CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
STATEWIDE GRANT APPLICATION

S-05/original

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

Applicant Information

1.	**Library/Organization**	2.	**Library's DUNS Number**
	Pacific Library Partnership		830926072

3. **Legal Business Name** *(must match name registered with Federal Employer Identification Number (FEIN))*

Pacific Library Partnership

4.	**Project Coordinator Name**	5.	**Project Coordinator Title**
	Carol Frost		Executive Director
6.	**Email Address**	7.	**Business Phone Number**
	frost@plsinfo.org		650-349-5538

8.	**Mailing Address**	**City**	**State**	**Zip**
	2471 Flores Street	San Mateo	CA	94403

Project Information

9. **Project Title**   California Library Metrics

10. **LSTA Funds Requested** $207,738

11. **Cash Match & In-Kind** $1,800

12. **Total Project Cost** $209,538

13. **California's LSTA Goals** *(Check one goal that best describes the project)*

☐	Literate California	☐	Bridging the Digital Divide
☐	21st Century Skills	☐	Information Connections
☐	22nd Century Tools	☒	Community Connections
☐	Content Creation/Preservation	☐	Ensuring Library Access for All

14. **Primary Audience for project** *(Select all that apply.)*

☐	Adults	☐	Pre-School Children
☐	Families	☐	Rural Populations
☐	Immigrants/Refugees	☐	School Age Children
☐	Intergenerational Groups (Excluding Families)	☐	Senior Citizens
☒	Library Staff , Volunteers and/or Trustees	☒	Statewide Public
☐	Low Income	☐	Suburban Populations
☐	Non/Limited English Speaking Persons	☐	Unemployed
☐	People with Disabilities	☐	Urban Populations
☐	People with Limited Functional Literacy	☐	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.

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.

This project will provide not just access to metrics, but also tools and training for librarians to gather and interpret metrics and plan services to meet the aspirations of their communities. The project will build and expand on previous efforts, including the annual public library statistics collection, the California Research in Public Libraries Institute, and the related Analytics on Demand demonstration project, to build capacity within California's libraries to develop and implement data-driven services.

Project activities will include: 1) collecting and presenting the annual national public library survey data for California; 2) holding a California Library Association preconference workshop that expands upon the recent Research in Public Libraries statewide training; and 3) expanding the Analytics on Demand demonstration project to give participants more time and training to use this new tool and report outcomes.

When implemented, this project will enable the California State Library to effectively collect, compile, and provide access to comprehensive data that reflects library operations, facilities, collections, programs, and services across the state, and will improve the capacity of California's public libraries to provide data-driven services reflective of their communities' needs and aspirations.

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. <u>For section A-F limit responses to four pages.</u>

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).**

This project will providet access to metrics and also tools and training for public librarians to gather and interpret data and plan services to meet the aspirations of their communities. The project will build and expand on previous efforts, including the Research in Public Libraries training and related Analytics on Demand demonstration project, to build capacity within California's libraries to develop and implement data-driven services.

Project activities will include: 1) collecting and presenting the annual national Public Library Survey data for California; 2) holding a California Library Association preconference workshop that builds on the recent Research in Public Libraries statewide training; and 3) expanding the Analytics on Demand demonstration project to give participants more time and training to use this new tool and report outcomes.

When implemented, this project will enable the California State Library to effectively collect, compile, and provide access to comprehensive data that reflects library operations, facilities, collections, programs, and services across the state, and will improve the capacity of California's public libraries to provide data-driven services reflective of their communities' needs and aspirations.

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

184 public libraries will submit their annual statistics online

At least 184 public library staff will receive training and/or assistance with gathering and reporting thei statistics online

An informational webinar about the public library statistics process will be held; at least 90 public library staff will attend

California's 2016/2017 Public Library Survey data will be made available to libraries and the public by February 2018

1 preconference workshop will be held; a webinar to prepare participants for the workshop will be held in mid-October; 50 people will attend the webinar.

65 public library staff members will attend the preconference workshop.

30 public libraries will participate in the Analytics on Demand demonstration project

At least 50 public library staff will receive training in the use of Analytics on Demand.

1 working group will be created (5 members)

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 50 percent of the libraries participating in the Analytics on Demand project will use the data they've gathered for strategic planning purposes.

At least 50 percent of the libraries participating in the Analytics on Demand project will use the data they've gathered to implement targeted programs.

At least 50 percent of the library staff attending the public library statistics workshop will report that they were better prepared to compile and report their statistics.

At least 50 percent of those participating in the preconference workshop will indicate they will be better able to find and use library and community data more effectively

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 and the public.

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 full-day workshop called "Beyond the Numbers," building on the principles of the Research in Public Libraries training held in Sacramento in April 2017, will be developed and presented in conjunction with the California Library Association conference.

Two informational webinars will be held: one for the Public Library Survey and one for the Beyond the Numbers workshop.

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 from the California State Library; data sets will be reviewed and evaluated for new ways to assist public libraries to utilize this information effectively. Development of a new library data website will be initiated.

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: The State Data Coordinator and colleagues from the State Library, along with a working group from the field, will continue to review and evaluate data metrics currently being collected and made available by the State Library and make recommendations ofr new ways to assist libraries to more effectively utilize the metrics they collect.

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
Develop and present "Beyond the Numbers" workshop	X	X	X	X	X									
Hold informational webinar on Beyond the Numbers				X										
Prepare and open online Public Library Survey	X	X	X											
Hold informational webinar on Public Library Survey		X												
Collect public library statistics			X	X	X									
Vet and submit public library statistics					X	X	X	X						
Analyze public library data and develop website	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Expand Analytics on Demand demonstration project				X	X	X	X	X	X	X	X	X	X	X
Conduct evaluations	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Convene working group					X	X	X	X	X					

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			
Working group members	$0	$1,800	$1,800
	$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	$1,800	$1,800

Description: Working group members: 30 hours each@$60 per hour average salary & benefits.

Budget Category	LSTA	Cash Match & In-Kind	Total
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

Description:

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
CLA travel	$4,000	$0	$4,000
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$4,000	$0	$4,000

Description: Travel/accommodations for CLA preconference and working group meeting (5 people).

Budget Category	LSTA	Cash Match & In-Kind	Total
Supplies/Materials			
Preconference food expenses (breakfast/lunch)	$4,000	$0	$4,000
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$4,000	$0	$4,000

Description: Preconference: 8:30-4:15 PM; 70 attendees expected; breakfast, $18 each; lunch, $22 each (conference center rates)..

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:

Budget Category	LSTA	Cash Match & In-Kind	Total
Services			
Counting Opinions	$88,453	$0	$88,453
Preconference organization/presentation	$6,500	$0	$6,500
Webinar hosting (2)	$1,900	$0	$1,900
Data tools	$84,000	$0	$84,000
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Subtotal	$180,853	$0	$180,853

Description: Counting Opinions: Public library data capture/reporting, $69,063; grants management module, $10,570; literacy grants module, $8,820; total $88,453

Preconference organization: $1400; presenter/facilitator fees (6 persons) $5,150

Webinars: 2; one for preconference, one for public library survey, $950 each

Data tools: Analytics on Demand pilot (30 libraries), $84,000

	LSTA	Cash Match & In-Kind	Total
Project Total	$188,853	$1,800	$190,653
Indirect Cost Rate Applied 10.0 % **Indirect Cost**	$18,885	$0	$18,885

Check one:

☐ No Indirect   ☐ Federally negotiated indirect cost rate *   ☒ Indirect proposed cost rate *

* please attach supporting documentation if required

Description:

	LSTA	Cash Match & In-Kind	Total
Grand Total	**$207,738**	**$1,800**	**$209,538**

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.

Pacific Library Partnership
_____
Library/Organization

California Library Metrics
_____
Project Name

Carol Frost
_____
Library Director Name

Executive Director
_____
Title

_____
Library Director Signature

_____
Date