

**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**

- |  |   |             |              |            |                  |    |       |
|--|---|-------------|--------------|------------|------------------|----|-------|
| <p><b>1. Library/Organization</b><br/>Santa Fe Springs City Library</p> <p><b>3. Legal Business Name</b> <i>(must match name registered with Federal Employer Identification Number (FEIN))</i><br/>City of Santa Fe Springs</p> <p><b>4. Project Coordinator Name</b><br/>Joyce Ryan</p> <p><b>6. Email Address</b><br/>joyceryan@santafesprings.org</p> <p><b>8. Mailing Address</b><br/>11700 Telegraph Rd.</p> | <p><b>2. Library's DUNS Number</b><br/>18-392-5627</p> <p><b>5. Project Coordinator Title</b><br/>Library Services Division Director</p> <p><b>7. Business Phone Number</b><br/>562-868-7738 x7801</p> <table border="0"> <tr> <td style="text-align: right;"><b>City</b></td> <td style="text-align: right;"><b>State</b></td> <td style="text-align: right;"><b>Zip</b></td> </tr> <tr> <td>Santa Fe Springs</td> <td>CA</td> <td>90670</td> </tr> </table> | <b>City</b> | <b>State</b> | <b>Zip</b> | Santa Fe Springs | CA | 90670 |
| <b>City</b>  | <b>State</b>  | <b>Zip</b>  |              |            |                  |    |       |
| Santa Fe Springs   | CA  | 90670       |              |            |                  |    |       |

**Project Information**

- 9. Project Title**      Tech To Go
- 10. LSTA Funds Requested**      \$51,000
- 11. Cash Match & In-Kind**      \$10,960
- 12. Total Project Cost**      \$61,960
- 13. California's LSTA Goals** *(Check one goal that best describes the project)*
- |  |   |
|--|---|
| <input type="checkbox"/> Literate California             | <input checked="" type="checkbox"/> Bridging the Digital Divide |
| <input type="checkbox"/> 21 <sup>st</sup> Century Skills | <input type="checkbox"/> Information Connections                |
| <input type="checkbox"/> 22 <sup>nd</sup> 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 type="checkbox"/> Pre-School Children               |
| <input checked="" type="checkbox"/> Families                             | <input type="checkbox"/> Rural Populations                 |
| <input checked="" type="checkbox"/> Immigrants/Refugees                  | <input checked="" 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 checked="" type="checkbox"/> Non/Limited English Speaking Persons | <input type="checkbox"/> Unemployed                        |
| <input checked="" type="checkbox"/> People with Disabilities             | <input type="checkbox"/> Urban Populations                 |
| <input type="checkbox"/> People with Limited Functional Literacy         | <input checked="" 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.**

While working on our Library's strategic plan, we had a number of conversations with our local school principals. In the course of speaking with them, we noticed a pattern -- many students do not have access to internet service or a computer with which to do their homework at home. The obvious reasons for this are socio-economic: our community is small -- about 17,000 residents, 80% hispanic and 45% of households have an income below \$50,000. Our principals have found that many students are from families that are "in transition" -- living in a garage or a recreational vehicle, or living with relatives in very tight conditions.

In addition, some families may have internet service and/or a computer and the student is still unable to work on his homework at home. For example, a family may be able to afford Internet service but they only have one computer for many children to do their homework - and the oldest child takes precedence, in many cases. Many families may still have a computer but were forced to stop their internet service. Many of these families simply do not have the funds for internet service or computers. In addition, many families have transportation issues - simply getting a child to the Library to work on an assignment can be a challenge. It would seem that there is still a definite "digital divide" in our city.

As a result, we have come up with an idea to purchase Chromebooks and internet hotspots and check them out to parents with a child in one of two schools within Little Lake City School District - either Jersey Elementary School or Lake Center Middle School. This project relates to our library's strategic plan in that it helps our patrons expand their technological access. This is critical in bridging the digital divide that still exists in our community. As recently as March 2017, the Pew Research Center found that nearly half of adults with households below \$30,000 a year "don't have home broadband services or a traditional computer." With fewer options, many low-income families are relying on smartphones for Internet access. This has led to the "homework gap"-- "the gap between school-age children who have access to high-speed Internet at home and those who don't." Approximately 5 million children do not have an Internet connection at home - with most of the children coming from low-income families.

Although the schools will not be a formal partner in this project, they are vital to its success. By collaborating with teachers and principals we are able to provide a context for parents in the community. Many of our parents only speak Spanish and don't always trust a governmental entity. If teachers know of a student who needs this particular service, they can point them in our direction. We will keep in contact with our teachers and principals so that we can address concerns as they arise and also hear any anecdotal information they can provide.

Success for this project will be determined by the number and frequency of checkouts (outputs). Our positive outcomes will include information from parents and children on the project and also information from teachers on what they hear from parents and students. We will provide a survey that must be filled out by parents on checking out and on returning the items to the Library that gleans information regarding their familiarity with the Internet, family connectivity, computer ownership and phone usage. We will also ask parents to assess their child's success with the project - whether they are doing their homework using the computer and if it is helping them succeed.

In summary, the project will entail purchasing 50 Chromebooks and 50 Internet hotspots and making them available for checkout by the parents of local school-age children. We will provide promotional materials and borrowing guidelines to parents during parent orientation meetings. We will also collect surveys from parents to analyze the project's success.

### 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).

The Santa Fe Springs City Library will purchase 50 Chromebooks and 50 Internet hotspots and make them available for checkout by the parents of local school-age children. We will provide promotional materials and borrowing guidelines to parents during parent orientation meetings. We will also collect surveys from parents to analyze the project's success. It is our hope that students will benefit from the ability to use the Internet and/or computer at home for homework.

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

the outputs for this grant will be measured by:

- the number of checkouts of equipment
- the number of holds on the equipment
- the number of parents and/or students attending the parent orientations

### 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)

In projecting outcomes for this project, we will rely heavily on anecdotal information from parents and teachers and from our parent surveys. We will measure this project a success if we determine the following:

- 50% of students whose parents borrow the equipment use it on a regular basis to do research or homework
- 30% of students show improvement in the speed with which they are able to complete their homework
- 25% of students say they are more motivated to do their homework or explore subjects on the Internet

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

We are anticipating a very successful program and, as the Spring of 2018 is our budget preparation time, we would be able to make a case to the City Council for a continuation of the project funding our hotspots. Indeed, we already have one City Councilmember supporting our program wholeheartedly. The Chromebooks will have already been purchased.

**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: Library staff will be holding orientation meetings at our two targeted schools for parents to ask questions about the Tech To Go program. Staff will also be available for consultation on an as needed basis.

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: Library will purchase 50 Chromebooks and 50 Internet hotspots for patron borrowing. Lojack software will be purchased for the Chromebooks and loaded prior to borrowing. We will also purchase a charging cart for the computers.

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
Purchase 50 Chromebooks, 50 Hotspots and charging cart		X												
Load lojack software and asset tag each Chromebook		X	X											
Catalog and process all equipment		X	X											
Create promotional flyers and check-out guidelines		X	X											
Create parent surveys for project			X											
Hold parent orientations at local schools			X	X										
Checkout of Chromebooks/hotspots				X	X	X	X	X	X	X	X	X		
Compile survey information/data				X	X	X	X	X	X	X	X	X		
Analyze survey data and anecdotal information									X	X	X	X		
Discuss program with local teachers/principals										X	X			
Evaluate program and its level of success											X	X		

## ELEMENT6: BUDGET

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

Budget Category	LSTA	Cash Match & In-Kind	Total
<b>Salaries/Wages/Benefits</b>			
Library Services Division Director (40 hrs. @ \$50/hr.)	\$0	\$2000	\$2,000
Public Relations Technician (10 hrs. @ \$36/hr.)	\$0	\$360	\$360
Librarian III (40 hrs. @ \$40/hr.)	\$0	\$1,600	\$1,600
Administrative Clerk II (40 hrs. @ \$25/hr.)	\$0	\$1,000	\$1,000
Information Desk Assistants (100 hrs. @ \$20/hr.)	\$0	\$2,000	\$2,000
Director of Information Technology (40 hrs. @ \$60/hr.)	\$0	\$2,400	\$2,400
Computer Technician III (40 hrs. @ \$40/hr.)	\$0	\$1,600	\$1,600
	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$10,960	\$10,960
<b>Description:</b> This is a concerted effort between Library staff and Information Technology staff. Staff assignments are as follows: -Administrative Clerk II and Information Desk Assistants, under the guidance of the Library Director and/or Librarian III will catalog and process 50 Chromebooks and 50 hotspots, and create parent surveys. -IT staff (Computer Technician III and IT Director) will lojack and asset tag all 50 Chromebooks. -Public Relations Technician will create a public relations/marketing campaign for the two schools and be responsible for printing and distribution. -Library Director to liaise with teachers and principals (on-going communication), complete grant reports, and evaluate project success. -Information Desk Assistants and Librarian III are responsible for orientations, holds/checkouts, computer charging, and survey analysis			
<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
<b>Subtotal</b>	\$0	\$0	\$0
<b>Description:</b>			



Budget Category	LSTA	Cash Match & In-Kind	Total
<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
<b>Description:</b>			
<b>Supplies/Materials</b>			
50 Chromebooks	\$22,000	\$0	\$22,000
Lojack software for chromebooks	\$4,000	\$0	\$4,000
Charging cart or stand	\$500	\$0	\$500
Flyers/promotional materials	\$500	\$0	\$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
<b>Subtotal</b>	\$27,000	\$0	\$27,000
<b>Description:</b> We would purchase the 50 Chromebooks with power cords and chargers and also the lojack software to find them if lost or stolen. We would also purchase promotional materials and a charging cart for the computers.			

Budget Category	LSTA	Cash Match & In-Kind	Total
<b>Equipment (\$5,000 or more per unit)</b>			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0
<b>Description:</b>			
<b>Services</b>			
4G Service for 50 hotspots @ \$40/mo.	\$24,000	\$0	\$24,000
	\$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>	\$24,000	\$0	\$24,000
<b>Description:</b> This is for the monthly rate for the 50 hotspots through Verizon (the hotspot itself is free with the service). We will also check out prices with T-Mobile and Sprint.			

<b>Project Total</b>	\$51,000	\$10,960	\$61,960
<b>Indirect Cost Rate Applied</b> 0.0 % <b>Indirect Cost</b>	\$0	\$0	\$0
Check one: <input checked="" 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			
<b>Description:</b>			
<b>Grand Total</b>	<b>\$51,000</b>	<b>\$10,960</b>	<b>\$61,960</b>

**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.**

Santa Fe Springs City Library  
**Library/Organization**

Tech To Go  
**Project Name**

Joyce Ryan  
**Library Director Name**

Library Services Division Director  
**Title**

Library Director Signature

Date