

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**

**Final Program Narrative Report
(LSTA Form 9)**

Grant Information

Library Jurisdiction	Riverside County Library System - Home Gardens Library
Project Title	Ready to Work!
Grant Award #	40-8289
Grant Period	2013/2014
Amount of Grant Award	\$5000
Amount of Grant Expended	\$5000
Local Match	\$200
In-Kind	\$3390
Total Amount of Project (amount expended + match + in-kind)	\$8590
Number of Persons Served (should not include total population of service area or potential population to be reached)	30

Project Director

Name	Alicia Doktor
Title	Branch Manager
Library Address	3785 Neece St. Corona CA 92879
Phone Number	951-279-2523
Fax Number	951-734-3170
E-mail Address	alicia.doktor@rivlib.net

This report is due on the date listed in the LSTA Grant Guide for this project. Follow this link to view the Grant Guide. <http://www.library.ca.gov/grants/lsta/manage.html>

Email this report in "word format" to lsta@library.ca.gov then mail ORIGINAL and 2 copies to:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Fiscal Office - LSTA

SIGNATURE: _____ **DATE:** _____
(Please sign in blue ink)

Project Final Report

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. The information you report will be used to complete the California State Library report of how funds were expended. Excerpts from this report may be submitted to the Federal government in their evaluation, or may be published by the State Library or shared with other institutions. Please answer all of the questions thoroughly. Please attach any reproduction copies of photographs of project activities or media produced for the project.

Project Purpose

Include your program purpose statement here

The "Ready To Work" program will provide training and technical skills to increase employment in Home Gardens through job preparedness. A series of employment skills workshops will be executed in both English and Spanish for adults as well as English for teenagers. The benefits include competency in resume preparation, job search through use of the internet and interview skills to increase the likelihood of being hired.

Project Activities and Methods

How did you accomplish the project? What were the steps involved? How did you engage the target audience?

In the fall 2013, library staff were trained in registration guidelines to ensure proper orientation of prospective participants and accepted registrations. Project staff developed workshop materials and marketing materials in conjunction with community partners, including The Brooks Foundation.

In spring 2014, workshops were conducted, with contracted trainers and project staff.

The English Series: (1) class and lab for 3 days in a single week. Offered (3) times: January 2014, February 2014, March 2014. Components include:

Resume Preparation: One 90 minute workshop, with 45 minutes devoted to lecture and 45 minutes devoted to participants creating their resume in the 12 station computer lab with the guidance of the instructor.

Job Searching Strategies: One 90 minute workshop with 45 minutes devoted to lecture and 45 minutes devoted to participants doing online job searches in the computer lab and filling out applications online. Skills covered for an effective search will include self-assessment, communication and marketing.

Interview Skills: 45 minute lecture covering, dressing for success, typical interview questions and pitfalls to avoid. The last 45 minutes will be devoted to viewing and participating in mock interviews.

Teen Series consisted of one 90-minute sessions per month. Participants were given both The Brooks Foundation curriculum as well as the curriculum from the English Series. Offered (3) times: January 2014, February 2014, March 2014. Components include:

Teen workshop: Foundations (dress for success, job vs. work and things to avoid in interview), Leadership and Time management for Teens.

Spanish Series featured one class and lab in a single week and was offered 3 times: January 2014, February 2014 and March 2014.

The Spanish programs targeted at Spanish speaking community members with specifically-focused content, including: Resume Preparation, Interviewing Skills, English skills for interviews, and Alternative Avenues for Job Searching, with emphasis on networking and self-marketing in person rather than online. Lab time was also included.

There was a short awards ceremony at the end of each series in which participants received recognition and a certificate of completion.

Staff followed up with participants through June through phone calls. Some attendees stopped into the library for extra assistance on resumes and for English conversation and interview practice.

To engage the target audience, we promoted the program in the library, spoke directly with customers, contacted GAIN and other County agencies for referrals. Although our numbers were lower than anticipated, we believe that the project was a success. Each participant gave very heartfelt and positive reviews of the

program and our outcomes were higher than expected with the smaller group because of the personal attention given to each participant.

Project Outputs

What was created for the project and how much? (For instance three promotional brochures were created and 75 copies distributed; or three training classes were designed; two sessions of each were held, and 80 people were trained)

We created and distributed over 200 fliers in English and Spanish.

A series of (3) classes in English was offered (3) times in January, February and March of 2014.

A series of (3) classes in Spanish was offered (3) times in January, February and March of 2014.

A series of (3) Teen classes was offered in January, February and March of 2014.

A comprehensive binder of materials was created and distributed to 30 participants.

All course materials were uploaded to Google Documents and made public for use by other libraries and agencies: tinyurl.com/readytoworkCA

The program was promoted at an Inland Library Services Adult Programming Meeting and materials were shared with 4 other library systems.

The program was promoted at an RCLS managers meeting and materials were shared with 3 other branches.

The program and materials were shared with Social Service agencies: The YMCA, Operation SafeHouse and The Pomona Economic Opportunity Center.

Project Outcomes (if applicable)

Please state the outcomes and the results of your evaluation.

100% of attendees indicated a more comprehensive understanding of job search skills as a result of the workshop. This information was collected via survey directly after the program.

22% of participants have secured employment to date. Surveying continues through September 2014.

Additional Project Outcomes

Please state any additional intended or unintended outcomes and what data sources you used.

We did not intend to have to work through the mental barriers involved with adults who had been unemployed for 4+ years. Some were discouraged and prepared to take whatever kind of work they could find whether it was in their skill set or not. We were happy to find that these same people left the process feeling empowered to network and market themselves aggressively within their spheres of influence. The data source was personal interviews and testimonies received by participants S. Flores and M. Estep.

Anecdotal Information

Tell us a story. Give two or more examples of how the project has helped an individual or group in your community.

Mark Marquez is a patron in our community that was unemployed for an entire calendar year. Mark, like all the participants came to the program with a positive attitude in that they were willing to learn the skills to set themselves apart in the marketplace. Mark had 10+ years in his field and was confident with his resume. The major stumbling block for him was feeling like a failure and lacking the self confidence to sell himself in the interview. After learning interviewing skills and how to approach an interview cognitively, as well as practically Mark went on two interviews and was hired for both positions. Mark attributed his getting the job with the revelation that he was "also interviewing the employer" and that he is "the best and just have to show the company they cant afford to have me work somewhere else."

Maria Elena Somera came to the program unsure of how successful she would be in the job market because of her limited English skills. Throughout the three workshops, she asked many questions and engaged with instructor and other participants. She worked hard to improve her English for interviews, coming into the library after the program had concluded to practice English, ask questions and find more resources. For the past 13 years, Maria Elena was a stay-at-home mother and was looking to re-enter the workforce. We were able to work with her past resume and current volunteer experience to create a dynamic resume in both English and Spanish. After completing the program, Maria Elena was able to secure her job of choice at Corona Norco School District. She felt that she would not have had the confidence to pursue the position at the school district without the tools and resources from the program.

Exemplary Project

If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.

Both Akiliah and myself found this project to be very empowering for our community. As referenced above, participants had very favorable responses to the program, instructors and curriculum. I personally was very touched by the narratives provided by the participants at the end of each course. I also believed this project helped us to learn more about our community at a much more in-depth level. Most of the participants have engaged in more library programming and have become firm supporters of our library as a result of the program.

We believe other libraries should replicate this program because it serves a very defined need in our state. The curriculum is readily available and easily downloaded. The program is also extremely malleable and can be adjusted to serve the needs of various diverse communities. We created this program to be simple to implement so that staff at all levels would be able to use and teach the material. The program is also very low cost and low impact on library staffing and resources.

FEEDBACK FOR THE CALIFORNIA STATE LIBRARY ON THE GRANT PROCESS

We want to learn and improve our grant processes. Please let us know what worked and what we could do differently to make it a better experience. Thank you!

We found the grant process very simple and easy to follow from beginning to end. Our grant coordinator, Laura Mitchell was fantastic. She was engaged and supportive through the grant and was always there when we had questions. We enjoyed meeting her and having her participate in the project when she came to Home Gardens. These grants give small libraries the opportunity to expand programming in ways we would not be able to under current budget conditions. I have really appreciated the opportunity to work with LSTA to provide these services to our community and other libraries in California.