

**CALIFORNIA STATE LIBRARY
FISCAL YEAR 2015-2016
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
PITCH AN IDEA GRANT APPLICATION**

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

Applicant Information

- | | |
|---|---|
| <p>1. Library/Organization
Burbank Public Library</p> <p>3. Internet Web Site Address
www.burbanklibrary.com</p> <p>4. Project Coordinator Name & Title
Carey Vance, Supervising Librarian</p> <p>6. Business Phone Number
(818) 238-5582</p> <p>8. Mailing Address
PO Box or Street Address
110 N Glenoaks Blvd
City
Burbank
State
CA
Zip
91502-1203</p> <p>9. Check the Appropriate Library Type
 <input checked="" type="checkbox"/> Public Library <input type="checkbox"/> Academic <input type="checkbox"/> K-12 <input type="checkbox"/> Multi-Type <input type="checkbox"/> Special/Other</p> | <p>2. Library's DUNS Number
071906432</p> <p>5. Email Address
CVance@burbankca.gov</p> <p>7. Fax Number
(818) 238-5553</p> |
|---|---|

Project Information

- 10. Project Title** Burbank in Focus
- 11. LSTA Funds Requested** \$16,000
- 12. Cash Contributions** \$0
- 13. In-Kind** \$69,852
- 14. Total Project Cost** \$85,852
- 15. California's LSTA Goals** (Check one goal that best describes the project)
- | | | |
|--|---|--|
| <input type="checkbox"/> Literate California | <input checked="" type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Bridging the Digital Divide | <input type="checkbox"/> Ensuring Library Access for All |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Information Connections | |
- 16. Number of persons served** (The number of persons who use or will benefit directly from this project) 105,543
- 17. Primary Audience for project** (Select all that apply.)
- | | |
|---|--|
| <input checked="" type="checkbox"/> Adults | <input type="checkbox"/> Pre-School Children |
| <input checked="" type="checkbox"/> Families | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> Senior Citizens |
| <input checked="" type="checkbox"/> Library Staff, Volunteers and/or Trustees | <input checked="" type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Low Income | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Non/Limited English Speaking Persons | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Urban Populations |
| <input type="checkbox"/> People with Limited Functional Literacy | <input type="checkbox"/> Young Adults and Teens |
- 18. This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Sharon Cohen **Title:** Library Services Director

Mailing Address
(if different from above) _____ **City** _____ **Zip** _____

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.

Currently there are several organizations within the city that maintain historical collections. This includes: the Burbank Historical Society, the Public Information Office and the City Clerk's office. While these organizations regret that the collections are by and large inaccessible to the public, creating archival digital collections is not their area of expertise.

In addition, like all communities, much of Burbank's cultural history is actually preserved in the homes of our community members. Through our proposed program, Burbank in Focus, the library will serve as the catalyst for bringing together the city's heritage, both private and public, to make it fully accessible. This project directly supports the city's mission to: preserve and celebrate Burbank's past, encourage community engagement through city services and events, and to use technology to disseminate information to the community. Likewise, by providing online access to local history, the library meets its mission "to provide access to information, recreation and education through a variety of media." In addition to these organizational mandates, there have been concerns voiced by individual citizens as to the accessibility of Burbank's historical material. Project discussions began in earnest following a town hall meeting during which a community member raised the question others had been thinking, "Why doesn't Burbank, with its rich history and easy access to technology, have an online photo archive?" Why not, indeed!

The city of Burbank has a history that is truly representative of the very best California has to offer. In addition to its airport which was for many years the home of Lockheed Corporation, the aircraft manufacturer that played a pivotal role in World War II, Burbank is billed as "The Media Capital of the World. Warner Bros. Studios, Walt Disney Studios, ABC, Cartoon Network, and Nickelodeon are just a few of the media companies located within the city. The studios' histories and cultural significance have a worldwide impact that turn Burbank's local history into American history. The heritage of this community enjoys vibrant local interest as evidenced by participation of over 200 attendees at each of the library and Burbankia co-hosted local history programs.

Through Burbank in Focus, the library collaborating with city departments and the local historical society, will digitize, describe, and publish 700 photographs relating to the history of the community. The photographs will be digitized according to standards published by the California Digital Library which is guided by the Federal Agencies Digitization Initiative (FADGI) - Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files. Each of the identified partners will provide the original, copyright cleared originals and descriptive information. Burbank Public Library will digitize the photographs and upload the new digital objects to LibraryDAMS, a digital asset management system designed by Cherry Hill Co. and built with Islandora. This system was chosen because can support quite large and robust repositories of images, documents, and media files with metadata options for MODS, Dublin Core and MARC XML, all of which are exportable and harvestable by regional and national systems like the California Digital Library (CDL), the Digital Public Library of America (DPLA) and WorldCat. Geo-tagging, a feature of great interest to Burbank in Focus, will be implemented as part of this project. This association with Cherry Hill will build on an existing relationship in which Cherry Hill collaborates with the city's IT department for the ongoing management of the library's website.

The scanning of materials from private collections is expected to bring in another 300 of images to the new collection. This activity will be scheduled once the initial collection is built and will serve as a promotion for the program, enticing others to contribute their content. As planned, members of the community will bring their original materials to the library, and providing copyright is determined to be clear, they will be scanned by now experienced library staff. Donors will provide descriptive information and formally agree to the library publishing their content on the Burbank in Focus site. In return, contributors will be provided copies of their digital files and information on preserving both their original and digital materials.

Addressing both promotion of the project and ongoing education, the Buena Vista branch library has agreed to host small informational sessions in their lab to introduce community members to the published collection as well as teach attendees how effectively search the collection. They are also planning a similar session at one of the local high schools.

The library has identified two staff members who will be responsible for developing the digital collection. Both of these staff are highly motivated and are further preparing themselves for this work by going through formal training programs. Also, in anticipation of the project going forward, the staff have been researching best practices for developing and managing digital collections, establishing and formalizing relationships with potential partners, and attending other communities' scanning events.

At the conclusion of this pilot project, the library will have digitized and made publicly accessible 1,000 images showcasing the history of our community. Through the events outlined we will have engaged our community, both its organizations and individual citizens, some of which may be new library supporters. In addition, we will have developed a set of standards and procedures that will serve as our best practices for additional digitization projects. The final measure of success will be if the collections are being used. We will use web analytic tools to determine use but given that the most of the collections are now almost completely inaccessible, it's difficult to imagine this measure not being successful. We are however working with our partners to establish baseline numbers.

The library and our staff are ready to begin. We have a firm commitment for the resources necessary to sustain a digital collection; we just need the funding for the initial start-up costs. We hope you will help us to create a vital historical digital photograph collection for Burbank Public Library and our community.

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 intent 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).

Burbank in Focus will digitally preserve and provide access to Burbank's storied history for the enjoyment and enrichment of the community and researchers worldwide.

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

We will use Google Analytics to measure the use and success of the digital photo collection. Success will be determined by the number of photos scanned and added to the collection, as well as how frequently the database is accessed. Statistics will be collected monthly to chart the success of the collection.

-1,000 photographs will be digitized

-1 public scanning event will be held

-2 public instructional programs will be offered

-1 school outreach events will be held

-45% increase in attendance at public events. We also anticipate that we will see a 45% increase in the number of physical photographs that are donated to the library's collection as awareness spreads of the library's commitment to local history materials.

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)

We anticipate positive changes in the knowledge, attitude, and skills of our target audience, including:

- 1) Greater knowledge of local history;
- 2) Increased feelings of connection to the community; and
- 3) Improved database skills.

These anticipated outcomes can be measured through surveys given at our public scanning events, instructional programs, and high school outreach. And, even though the number of attendees at local history events is already significant we anticipate that this number will grow further promoting increased feeling of connection to the community. Outcomes will also be measured by a survey/comments feature on the collection's website.

We expect:

- 30% of database users will report experiencing an increase in knowledge of local history.
- 40% of learners will report an increase in database search ability as a result of participating in the library's instructional program.

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

This project has been incorporated into the regular duties of two staff members on a permanent, rather than grant period basis. In addition, the library will take on the costs for renewing access to the digital asset management system as well as continuing supply costs for archival materials and maintenance costs for the electronic equipment. We are working with the City's IT department as well so that they can help us with troubleshooting equipment and software upgrades.

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: Designated library staff will organize and conduct in-person instructional programs to familiarize patrons with the use and functionality of the digital photo collection. In order to educate Burbank students about the digital collection, designated library staff will also conduct outreach at local schools. Reference staff will also address inquiries about the collection at the reference desk and over the phone..

- 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: The library will partner with local agencies and host public scanning events to collect photos for the photo collection. Photos will be scanned, assigned descriptive data, and made available on the library's digital photo collection website. Photographs that are retained by the library will be preserved according to appropriate archival procedures.

- 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:

- 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: The procurement of equipment and materials will require a significant commitment of resources to the project. To support the development of the digital photo collection, the library will purchase a high-quality scanner and monitor, as well as establish a contract for the creation of a website infrastructure to host the collection.

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.

Activity	2015/2016											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Establish policies and procedures for the program	X											
Establish storage and physical office space for the program		X										
Initiate contract with Cherry Hill for website infrastructure	X											
Staff member Kristin Olivarez attends archives and digitization training at SJSU	X	X										
Purchase equipment and supplies		X	X	X								
Organize, review, and start scanning city department photos			X	X	X	X						
Train additional staff			X	X								
Scan photos from other community organizations			X	X	X	X						
Staff member Jeff Whalen attends digitization courses at Pasadena City College		X	X	X	X	X	X	X	X	X	X	X
Train staff on using digital asset management system				X	X							
Collection building (uploading images & adding metadata)					X	X	X	X	X	X	X	X
Launch the website to the public							X	X				
Host public scanning events and survey attendees								X				
Schedule individual appointments with private donors with large collections							X	X	X			
Hold instructional programs for the public							X	X	X			
Participate in an outreach to a local school									X	X		
Review surveys and Google Analytics					X	X	X	X	X	X	X	X
Write final grant report												X

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)

Budget Category	LSTA	Cash Contributions	In-Kind	Total
Salaries/Wages/Benefits				
. 3 FTE Librarian	\$0	\$0	\$26,395	\$26,395
.3 FTE Library Assistant	\$0	\$0	\$21,924	\$21,924
. 1FTE Supervising Librarian	\$0	\$0	\$10,392	\$10,392
. 05 FTE Assistant Library Services Director	\$0	\$0	\$7,015	\$7,015
.025 FTE Library Assistant	\$0	\$0	\$2,063	\$2,063
.025 FTE Library Assistant	\$0	\$0	\$2,063	\$2,063
Subtotal	\$0	\$0	\$69,852	\$69,852

Description: We have assigned regular duties to a Librarian and a Library Assistant that will be in charge of the scanning and loading of the photos into our collection. Other Library Assistants will be working on the promotion of the project within the community. The Supervising Librarian will work with the Assistant Library Services Director to steer the project, deal with the legal issues of photo releases, create a collection development policy, and work with partners and other City Departments to procure more photos for the collection.

Equipment (\$5,000 or more per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description: N/A

Operating Expenses: Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description: N/A

Operating Expenses: Consultant Fees				
	\$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: N/A

Budget Category	LSTA	Cash Contributions	In-Kind	Total (B+C+D = E)
Operating Expenses: Travel				
	\$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: N/A

Operating Expenses: Supplies/Other	LSTA	Cash Contributions	In-Kind	Total
Scanner, High Resolution Monitor and Hood	\$4,200	\$0	\$0	\$4,200
Software for Digitization & Calibration	\$200	\$0	\$0	\$200
3TB External Hard Drive for Backup	\$150	\$0	\$0	\$150
Archival Gloves, materials to protect physical photos	\$450	\$0	\$0	\$450
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$5,000	\$0	\$0	\$5,000

Description: We will be purchasing equipment and software to create a scanning station in our library. We will pair these items with a CPU provided by our IT department. We will be backing up our scans to an external hard drive as well as a network drive and our collection will be hosted by Cherry Hill in the Cloud, so that we have at least three backups of our data. We will be purchasing gloves to handle photos and archival quality file folders and sleeves to protect materials during processing. Staff training will include classes on digitization skills, metadata and preservation of digital assets.

Operating Expenses: Contracted Services	LSTA	Cash Contributions	In-Kind	Total
Digital Asset Management System from Cherry Hill	\$9,500	\$0	\$0	\$9,500
Staff Training	\$1,500	\$0	\$0	\$1,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$11,000	\$0	\$0	\$11,000

Description: Cherry Hill is our current Library website provider. They have a customizable DAMS product that we will use to organize our photos and make them accessible to the public. Initial startup and design costs will be paid for by the grant and cover the first year. The \$1900 annual maintenance fee will be assumed by the library at the end of the grant period in order to sustain the collection. Training--Olivarez will be taking LIB 256 Archives and Manuscripts at San Jose State University. Whalen is enrolling in Pasadena City College's Digitization for Libraries certificate program.

Project Total	\$16,000	\$0	\$69,852	\$85,852
Indirect Cost Rate Requested	0%	Indirect Cost	\$0	\$0

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

No Indirect Federally negotiated indirect cost rate * Indirect proposed cost rate for review (up to 10%) *

* please attach supporting documentation

Description: N/A

Grand Total	\$16,000	\$0	\$69,852	\$85,852
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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.

Burbank Public Library
Library/Organization

Burbank in Focus
Project Name

Sharon Cohen
Library Director Name

Library Services Director
Title

Library Director Signature

Date



CITY CLERK'S OFFICE

275 East Olive Avenue • Burbank, California • 91502
818-238-5851 • fax 818-238-5853 • cityclerks@burbankca.gov

May 15, 2015

To Whom It May Concern:

I am writing to show support for the Burbank Public Library's grant application for "Burbank in Focus", the digital, historical photo collection, which would make historical photos of Burbank available to the community through the Library's website. The Burbank City Clerk's Office maintains the City's Record Archives and we have many photos in the Archive that we know would be of interest to the public. We are delighted that the Library is undertaking this project which will make these wonderful photos more accessible to everyone. This is a great way to make Burbank's history fun and interactive.

Please consider Burbank Public Library for grant funding as this new project will be an asset to the community of Burbank.

Sincerely,

Zizette Mullins, CMC
City Clerk



May 13, 2015

Greg Lucas
State Librarian
California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237-0001

Attn: LSTA Grants—Pitch an Idea Grant

Dear Mr. Lucas:

The Burbank Bob Hope Airport is writing in support of Burbank Public Library's "Burbank in Focus" project, which would archive historic Burbank photos in an online, easily accessible forum.

The Airport has over 2,000 historic photos that we know would be of interest to Burbank residents, aviation enthusiasts, and historians worldwide. As the former site of the Lockheed Martin Corporation, including the famed Lockheed "Skunk Works," the Airport maintains an extensive collection of historically important photos, including candid pictures of Amelia Earhart, who was based at BUR during her career; photos of groundbreaking military planes such as the P-38, the SR-71, and the F117-A; and snapshots of the camouflage BUR underwent during World War II, with help from the local Burbank movie studios. The "Burbank in Focus" project would allow those photos to be digitized, preserved, and shared with a global community, so that this unique aspect of Burbank history will be available to future generations.

Please consider the Burbank Public Library for the LSTA Pitch an Idea Grant funding, as this project would be an asset to the community of Burbank and the San Fernando Valley.

Sincerely,

Dan Feger
Executive Director
Burbank Bob Hope Airport

CITY OF BURBANK
OFFICE OF THE CITY MANAGER

May 14, 2015

California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237-0001
Attn: LSTA Grants – Pitch An Grant

Dear Ms. Mickie Potter:

I am writing in formal support for the Burbank Public Library's grant application for "Burbank in Focus", the digital, historical photo collection, which would make historical photos of Burbank available to the community through the Library's website.

At a City of Burbank Town Hall meeting last fall, a resident addressed Council indicating that there is a need and opportunity to create a historical photo archive. I am extremely pleased that our Library has set this as one of their goals this year. Numerous local sources are willing to make their rare photos available through the Library's website, making these wonderful photos more accessible to everyone. This project will ensure that valuable photos of Burbank's past will survive to be enjoyed by future Burbank residents and others doing historical research in this region.

Please consider awarding the Burbank Public Library grant funding, as this new project will be an asset to the community of Burbank.

Sincerely,



Mark Scott
City of Burbank

Burbank in Focus Instructional Program Survey

Thank you for attending today's instructional program on how to use Burbank in Focus!
Please take a minute to answer this anonymous survey. Your feedback is important!

1. How useful was today's program?

- Very useful
- Somewhat useful
- Not useful
- Not sure

2. Do you feel more informed about using Burbank in Focus?

- Yes
- No
- Not sure

3. After today's program, how informed do you feel about the following:

a. Searching the collection

- Very informed
- Somewhat informed
- Not informed
- Not sure

b. Emailing, copying, or saving photos from the collection

- Very informed
- Somewhat informed
- Not informed
- Not sure

c. What is available in the collection

- Very informed
- Somewhat informed
- Not informed
- Not sure

d. How to contribute to the collection

- Very informed
- Somewhat informed
- Not informed
- Not sure

4. How could this program be improved?

List of Job Duties

Carey Vance, Supervising Librarian:

- staffs the Information Desk as needed
- creates and distribute department staff schedules
- oversees the Reference Department, including supervision of the department's librarians, library assistants, and Literacy Services
- supervises and manages department interns
- maintains the department's budget for materials, including print and electronic resources
- provides training and guidance to staff
- hires and evaluates department staff
- contributes to library's social media accounts
- assists Jeff Whalen and Kristin Olivarez with Burbank in Focus, including scanning of materials, maintenance of the photo collection's database, assistance with workshops, compilation of statistics and surveys, outreach, and training
- coordinates monthly staff meetings for the Reference Department
- oversees an assigned area for collection development, including purchasing and weeding
- assists with planning and implementation of programming for the community, including recreational events and educational workshops
- represents the library at outreach events
- assists Jeff Whalen and Kristin Olivarez with maintenance of the Reference Department's pages on the library website

Jeff Whalen, Librarian:

- staffs the Information Desk 2-4 hours a day
- oversees student workers and volunteers within the department
- assists Kristin Olivarez and Carey Vance with Burbank in Focus, including scanning of materials, maintenance of the photo collection's database, assistance with workshops, compilation of statistics and surveys, outreach, and training
- contributes to library's social media accounts
- oversees an assigned area for collection development, including purchasing and weeding
- assist with planning and implementation of programming for the community, including recreational events and educational workshops
- oversees monthly book club
- acts as Librarian-in-Charge as needed
- improves and updates catalog records for library materials
- researches local history queries submitted through the library's website
- assists Kristin Olivarez and Carey Vance with maintenance of the Reference Department's pages on the library website

Kristin Olivarez, Library Assistant:

- staffs the Information Desk 2-4 hours a day
- processes Interlibrary Loan requests

- assists Jeff Whalen and Carey Vance with Burbank in Focus, including scanning of materials, maintenance of the photo collection's database, assistance with workshops, compilation of statistics and surveys, outreach, and training
- compiles and distribute monthly statistics for the Reference Department
- oversees an assigned area for collection development, including purchasing and weeding
- assists with planning and implementation of programming for the community, including recreational events and educational workshops
- assists Jeff Whalen and Carey Vance with maintenance of the Reference Department's pages on the library website