELEMENT6: BUDGET

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

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
Librarian I: 80 hours at \$37.98/hour (including benefits)	\$0	\$3,038	\$3,038
Senior Librarian: 60 hours at \$50.64/hour (including benefits)	\$0	\$3,038	\$3,038
Library Technician II: 4 hours at \$34.56/hour (including benefits)	\$0	\$138	\$138
8 Preschool teachers at 18 hours each x \$17/hour	\$0	\$2,448	\$2,448
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$8,662	\$8,662
<p>Description: The Children's Librarian I will coordinate and administer the program: train teachers, create and distribute promotional materials, conduct classroom outreach, help coordinate parent workshops, prepare and tally participant surveys, and help complete necessary grant reporting. The Children's Librarian's wages reflected in this budget were calculated by adding the cost of benefits (\$9.23/hour) to her hourly rate of \$28.75.</p> <p>The Senior Librarian will provide project oversight, assistance with grant reporting, and will lead the two parent education workshops. The Senior Librarian's wages reflected in this budget were calculated by adding the cost of benefits (\$9.23/hour) to her hourly rate of \$41.41.</p> <p>The Library Technician II will order and process the 780 Scholastic Read & Rise Read Together kits and the workshop facilitator kit and other project supplies and materials. The Library Technician II's wages reflected in this budget were calculated by adding the cost of benefits (\$9.23/hour) to her hourly rate of \$25.33.</p>			
Consultant Fees			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
<p>Description:</p>			

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
	\$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	\$0
Description:			
Supplies/Materials			
780 Read & Rise Take-Home Packs @ \$15.75 (plus tax at 8.375%)	\$12,322	\$992	\$13,314
10 Posters for the Library, preschools and daycares	\$65	\$0	\$65
Stickers for children	\$0	\$210	\$210
Bookmarks with reading tips for parents	\$65	\$0	\$65
Read and Rise Facilitator's Kit @\$110.99 (plus tax at 8.375%)	\$120	\$0	\$120
	\$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	\$12,572	\$1,202	\$13,774
Description:			
<p>The Read & Rise kits for children include four books (one for each 250 books they read) as well as a guide with reading tips for parents. We expect to use Friends of the Library funds for a small portion of this expense.</p> <p>The posters advertise "1000 Books Before Kindergarten", and we expect that giving them to the preschools and putting them in the Library will serve as a visual reminder of the program for families.</p> <p>The stickers celebrate each 100 books the child has read, and will be a motivator for some children.</p> <p>The bookmarks include ideas and information about early literacy and will support other program materials and messages.</p> <p>The Read & Rise Facilitator's Kit includes the curriculum guide for the workshops we will lead.</p>			

Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment (\$5,000 or more per unit)			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			
Services			
	\$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	\$0
Description:			

Project Total	\$12,572	\$9,864	\$22,436
Indirect Cost Rate Applied 0.0 % Indirect Cost	\$0	\$0	\$0
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required			
Description:			
Grand Total	\$12,572	\$9,864	\$22,436

ELEMENT 7: ATTACHMENTS

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

ELEMENT 8: INTERNET CERTIFICATION

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.

SIGNATURE

I have read and support this LSTA Grant Application.

Library/Organization

Project Name

Library Director Name

Title

Library Director Signature

Date