

Instructions

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General Information

*Project Title	Adult 101: Life Skills Bootcamp for Teens
*Grant Award Number	40-8511
*Choose grant project start date	2015-07-01
*Choose grant project end date	2016-06-30

Project Abstract

Use past tense and write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical project details, numerical lists of project goals, and bullets. If possible, state the "who, what, and why" of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to Outcomes section below. Ideal length is 90-160 words.

*Project Abstract	The County of Los Angeles Public Library's Adult 101: Life Skills Bootcamp for Teens was a series of programs for teens ages 13-18. The programs were designed to prepare teens for adulthood and the workforce by teaching them the soft skills necessary to be successful in life and by providing them with knowledge about staying healthy and safe in a multitude of environments. The project was designed as a series of 8 mini modules: Easy Etiquette, Healthy Living (fitness and nutrition), Financial Savvy, The Public U (public speaking and persona), Social Media and Cyber Smarts, Personal Safety 411, Managing your Time and Workplace Know-How. Adult 101 took place at 15 libraries across the County of Los Angeles.
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CSL LSTA Goal

Please choose one goal in the California State Library LSTA Five Year Plan 2013 - 2017 that best describes the project.

*CSL LSTA Goal	Goal 2: 21st Century Skills
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Project Director

*Project Director First Name	Elizabeth
*Project Director Last Name	Tanner
*Project Director Title	Teen Services Coordinator
*Library/Institution	County of Los Angeles Public Library
*Street Address	7400 East Imperial Hwy
Address Line 2	
*City	Downey
*State	California
*Zip Code	90242
*Project Director Phone Number	(562) 940-6905
*Project Director Email Address	ETanner@library.lacounty.gov

Grant Monitor

*Grant Monitor Name	Jane Dyer Cook
*Grant Monitor Email Address	janecook@infopeople.org

Library/Institution Grantee

*Library/Institution	County of Los Angeles Public Library
*Director First Name	Skye
*Director Last Name	Patrick
*Title	County Library Director
*Street Address	7400 East Imperial Hwy
Address Line 2	
*City	Downey
*State	California
*Zip Code	90242
*Director Phone Number	(562) 940-8400
*Director Email Address	SPatrick@library.lacounty.gov
*Choose the library/organization type	Public

Additional Materials

You can attach to this report any supporting documents relating to outcomes, outputs or other information that you believe will add to the report.

Additional Materials (attach supporting documents)	
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Websites

If you have any websites that will provide pertinent information about your project or that were created as part of the project, please provide the links below.

URL	http://www.colapublib.org/teens/adult101/
URL	
URL	
URL	
URL	

Financial Data

*Amount of Grant Award	\$75,000
*Amount of Grant Expended	\$74,994
*Amount of Local Match Cash Contribution Expended	
*Amount of In-Kind Expended	\$84,591
*Total Grant Expenditure	\$159,585

IMLS Project Intent

Please choose only ONE selection for the Project Intent that best describes the project.

*Project Intent	Lifelong Learning - Improve users general knowledge and skills
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Subject of Intent

Select no more than TWO subjects.

*Subject of Intent	Education - Afterschool activities
Subject of Intent	Business & Finance - Employment

Project Activities

Activities are actions through which the intent or objective of the project is accomplished. There are four activity types (Instruction, Content, Planning & Evaluation, Procurement), each with select methods which describe how you carried out the activity. For this report, please choose all activities/methods that have made a significant commitment to the project (representing 10% of more of project resources.)

Each project must have at least one activity/method associated with it and may have multiple activities/methods. There are 13 possible choices for activities/methods:

- Instruction - Program
- Instruction - Presentation/Performance
- Instruction - Consultation/Drop In/Referral
- Instruction - Other
- Content - Acquisition
- Content - Creation
- Content - Preservation
- Content - Description
- Content - Lending
- Content - Other
- Planning & Evaluation - Prospective
- Planning & Evaluation - Retrospective
- Procurement

On the sections following, select the radio button indicating whether you will or will not be reporting on each specific Activity. If you select Yes, you will be directed to a series of questions about that Activity. If you select No, you will be directed to the next Activity.

Instruction - Programs

A type of instruction mode involving formal interaction and active user engagement.

Do you have an Instruction-Program Activity to report on?	Yes
Activity Title	Workshop Presentations
Brief Activity Abstract (Ideal length is 90-160 words.)	The 15 Adult 101 libraries hosted 12 programs each on the following topics: etiquette, public speaking, persona, nutrition, fitness, personal safety, workplace know-how and time management, cyber safety, and finance. Etiquette and public speaking were split into two programs at each library and some libraries split the fitness and finance programs into two parts as well. Programs varied in structure, but all were led by either librarians or field experts. We partnered with Modern Woodmen Fraternal Financial as well as the LA County Department of Consumer Affairs for the finance segment. For the workplace know-how and time management program, the cyber safety program, and the persona program we created program in a box kits for our librarians to test during the grant period. All of the Adult 101 programs were interactive and incorporated high levels of teen engagement.
Delivery format	In person
Session length - number of minutes	60-120
Number of sessions in program	12
Average number in attendance per session	7
Total number of times program was administered	15
Total number of program attendees	1,208

COUNTY OF LOS ANGELES PUBLIC LIBRARY 2016

What type of partner organizations were involved with this activity?

Select all that apply.

Libraries	
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	Yes
Adult Education	
Human Services Organizations	
Other	Yes
Other (describe)	City of Lakewood Recreation and Community Services, Saint Joseph High School, Hoover Middle School, Bancroft Middle School, Mayfair High School, Lakewood High School, Agoura High School, Calabasas High School, La Mirada High School, Diamond Bar High School Chinese Parents Association, Chaparral Middle School Parent Teacher Association, South Pointe Middle School Parent Teacher Association, Diamond Bar High School, Diamond Ranch High School, Kiwanis Club of West Covina, El Rancho High School, West Hollywood Teen Center, Modern Woodmen Fraternal Financial, Los Angeles County Department of Business and Consumer Affairs, Diamond Bar School District, West Covina High School, Covina High School, Coronado High School, Malibu High School, Boys and Girls Club of Malibu Teen Center, West Ranch High School, Animo Leadership Charter High School, Temple City High School

What was the legal structure of the partner organization?

Select all that apply.

Federal government	
State government	
Local government (excludes school districts)	Yes
School district	Yes
Non profit	Yes
Private sector	Yes
Tribe	

Is the activity directed at?	General or targeted population
Is this activity directed at a targeted population or the general population?	Targeted Group

Geographic community of the targeted group

Choose as many as apply.

Urban	Yes
Suburban	Yes
Rural	Yes

Target Age Group

Select all that apply.

All ages	
0-5 years	
6-12 years	
13-17 years	Yes
18-25 years	
26-49 years	
50-59 years	
60-69 years	
70+ years	

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Is this activity targeted at specific economic situations?	Not applicable
Is this activity targeted at specific ethnic or minority populations?	Not applicable
Is this activity directed at families?	No
Is the activity directed at inter-generational groups?	No
Is the activity directed at immigrants/refugees?	No
Is the activity directed at those with disabilities?	No
Is the activity directed at those with limited functional literacy or information skills?	No
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	No

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Is this activity statewide?	No
Can you identify the specific locations in which the activity was offered?	Yes

Locations

	Institution Name	Street Address	City	State	Zip Code
	County of Los Angeles Public Library (multiple locations)	7400 East Imperial Hwy	Downey	California	90242
	West Hollywood Teen Center	7377 Santa Monica Blvd	West Hollywood	California	90069

Where did the activities take place?

For each type of institution, list number of locations.

Public libraries	14
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	1

Instructions - Presentation/Performance

Do you have an Instruction - Presentation/Performance Activity to report on?	No
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Instructions - Consultation/Drop In/Referral

Do you have an Instruction - Consultation/Drop In/Referral Activity to report on?	No
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Instruction - Other

Do you have an Instruction - Other to report on?	No
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Content - Acquisitions

Do you have a Content-Acquisition Activity to report on?	Yes
Activity Title	Collection Development, Constituent Relationship Management Software
Brief Activity Abstract (Ideal length is 90-160 words.)	Content acquisition was a mix of digital and physical materials. The library purchased approximately 55 teen titles for each participating library's collection. These books highlighted subject areas relevant to Adult 101 programs such as etiquette, public speaking, fitness, and others. A constituent relationship management (CRM) software, Docebo, was also purchased by the library for testing during the grant period. Docebo was intended to help analyze program data (ex: track attendance, track survey responses, etc.), and remind teens about Adult 101 programs. It was problematic and the library abandoned using Docebo three-fourths of the way through the grant period.
Delivery format	Combined Digital and Physical
Number of hardware acquired	0
Number of software acquired	1
Number of licensed databases acquired	
Number of print materials (books and government documents) acquired	838
Number of electronic materials acquired	
Number of audio/visual units (audio discs, talking books, other recordings) acquired	

What type of partner organizations were involved with this activity?

Select all that apply.

Libraries	
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?

Select all that apply.

Federal government	
State government	
Local government (excludes school districts)	
School district	
Non profit	
Private sector	
Tribe	

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Is the activity directed at?	General or targeted population
Is this activity directed at a targeted population or the general population?	Targeted Group

Geographic community of the targeted group

Choose as many as apply.

Urban	Yes
Suburban	Yes
Rural	Yes

Target Age Group

Select all that apply.

All ages	
0-5 years	
6-12 years	
13-17 years	Yes
18-25 years	
26-49 years	
50-59 years	
60-69 years	
70+ years	

Is this activity targeted at specific economic situations?	Not applicable
Is this activity targeted at specific ethnic or minority populations?	Not applicable
Is this activity directed at families?	No
Is the activity directed at inter-generational groups?	No
Is the activity directed at immigrants/refugees?	No
Is the activity directed at those with disabilities?	No
Is the activity directed at those with limited functional literacy or information skills?	No
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	No

Is this activity statewide?	No
Can you identify the specific locations in which the activity was offered?	Yes

Locations

	Institution Name	Street Address	City	State	Zip Code
	County of Los Angeles Public Library	7400 East Imperial Hwy	Downey	California	90242

Where did the activities take place?

For each type of institution, list number of locations.

Public libraries	15
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Content - Creation

Do you have a Content-Creation Activity to report on?	Yes
Activity Title	Program in a Box Kits
Brief Activity Abstract (Ideal length is 90-160 words.)	Eight program in a box kits were created during the Adult 101 grant period. These are: Etiquette, Persona, Nutrition, Fitness, Personal Safety, Public Speaking, Social Media and Cyber Smarts, and Workplace Know-how and Time Management. Program instructions were created by library staff and expert consultants using the Microsoft Office Suite and the files were stored digitally using a wiki. The wiki was used to share, store and edit program materials created. All of the program in a box instructions were collated into an Adult 101 Guide at the end of the grant period. We also used the wiki to share marketing and advertising materials, to share instructions and updates to the grant project, and to provide instructions and support for the constituent relationship management (CRM) software that was purchased by the library for testing during the grant period.
Delivery format	Combined Digital and Physical
Number of items digitized	
Number of items digitized and made available to the public	
Number of physical items	8
Number of open-source applications/software/systems	1
Number of proprietary applications/software/systems	
Number of learning resources (e.g. toolkits, guides)	
Number of plans/frameworks	

What type of partner organizations were involved with this activity?

Select all that apply.

Libraries	
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?

Select all that apply.

Federal government	
State government	
Local government (excludes school districts)	
School district	
Non profit	
Private sector	
Tribe	

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Is the activity directed at?	General or targeted population
Is this activity directed at a targeted population or the general population?	Targeted Group

Geographic community of the targeted group

Choose as many as apply.

Urban	Yes
Suburban	Yes
Rural	Yes

Target Age Group

Select all that apply.

All ages	
0-5 years	
6-12 years	
13-17 years	Yes
18-25 years	
26-49 years	
50-59 years	
60-69 years	
70+ years	

Is this activity targeted at specific economic situations?	Not applicable
Is this activity targeted at specific ethnic or minority populations?	Not applicable
Is this activity directed at families?	No
Is the activity directed at inter-generational groups?	Yes
Is the activity directed at immigrants/refugees?	No
Is the activity directed at those with disabilities?	No
Is the activity directed at those with limited functional literacy or information skills?	No
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	No

Is this activity statewide?	No
Can you identify the specific locations in which the activity was offered?	Yes

Locations

	Institution Name	Street Address	City	State	Zip Code
	County of Los Angeles Public Library (15 locations)	7400 East Imperial Hwy	Downey	California	90242

Where did the activities take place?

For each type of institution, list number of locations.

Public libraries	15
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Content - Preservation

Do you have a Content-Preservation Activity to report on?	No
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Content - Description

Do you have a Content-Description Activity to report on?	No
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Content - Lending

Do you have a Content-Lending Activity to report on?	No
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Content - Other

Do you have a Content-Other Activity to report on?	No
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Planning & Evaluation - Prospective

Do you have a Planning & Evaluation - Prospective Activity to report on?	No
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Planning & Evaluation - Retrospective

Do you have a Planning & Evaluation - Retrospective Activity to report on?	No
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Procurement

Do you have a Procurement Activity to report on?	Yes
Activity Title	Program Materials Purchasing
Brief Activity Abstract (Ideal length is 90-160 words.)	Physical materials were purchased for the library to support Adult 101 programming. After consulting with experts and designing the overall program in a box kit, materials lists were created and items were purchased. Items were purchased from a variety of merchants. Vendors were required to register as Los Angeles County vendors and all purchasing was done through the LA County procurement system. Materials acquired included items such as yoga mats, FitDeck cards, Cyber Dilemmas in a Jar, Chat Pack cards, journals, safety whistles, and place settings (plates, forks, knives, napkins, glasses, etc.).
Number of equipment acquired	
Number of acquired equipment used	
Number of hardware items acquired	
Number of acquired hardware items used	
Number of software items acquired	
Number of acquired software items used	
Number of materials/supplies acquired	8,874
Number of acquired materials/supplies used	

What type of partner organizations were involved with this activity?

Select all that apply.

Libraries	
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

COUNTY OF LOS ANGELES PUBLIC LIBRARY 2016

What was the legal structure of the partner organization?

Select all that apply.

Federal government	
State government	
Local government (excludes school districts)	
School district	
Non profit	
Private sector	
Tribe	

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Is the activity directed at?	Library workforce (including volunteers and trustees)
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Is this activity statewide?	No
Can you identify the specific locations in which the activity was offered?	Yes

Locations

	Institution Name	Street Address	City	State	Zip Code
	County of Los Angeles Public Library	7400 East Imperial Hwy	Downey	California	90242

Where did the activities take place?

For each type of institution, list number of locations.

Public libraries	1
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Project Outcomes

<p>List any important outcomes or findings from your project. What changes occurred in your target audience's skills, knowledge, behavior, attitude, and/or status/life condition?</p>	<p>- When asked in pre-program surveys, "How confident are you about entering the workforce?" 55.81% of teens reported feeling about average with their preparedness, 30.23% felt good, and 13.95% felt excellent. The post survey results showed that 11.90% felt about average with their workforce preparedness, 59.52% felt good and 28.57% felt excellent. 79% of those who reported feeling average in the pre-survey reported feeling good or excellent in the post-survey. - Our initial plan for a strong partnership with Community and Senior Services (CSS) did not come to fruition. Hiring summer youth employment teens at Adult 101 libraries was unsuccessful in its attempt. As a result there was no data to report soft skills improvement in CSS youth employees. - All 87 County of Los Angeles Public Libraries will be required to have an Adult 101 program each quarter throughout the year starting in September 2016. - During the grant period it was discovered that the Docebo CRM software was unusable for our purposes. Attempts were made to adapt the software, but they were unsuccessful and the software testing was abandoned in April 2016. - Anecdotally, teens reported not realizing the magnitude of their soft skills knowledge gaps until after attending Adult 101 programs. - Attendance was strong at earlier Adult 101 programs and waned towards the end of the series. - Librarians reported teens wondering why their peers were not also taking advantage of Adult 101. - Parents, schools and local politicians expressed great enthusiasm and support for Adult 101 programs. - Young adults (18-25) in the library regularly requested Adult 101 programming for their age group. - During the grant period we created an Adult 101 logo, marketing materials, website, and program in a box kits. - As a result of the Adult 101 program the County of Los Angeles Public Library was awarded a \$4,000 STeP grant for additional Adult 101 programming for teens.</p>
<p>Briefly describe the importance of the outcomes or findings (Ideal length is 90-160 words.)</p>	<p>After reviewing Adult 101 outcomes we concluded that Adult 101 was effective in improving soft skills among teen attendees. This series of programming helped teens feel better prepared to enter the workforce and adulthood. It was important to note that the enthusiasm of adults (parents, school administrators, politicians, etc.) was not enough to get large groups of teens to Adult 101 programming. Attendance in some libraries and programs was lower than anticipated. In other programs and libraries we were pleasantly surprised at the number of teens who participated. For example, etiquette was extremely popular. During the grant period we learned that applying CRM software (intended for schools) to library programming was difficult and ultimately unsuccessful for Adult 101. Additionally, we discovered that enthusiastic partners cannot force teen involvement in library programs any more</p>

	<p>than librarians can. We discovered that teens who attended Adult 101 were often surprised that their peers were not taking advantage of the life skills learning opportunity available to them so we plan to continue our Adult 101 efforts by rolling it out at all 87 libraries starting in September 2016.</p>
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What methods were used to determine your outcomes or findings.

Choose all that apply.

Survey	Yes
Review of Administrative Data	
Interview/Focus Group	
Participant Observation	Yes
Tests	
Other	

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<p>Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the State Library or others in the library field.</p>	<p>The biggest lesson learned from Adult 101 was that teens really want to know how to be successful as adults. They are as concerned about their lack of soft skills as we were, and as we continue to be. We also learned, however, that this program was hard to sell to teens. Once at the program, the teens were enthusiastic participants, but the challenge was getting them to the life skills program in the first place. The libraries that were most successful with getting teens to attend were those who already had strong teen program attendance. Another important lesson learned was that even with the most enthusiastic staff the sheer size of the program caused quite a bit of burnout among Teen Librarians. This was due not just to the number of programs being held at the libraries, but the intensity of marketing, outreach, working on administrative tasks (such as the CRM), program in a box creation, etc. While programs of this size and scope are valuable and doable, scaling back a bit would have made the project more manageable for field staff.</p>
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Project Sustainability

*Do you anticipate continuing this project after the current reporting period ends?	Yes
Please describe why (Ideal length is 90-160 words.)	The County of Los Angeles Public Library fully intends to continue Adult 101 programming after the grant period. Based on survey outcomes and anecdotal evidence, there continues to be a strong interest and need for life skills programming in libraries. Many of the non-Adult 101 libraries in our system were interested and eager to start hosting these programs. Additionally, one of the main objectives of Adult 101 was to create program in a box kits that would allow for long-term sustainability with minimal financial impact to the library past the grant period. Thanks to the Adult 101 grant these kits were created and are ready for use. They will be rolling out to all 87 of our libraries this fall.
*Do you anticipate any changes in the level of effort?	Yes
Please briefly describe any changes in the level of effort. Include information as to whether you intend to use LSTA, local or in-kind funds. (Ideal length is 90-160 words.)	We already created the program kits necessary for ongoing Adult 101 programming and therefore do not need to pay for expert presenters or spend staff time with program development. Most of our purchasing was focused on non-consumables in order to off-set future spending. Consumables were kept to a minimum and will be absorbed into the library's general budget as needed. We will be prioritizing the purchase of Adult 101 related books and other library materials into our general collection development.
*Do you anticipate any changes in the project's scope?	Yes
Please briefly describe the changes in the project's scope (Ideal length is 90-160 words.)	One of the outcomes from Adult 101 was concern from staff that the project was overly condensed into a short time frame and therefore overwhelming to teens and staff. Moving forward our libraries will be required to have a minimum of one Adult 101 program each quarter rather than having 12 Adult 101 programs in a 4 month period as was the case with the pilot grant project.
*Do you anticipate any other changes in the project?	No
Please briefly describe the changes in the project (Ideal length is 90-160 words.)	

Exemplary Project

*Is this an exemplary project?	Yes
If yes, please briefly explain (Ideal length is 90-160 words.)	This project is exemplary in several ways. The scope of the project -- taking on a wide range of life skills needs and attempting to address them in the library -- was a new experience for us. This project also resulted in an Adult 101 Guide which can be used for many years to come giving librarians a road map for successful life skills programming. Five or ten years from now we hope that Adult 101 will have become the standard for teen programming in public libraries.

Comments

Project Tags (Enter 3 words separated by commas)	
Project Comments	
Final Grant Report Comments	

Submittal Instructions

[Instructions](#)

1. After you have completed your report and checked your work, click the SUBMIT/LOCK button to send an email confirmation to the State Library. You will receive an immediate acknowledgement of the submittal as well as a confirmation email. You can work on another report in progress by selecting the form from the drop-down menu located below the Submit/Lock button or adding a new form by selecting the Add option.
2. Once the confirmation email is received, log back into the online reporting system and print a copy of the PDF report and have the Library Director sign it (in the box to the right of the certification statement on the form) in blue ink and send the original and one copy as noted below: The print option is located in the top right corner of the screen.

By Mail:

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

By Non USPS Delivery:

California State Library
900 N Street
Sacramento, CA 95814
Attention: Fiscal Office LSTA

Submittal Information

Complete the section below with information about the individual filling out the online report.

*Submitter First Name	Elizabeth
*Submitter Last Name	Tanner
*Submitter Phone Number	(562) 940-6905
*Submitter Email Address	etanner@library.lacounty.gov

Certification

*Library/Institution Director Name	Skye Patrick
*Library/Institution Director Title	County Library Director
*Date	2016-07-27
*Do you certify that all the information provided herein is accurate to the best of your knowledge?	Yes