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

Applicant Information

1. Library/Organization: Califa Group
2. Library’s DUNS Number: 135909930
3. Internet Web Site Address: http://califa.org
4. Project Coordinator Name & Title: Susan Hildreth
5. Email Address: shildreth@califa.org
6. Business Phone Number: 650-349-5538
7. Fax Number:
8. Mailing Address:
   PO Box or Street Address: 2471 Flores Street
   City: San Mateo
   State: CA
   Zip: 94403-2273
9. Check the Appropriate Library Type
   - Public Library
   - Academic
   - K-12
   - Multi-Type
   - Special/Other

Project Information

10. Project Title: Finding Your California: Planning Phase
11. LSTA Funds Requested: $432,905
12. Cash Contributions: $0
13. In-Kind: $75,000
14. Total Project Cost: $507,905
15. California’s LSTA Goals (Check one goal that best describes the project)
   - Literate California
   - 21st Century Skills □
   - 22nd Century Tools
   - Content Creation/Preservation
   - Bridging the Digital Divide
   - Community Connections
   - Ensuring Library Access for All
16. Number of persons served (The number of persons who use or will benefit directly from this project)
17. Primary Audience for project (Select all that apply.)
   - Adults
   - Families
   - Immigrants/Refugees
   - Intergenerational Groups (Excluding Families)
   - Library Staff, Volunteers and/or Trustees □
   - Low Income
   - Non/Limited English Speaking Persons
   - People with Disabilities
   - People with Limited Functional Literacy
   - Pre-School Children
   - Rural Populations
   - School Age Children
   - Senior Citizens
   - Statewide Public
   - Suburban Populations
   - Unemployed
   - Urban Populations
   - Young Adults and Teens
18. This signature certifies that I have read and support this LSTA Grant Application.

Library Director Name: Susan Hildreth  Title: Executive Director
Mailing Address: 2471 Flores Street, San Mateo, CA 94403-2273
Library Director Signature: __________________________  Date: __________________________
**ELEMENT 2: PROJECT BACKGROUND AND SUMMARY** (please see application instructions for additional information)

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.

Around the state, remarkable treasures documenting local history can be found within public libraries, historical societies, archives, and museums. Nationally more than 4.8 billion items are held in public trust by "memory" organizations, but lack of resources places a third of these items at risk of being lost. In the digital age, preservation and access to local history collections is carried out through digitization, web access and digital archival practices. Conversations with California's public libraries have made it clear that the desire to digitize and preserve their local historical collections is strong, but personnel, expertise and technological infrastructure are lacking.

Recognizing the need for more robust digitization and preservation effort, Califa Group is seeking funds to launch a large-scale digitization and preservation project targeting local history collections in public libraries and partner memory organizations. This is envisioned as a multi-year, multi-phase effort; this request is for the first, or planning phase, to lay the groundwork. Activities for the planning phase include:

1) Formation of an expert consulting group, to develop a survey instrument and work with public libraries to assess local resources and develop digitization and preservation plans, to be completed by the end of the grant project. The instrument will be designed to identify and prioritize collections according to specific criteria (including unique historical value, alignment with K-12 curricula, etc.), and to identify partnerships, resources, and infrastructure.

2) Testing of digitization and preservation plans. To gain hands-on experience in implementing digitization and preservation plans, in order to prepare for the next phase of the project, we will develop and test digital asset management and storage infrastructure plans in key institutions.

3) Training for leaders in key institutions at Harvard's Library Leadership in a Digital Age Program, which will cover how the role of the library can be reimagined as new digital media, resources, and services expand and sharpen; what new opportunities, digital and otherwise, exist for libraries to become architects and purveyors of intellectual communities in ways that were not possible before; and how library leaders can adapt their leadership practice to take maximum advantage of these new and unprecedented opportunities.

All of these activities will be carried out in alignment with the efforts of Califa's current project for DPLA service hub planning (CalDISH).

This project aligns with the California State Library's 2013-2017 5-year 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; and Goal IV, Content Creation/Preservation: California libraries have the resources to digitize existing collections and develop new content while promoting the preservation of and access to California Heritage Collections for today and future generations.
ELEMENT 3: PLANNING AND EVALUATION (please see application instructions for additional information)

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)

Institutional Capacity
- ☐ Improve the library workforce
- ☐ Improve the library’s physical and technology infrastructure
- ☑ Improve library’s operations

Information Access
- ☐ Improve users’ ability to discover information
- ☐ Improve users’ ability to obtain information resources

Lifelong Learning
- ☐ Improve users’ formal education
- ☐ Improve users’ general knowledge and skills

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

Employment & Economic Development
- ☐ Improve users’ ability to use resources and apply information for employment support
- ☐ Improve users’ ability to use and apply business resources

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).

Recognizing the need for more robust digitization and preservation efforts and support for smaller institutions, Califa Group will launch a large-scale digitization and preservation project targeting local history collections statewide. This is envisioned as a multi-year, multi-phase effort; this request is for the first, or planning phase. Activities for the planning phase include:

1) Formation of an expert consulting group, to develop a survey instrument and work with public libraries to assess local resources and develop digitization and preservation plans, to be completed by the end of the grant project. The instrument will be designed to identify and prioritize collections according to specific criteria (including unique historical value, alignment with K-12 curricula, etc.), and to identify partnerships, resources, and infrastructure.

2) Testing of digitization and preservation plans. To gain hands-on experience in implementing digitization and preservation plans, in order to prepare for the next phase of the project, we will develop and test digital asset management and storage infrastructure plans in key institutions.

3) Training for leaders in key institutions at Harvard's Library Leadership in a Digital Age institute, which will cover how the role of the library can be reimagined as new digital media, resources, and services expand and sharpen; what new opportunities, digital and otherwise, exist for libraries to become architects and purveyors of intellectual communities in ways that were not possible before; and how library leaders can adapt their leadership practice to take maximum advantage of these new and unprecedented opportunities.

All of these activities will be carried out in alignment with the efforts of Califa's current project for DPLA service hub planning (CalDISH).

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

Digitization and preservation plans will be completed for 25 libraries.

2 digitization/preservation plans for key institutions will be developed and/or implemented.

10 California library leaders will attend a high level training designed to help them position their libraries to offer more effective digital services.

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 70% of those who attend the library leadership training will have increased knowledge of how to reimagine the role of their libraries as new digital media, resources, and services expand and sharpen; and how they can adapt their leadership practices to take maximum advantage of these new and unprecedented opportunities.

At least 70% of lead staff members in the libraries participating in local history digitization planning will have increased knowledge of how their libraries can digitize and preserve their collections.

These outcomes will be measured through surveys of participants.

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

This is the first phase of a multi-year project; a proposal for funding for the second phase is currently under development, and will be proposed as a statewide LSTA grant for FY 2016/17.

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).

I. ☑ **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.

Description:

2) Training for leaders in key institutions at Harvard's Library Leadership in a Digital Age institute, which will cover how the role of the library can be reimagined as new digital media, resources, and services expand and sharpen; what new opportunities, digital and otherwise, exist for libraries to become architects and purveyors of intellectual communities in ways that were not possible before; and how library leaders can adapt their leadership practice to take maximum advantage of these new and unprecedented opportunities.

II. ☐ **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.

Description: .
III. **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)*

- ☒ 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:

1) An expert consulting group will be formed, to develop a survey instrument and work with public libraries to assess local resources and develop digitization and preservation plans. The instrument will be designed to identify and prioritize collections according to specific criteria (including unique historical value, alignment with K-12 curricula, etc.), and to identify partnerships, resources, standards and infrastructure.

2) To gain hands-on experience in implementing digitization and preservation plans, in order to prepare for the next phase of the project, we will develop and test digital asset management and storage infrastructure plans in 2 key institutions: the California Historical Society and the California State Library.

IV. ☐ **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** (please see application instructions for additional information)

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>2015/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July</td>
</tr>
<tr>
<td>Contract with project manager and recruit/select digitization planning consultants</td>
<td></td>
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<tr>
<td>Identify participating libraries and develop survey instrument</td>
<td></td>
</tr>
<tr>
<td>Planning consultants survey libraries and develop digitization/preservation plans</td>
<td></td>
</tr>
<tr>
<td>Contract with consultants for digitization/preservation plans for key institutions</td>
<td></td>
</tr>
<tr>
<td>Develop/implement/evaluate key institution plans</td>
<td></td>
</tr>
<tr>
<td>Select library leaders for digital leadership institute</td>
<td></td>
</tr>
<tr>
<td>Leaders attend digital leadership institute and report</td>
<td></td>
</tr>
</tbody>
</table>
**ELEMENT 5: BUDGET** (please see application instructions for additional information)

The budget should clearly identify the amounts requested and from what sources. *(please do not unlock the application form, if additional space is needed contact Mickie Potter at mickie.potter@library.ca.gov)*

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contributions</th>
<th>In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
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<tr>
<td>Library staff</td>
<td>$0</td>
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<td>$75,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$75,000</td>
<td>$75,000</td>
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</tbody>
</table>

**Description:** 60 hours of local library staff time spent per assessment x 25 x $50 per hour (average salary + benefits) = $67,500

<table>
<thead>
<tr>
<th><strong>Equipment ($5,000 or more per unit)</strong></th>
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<tbody>
<tr>
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<td><strong>Subtotal</strong></td>
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</table>

**Description:**

<table>
<thead>
<tr>
<th><strong>Operating Expenses: Library Materials</strong></th>
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<tbody>
<tr>
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<td><strong>Subtotal</strong></td>
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</tbody>
</table>

**Description:**

<table>
<thead>
<tr>
<th><strong>Operating Expenses: Consultant Fees</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Project manager</td>
<td>$47,500</td>
<td>$0</td>
<td>$0</td>
<td>$47,500</td>
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<tr>
<td>Digitization planning consultants</td>
<td>$191,500</td>
<td>$0</td>
<td>$0</td>
<td>$191,500</td>
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<tr>
<td>Digitization/preservation plan consultants</td>
<td>$113,000</td>
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<td><strong>Subtotal</strong></td>
<td>$352,000</td>
<td>$0</td>
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<td>$352,000</td>
</tr>
</tbody>
</table>

**Description:**

Project manager $75 per hour, .50 FTE (20 hours per week for 30 weeks) + travel ($2500)

Digitization planning consultants: Development of 25 plans (100 hours each) x $65 per hour=$162,500, + travel to 25 sites ($1000 per site=$25,000) + project planning meetings (60+ hours, $4000)

Consultants for digitization/preservation plan development/implementation/evaluation for key institutions (California State Library, California Historical Society): $110,000 + travel ($3,000)
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contributions</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Expenses: Travel</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Travel for 10 library leaders to Cambridge MA</td>
<td>$15,000</td>
<td>$0</td>
<td>$0</td>
<td>$15,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$15,000</td>
<td>$0</td>
<td>$0</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

**Description:** Travel allowance of $1200 each for 10 library leaders to attend Library Leadership in a Digital Age institute (March 17-19, 2016)

| **Operating Expenses: Supplies/Other** |      |                    |         |                  |
| Library Leadership in a Digital Age Institute | $26,550 | $0                 | $0      | $26,550          |
| $0                              | $0   | $0                 | $0      | $0               |
| $0                              | $0   | $0                 | $0      | $0               |
| $0                              | $0   | $0                 | $0      | $0               |
| $0                              | $0   | $0                 | $0      | $0               |
| **Subtotal**                    | $26,550 | $0                 | $0      | $26,550          |

**Description:** Tuition for 10 library leaders to attend the Library Leadership in a Digital Age Institute (March 17-19, 2016)

| **Operating Expenses: Contracted 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      | $0               |
| **Subtotal**                    | $0    | $0                 | $0      | $0               |

**Description:**

| **Project Total** | $393,550 | $0 | $75,000 | $468,550 |
| **Indirect Cost Rate Applied** | 10 % | **Indirect Cost** | $39,355 | $0 | $0 | $39,355 |

Check one: (please see application instructions for additional information)

- No Indirect
- Federally negotiated indirect cost rate *
- Indirect proposed cost rate *

* please attach supporting documentation if required

**Description:** Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment

| **Grand Total** | $432,905 | $0 | $75,000 | $507,905 |
ELEMENT 6: ATTACHMENTS (please see application instructions for additional information)
If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2015/16
(please see application instructions for additional information)

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.

Califa Group
Library/Organization

Finding Your California: Planning Phase
Project Name

Susan Hildreth
Library Director Name

Executive Director
Title

Library Director Signature

Date

file:mcp/lsta/announceapps&instr/1516