

**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
Camarillo Public Library</p> <p>3. Internet Web Site Address
www.camarillolibrary.org</p> <p>4. Project Coordinator Name & Title
Tanya Knipprath, Seed Library Coordinator and Library Assistant</p> <p>6. Business Phone Number
805-388-5222</p> <p>8. Mailing Address
PO Box or Street Address
4101 Las Posas Rd
City
Camarillo
State
CA
Zip
93010</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
159577337</p> <p>5. Email Address
tknipprath@camarillolibrary.org</p> <p>7. Fax Number
805-388-5822</p> |
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Project Information

10. **Project Title** Camarillo Grows: A Community Seed Library and App
11. **LSTA Funds Requested** \$13,000
12. **Cash Contributions** \$500
13. **In-Kind** \$6,250
14. **Total Project Cost** \$19,750
15. **California's LSTA Goals** (*Check one goal that best describes the project*)
 Literate California **Content Creation/Preservation** **Community Connections**
 21st Century Skills **Bridging the Digital Divide** **Ensuring Library Access for All**
 22nd Century Tools **Information Connections**
16. **Number of persons served** (*The number of persons who use or will benefit directly from this project*) 300
17. **Primary Audience for project** (*Select all that apply.*)
- | | |
|---|---|
| <input checked="" type="checkbox"/> Adults | <input checked="" type="checkbox"/> Pre-School Children |
| <input checked="" type="checkbox"/> Families | <input checked="" type="checkbox"/> Rural Populations |
| <input checked="" type="checkbox"/> Immigrants/Refugees | <input checked="" type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input type="checkbox"/> Statewide Public |
| <input checked="" type="checkbox"/> Low Income | <input checked="" type="checkbox"/> Suburban Populations |
| <input checked="" type="checkbox"/> Non/Limited English Speaking Persons | <input checked="" type="checkbox"/> Unemployed |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Urban Populations |
| <input type="checkbox"/> People with Limited Functional Literacy | <input checked="" type="checkbox"/> Young Adults and Teens |
18. **This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Barbara Wolfe **Title:** City Librarian

Mailing Address
(*if different from above*) (same as 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.

The City of Camarillo is located in a portion of Ventura County that is surrounded by farms. Agriculture and ranching have been at the historic core of the city since its advent in the 19th century, and the Camarillo Public Library is dedicated to the enrichment of our unique agrarian history. For our Camarillo Reads book in 2013, a book on urban farming titled "Farm City" by Novella Carpenter was checked out by upwards of 1,000 patrons. Our Master Gardeners series of workshops, held annually since 2011, saw a total attendance of 493 people just this past April. Our current seed library program is not equipped to deal with the amount of community need; for not only seeds themselves, but also gardening and seed saving information. Many patrons would excitedly glance through our small collection, only to turn away without checking anything out due to the lack of available knowledge and dedicated assistance. This grant will allow us to provide our patrons with one-on-one volunteer assistance, seed saving and gardening information through a mobile app, and events they need to gain the full benefits of a newly revitalized Seed Library.

While the Camarillo Public Library does not have a formal strategic plan, we strive to make all of our collections and programming inspirational and educational; we aim to empower patrons with knowledge that will manifest into the betterment of their lives and their local community. This Seed Library will address the community's needs through proper access and education regarding seed saving and gardening. The Seed Library app will further this goal by allowing patrons to access this information from home. Information provided by our app, and assistance from trained volunteers will help to empower and inspire our patrons to grow their own food, and create a community resource in a library of locally saved seeds. Throughout the year we will also host various events on seed-saving, gardening, and permaculture. These events will encourage a conscientious dialogue between individuals within the community, and foster a greater awareness on sustainability and ecology.

What we hope to accomplish with our revitalized Seed Library program is thus:

1) A Seed Library App: We will develop a free Seed Library app and we expect this to be the first of its kind on the app market in the United States. This application will empower patrons and gardeners alike with these functions: seed-saving info, gardening information, a share-your-garden photo board, push notifications to encourage seed return and planting in the yearly cycle, office hours, volunteer hours and information on Seed Library events. With this app, we hope to create a template that can then be utilized by other seed libraries throughout California. The app will be cross-platform on Android and iPhone systems alike.

2) Volunteers: Using the Veteran's Resource Center (VRC) volunteers as a model, we will recruit and train five volunteers throughout the year. These volunteers will assist curious gardeners and patrons alike using a tablet computer, and will be able to print out any information regarding seed-saving using a dedicated Seed Library printer, in addition to answering various gardening queries. The volunteers will be situated in the foyer of the library, near the Seed Library cabinet. The volunteers will also orientate patrons on the Seed Library app through the use of the tablet computer. When the volunteers are not available, the tablet will be locked down by the seed cabinet for people to access the Seed Library app regardless of volunteer availability. As a safety measure for the public, the tablet will also be filtered for CIPA compliance.

3) Seeds: We will be purchasing 1500 packets of open-pollinated seeds from various small seed companies throughout the United States that specialize in heirloom and organic farming. We will then divide the seeds in each packet into our own smaller packets that will contain enough for an average of about five plantings per seed packet. Our seed-packing parties will assist us in dividing the purchased seed into smaller packets. This five-fold increase in seeds will allow us to circulate about 7,500 seed packages during the grant period.

4) Events: We will host three formal gardening events to enrich the local community with a how-to on seed-saving and gardening throughout the year, in addition to two seed-packing parties. These events will foster a dialogue within the community and increase the likelihood of returning seed. The events will begin in the winter with "Winter Seed-Saving and Gardening" which will be our Seed Library grand opening event. In the Spring, we will be hosting a "Seed Swap" party where patrons can bring seeds to swap and discuss gardening. Our third event will be hosted in June with "Summer Seed-Saving Tips and Tricks" which will include a presentation on how to save seed from summer plants. At this event we will showcase our app, which will be 100% out of beta testing at this point.

We will know that we have been successful when five volunteers over the next 11 months will have completed 128 volunteer hours in total. We can quantify our success based on our current statistics that on average 1300 visitors pass through our foyer each day, which is where the volunteers will be situated. We expect 300 people to checkout 1200 packets of seed in total, and we expect at least 100 people to download the Seed Library app.

The cumulative impact of this project will be an ecological enrichment within the community of Camarillo; thousands of plants shall be grown, and by using our Seed Library, many members of the general public shall be bestowed with the knowledge of gardening. This newfound knowledge will empower those of lesser economic means to grow their own food, and encourage sustainable living.

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).

The Camarillo Library Seed Library will provide our patrons with the skills and knowledge necessary to plant and grow their own seeds through our Seed Library app, a collection of seeds, volunteer office hours and events. This Seed Library will serve and empower all of our patrons who are interested in learning these skills. Patrons who use the Seed Library will not only be able to grow their own food, but learn more about gardening and seed-saving while creating a community that encourages dialogue on sustainable ecology and permaculture.

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

1 Seed Library app will be developed	50 people will return seeds
100 people will download the Seed Library app	1 volunteer program will be created based on VRC template
3 gardening and seed-saving events will be held	5 Volunteers will be trained
2 seed packing parties will be held	128 Volunteer hours will be served
1500 seed packets will be purchased	1 patron Seed Library orientation developed.
300 people will checkout and grow seeds	

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)

65% of people interested in checking out seeds will downloading the Seed Library app.

60% of those who utilize the Seed Library will improve their gardening skills after receiving one-on-one help from our volunteers.

10% of our patrons will plant seeds for the first time after being introduced to the Seed Library.

40% of those who attend our seed library events will learn new seed-saving skills.

These outcomes will be measured by paper surveys in addition to app-related surveys. Volunteers will also be able to collect data through verbal Q&A with Seed Library patrons.

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

The Seed Library itself will be self-sustaining due to the return of seeds that are borrowed. To ensure the return of checked-out seeds, volunteers will email patrons to check-in on their progress and also encourage seed return. If push notifications are activated in the app, those notifications will also remind patrons to return seeds. The Camarillo Public Library will continue to fund volunteer training and events for the Seed Library. Outreach and promotions will continue to be supported in-house.

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: Hands-on demonstrations at seed swap events, in addition to seed saving presentations; seed packing parties where patrons can ask questions in an informal setting, and volunteer hours for drop-in help and advice.

- 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: We will be creating a Seed Library app, that will contain seed-saving and gardening information in addition to push notifications and planting times throughout the year. The app will also contain information on Seed Library events throughout the year, and contain a photo board for users to upload photos of their gardens.

- 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: We will be purchasing 2 tablet computers for the Seed Library volunteers to use that will be filtered and CIPA-compliant. We will also purchase a printer to print seed-library and gardening related materials, a cabinet to house the seed library collection in addition to the purchase of 1428 seed packages.

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
Research Equipment/Collection (tablets, printer, cabinet, seeds)	X	X										
Reach out to local gardening/seed-saving groups	X	X										
Begin organizing event speakers	X	X										
Create volunteer training	X	X										
Create Seed Library poster and promotional materials	X	X										
Create a borrowing and returning seed procedure	X	X	X									
Create patron orientation material	X	X	X									
Advertise for volunteers via social media, Volunteer Match, and in the library		X	X									
Research information required for app				X								
Train volunteers/devise schedule		X	X	X	X	X	X	X	X	X	X	X
Set up tablets with software and apps				X								
Pack, label, and organize opening seed collection			X									
Release App for limited Beta testing				X								
Grand ReOpening of the Seed Library				X								
First event: Winter Seed Saving/Gardening tips and tricks				X								
Seed packing parties						X					X	
Second Event: Seed Swap										X		
Third Event: Summer Seed Saving Tips and Tricks												X
Finish gathering survey/analyze outcomes												X
Purchase seeds to replenish collection (based on season and demand)						X		X		X		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				
Seed Coordinator	\$840	\$0	\$0	\$840
Library Assistant	\$840	\$0	\$0	\$840
	\$0	\$0	\$0	\$0
Seed Library Events (4hrs per event, 5 events=20 hrs @ \$12)	\$0	\$0	\$240	\$240
Collection/Volunteer Maintenance (5hrs/wk=260 hrs @ \$20)	\$0	\$0	\$5,200	\$5,200
Outreach and Promotions including newsletter(20 hrs @\$ 20)	\$0	\$0	\$400	\$400
Subtotal	\$1,680	\$0	\$5,840	\$7,520

Description: Staff hours will be required to set up and run the Seed Library. The LSTA funds will provide the hours necessary to create the app (44 hours), create a volunteer training program (20 hours), and set up the opening collection (20 hours). The In-Kind funds will allow staff to maintain the collection, plan and run events, and train more volunteers as needed. 84 grant funded hours will be completed by the Seed Library Coordinator and Library Assistant equally. Both positions bill out at at \$20.00 per hour.

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

Description: None.

Operating Expenses: Library Materials				
Collection development with seed and urban farming focus	\$0	\$500	\$0	\$500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$500	\$0	\$500

Description: The library will focus collection development on having the most current books and materials available for seed saving, urban farming, gardening and the like.

Operating Expenses: Consultant Fees				
First Event Speaker	\$200	\$0	\$0	\$200
Second Event Speaker	\$200	\$0	\$0	\$200
Third Event Speaker	\$200	\$0	\$0	\$200
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$600	\$0	\$0	\$600

Description: Even though we will be having 5 events through the course of the year, only 3 require an outside speaker to come in and offer their expertise. No travel or accommodations are required. Each event will be 1-2 hours long. Staff time spent assisting for these events is located in the Salaries, Wages, Benefits Category.

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: None.

Operating Expenses: Supplies/Other	LSTA	Cash Contributions	In-Kind	Total
Seed Library Cabinet	\$701	\$0	\$0	\$701
Seed Collection	\$4,999	\$0	\$0	\$4,999
Labels, Seed Envelopes, Stickers	\$800	\$0	\$0	\$800
Tablets (2 @ \$400 each plus mounting apparatus)	\$900	\$0	\$0	\$900
Posters, flyers, social media, volunteer aprons	\$797	\$0	\$0	\$797
Wireless Printer, ink (4 cartridges @ \$320), paper (3 boxes @ \$90)	\$250	\$0	\$410	\$660
Subtotal	\$8,447	\$0	\$410	\$8,857

Description: The Seed Library Cabinet will be used to house the entire seed collection. A packet of seed is on average \$3.50 per packet, allowing us to purchase 1,428 packets of seeds. All seed packets make 3-6 packets when repackaged. Stickers and labels are 250/box @\$13.00ea and coin envelopes are 500/box @\$19.00ea. Volunteers will be able to assist patrons with tablets, and they will remain locked on display to view the app and collection catalog. Posters, etc., will provide the Seed Library with the publicity it needs. A wireless printer will be purchased with LSTA funds, while the ink and paper will be provided In-Kind.

Operating Expenses: Contracted Services	LSTA	Cash Contributions	In-Kind	Total
Gardening Apps for Tablets	\$150	\$0	\$0	\$150
Como App Software	\$1,999	\$0	\$0	\$1,999
Apple App Store Fee	\$99	\$0	\$0	\$99
Google Play Store Fee	\$25	\$0	\$0	\$25
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$2,273	\$0	\$0	\$2,273

Description: \$150 will go towards various gardening apps and programs to download on the tablets to allow volunteers to better assist patrons. The Como software fee is a one-time charge that will allow us to use their software and help sections to create our seed library app. In order to make this app available to the public, the Apple Store and Google Play fees are necessary. After the grant is over, the library will continue to pay the yearly Apple Store fee.

Project Total	\$13,000	\$500	\$6,250	\$19,750
Indirect Cost Rate Applied 0 % Indirect Cost	\$0	\$0	\$0	\$0

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:

Grand Total	\$13,000	\$500	\$6,250	\$19,750
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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.

Camarillo Public Library
Library/Organization

Camarillo Grows: A Community Seed Library and App
Project Name

Barbara Wolfe
Library Director Name

City Librarian
Title

Library Director Signature

Date