

**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
Ontario City Library</p> <p>3. Internet Web Site Address
www.ontariocitylibrary.org</p> <p>4. Project Coordinator Name & Title
Courtney Saldana, Youth Services Supervising Librarian</p> <p>6. Business Phone Number
909-395-2225</p> <p>8. Mailing Address
PO Box or Street Address
215 East C Street</p> | <p>2. Library's DUNS Number
078136223</p> <p>5. Email Address
csaldana@ci.ontario.ca.us</p> <p>7. Fax Number
909-395-2043</p> |
|--|--|
- | | | |
|------------------------|--------------------|---------------------|
| City
Ontario | State
CA | Zip
91764 |
|------------------------|--------------------|---------------------|
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 |
|--|-----------------------------------|-------------------------------|-------------------------------------|--|

Project Information

10. **Project Title** KinderGo
11. **LSTA Funds Requested** \$20,000
12. **Cash Contributions** \$0
13. **In-Kind** \$19,470
14. **Total Project Cost** \$39,470
15. **California's LSTA Goals** (*Check one goal that best describes the project*)
- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Literate California | <input 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*) 4,000
17. **Primary Audience for project** (*Select all that apply.*)
- | | |
|--|---|
| <input type="checkbox"/> Adults | <input checked="" 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 type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input type="checkbox"/> Statewide Public |
| <input checked="" type="checkbox"/> Low Income | <input type="checkbox"/> Suburban Populations |
| <input checked="" 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: Helen McAlary **Title:** Library 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.

In the City of Ontario we have over 12,000 elementary aged students in our community. A full twenty percent of families with children under the age of 18 are living below the poverty line and one third of children entering Kindergarten are considered homeless by the State definition. Because so many of our young families are transient and lacking in resources it can be a significant challenge to get them to come to the library and get library cards for their children. Many families do not know that the library is a free source for resources and materials to help their children succeed throughout their academic careers.

In the past several years we have formed a working relationship with the Ontario-Montclair USD. We have worked to integrate what we do here in the library with our districts goals. Our staff have visited with pre-school teachers and learned about their practices and challenges. We have also started to examine data on our library cards and to work with our Geographic Information System (GIS) department to map the data. What we found was truly shocking, the number of library cards for children kindergarten age or younger is incredibly small. The numbers only begin to climb when our youth enter high school – boosted by our branch location on a joint use campus. This project would help address some of the barriers our community encounters when accessing the library. It would also build on an existing successful partnership to further serve youth.

KinderGo aims to present some solutions to these challenges. The KinderGo approach is multi-faceted.

First, we will utilize previously established relationships with the Ontario Montclair School District to schedule and visit each of the 13 schools with kindergarten classes within the city of Ontario. We would also develop new relationships with two other school districts in the city of Ontario. Each visit will be facilitated by a library staff member and conducted by an Ontario city staff member. Students will be introduced to the library through a short story time. During these visits, children will receive an imprinted KinderGo bag that they can use during future library visits to hold their books. Children will receive an imprinted KinderGo library card holder, as well as a new KinderGo library card. Children will also be given a very basic pre survey at each visit to gauge their awareness of the library, and their current relationship with the library. The library will be inviting city staff from other departments to work with us on the class visits. We intend to make the project a team building activity that involves city employees across department lines, helping all staff recognize the value of early literacy and community outreach.

Second, we will partner with our school district to create a KinderReads program. This program involves having all kindergarten students read the same book at the same time; thus facilitating a community of readers and a love of reading at the earliest opportunity. One hardback copy of the KinderReads title will be distributed to each kindergarten teacher during the KinderGo site visit. Additional funding to provide a paperback copy of the KinderReads title for each child will be sought out via sources such as Target and Walmart. The reading of the KinderReads title will be featured in each school site visit.

Finally, we will host a ½ day KinderFair on a weekend in the fall at our newly unveiled city amenity, Ontario Town Square, which is directly across from our library. KinderFair is a program where students and families can engage with their peers in a variety of age appropriate activities in a non-academic atmosphere. Local area teachers and educators will be given time to share exciting news about their individual school sites. Youth librarians will staff various early learning STEAM stations; such as magnets, sequences or letter awareness. This will allow parents the opportunity to experience the types of learning that their students encounter in school. Students and families will also have the opportunity to meet the author of the KinderReads title during a read-aloud and meet and greet session. This meeting is probably the first time that these students and families will have the opportunity to meet a published author. This meeting will build the community of young readers in our city, and illustrate the importance of reading to parents. Additionally, we will partner with other non-profit community organizations to provide resources for the families attending KinderFair. We have included a budget for the purpose of bringing our families from their respective school sites to our KinderFair event to minimize the impact on families without vehicles. Also, children will be able to explore and tour the buses before returning to their school sites, and we all know how much young children love big vehicles.

KinderGo is open to all children starting kindergarten in 2015, and their families. We anticipate that additional siblings will attend the KinderFair event with their families, and we would welcome the opportunity to engage those children as well.

The KinderGo project aligns perfectly with two Ontario City Library strategic goals for 2015-16, first to "Plan and promote programming and services that foster early literacy, partnering with educational and nonprofit agencies to leverage resources" and second to "Support and nurture a lifelong love of reading and books." This project will be successful when the library is viewed as a catalyst for promoting lifelong reading, learning and library use in 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 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).

KinderGo is designed to enhance educational awareness as well as create and nurture a community of readers within our kindergarten aged students and families. This program features a three pronged approach that will ensure children and families view the library as the go-to agency for their needs from the start of their child's educational experience.

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

- 75% of incoming kindergartners will have library cards for Ontario City Library
- 75% of new card holders will visit the library by January 2016
- Speak with up to 1800 kindergarten children
- Reach up to 1800 adults (parents of kindergarten children)
- 84 class visits
- 2 training sessions for participating city staff
- 85 books purchased and distributed to Kindergarten classrooms
- 1800 bookbags and card holders purchased
- 1 city-wide event: KinderFair
- 1 city-wide reading event: KinderReads
- Attendance of 400 at KinderFair event

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)

- 100% of Kindergarten students will feel connected to a community of readers through the KinderReads program
- 75% of KinderGo families will understand the role of the library in their child's educational career
- 75% of KinderGo parents will be aware of the library as a vital piece in their child's future
- 100% of KinderGo arents will be aware of the resources available in their community to help their family and their children

This program will be evaluated on both pre and post surveys as well as anecdotal information. Staff will administer a very simple pre survey at the beginning of every KinderGo class visit. Post surveys will be given at the KinderFair as well as through direct mailings and coordination with Kindergarten teachers. Additional informantion will be obtained through statistical reports relating to KinderGo library cards

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

The library is committed to the continuation of KinderGo in future years. We will present a KinderFair annually in our Ontario Town Square location. Since learning materials will already have been purchased with this grant, we will only need to fund replacements as needed from our library budget. We will sustain the KinderReads program through local funders such as Target, Walmart, Kiwanis and Soroptimists. Our Friends of the Library will assist with purchasing the resource bags, library card holders and books. We will continue to work with local bookstores and publishers to bring kindergarten friendly authors to KinderFair. We have found multiple local training opportunities that focus on early childhood which are both affordable and are designed for educators.

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: There are three programming aspects of KinderGo. The first involves class visits in which library and city staff will share library and community resources. Staff will also read aloud the KinderReads title. KinderReads involve the active participation of kindergarten students and teachers in the reading of the proposed title. Library staff will be providing kindergarten teachers with an Activity Guide that features ways in which to extend the KinderReads experience. KinderFair will feature a variety of active and passive experiences for kindergarten students and families. Students and parents can engage with Early Literacy STEAM booths, check out various community resources and hear a live talk given by the author of the KinderReads title.

- 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:

- 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.

Activity	2015/2016											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Order resource bags, library card holders, library cards, marketing materials	X											
Set up classroom visit schedule	X											
Hold training sessions for library and city staff for site visits	X											
Order KinderReads books	X											
Promote KinderGo at Summer Reading Finale	X											
Classroom Visits		X	X									
Administer pre surveys		X	X									
KinderReads starts in classrooms		X	X									
Activate new library cards		X	X	X	X	X	X	X	X	X	X	X
Recruit community organizations to participate in KinderGo		X	X	X								
KinderFair event held				X								
Distibute post surveys at KinderFair				X								
Continue KinderGo evaluation via direct mailing and kindergarten teachers				X	X	X	X	X	X	X	X	X
Track usage of new KinderGo library cards		X	X	X	X	X	X	X	X	X	X	X
Evaluate KinderGo programs							X	X	X	X	X	X
Plan For KinderGo 2016/17							X	X	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				
Youth Services Supervisor (50 hrs x \$52)	\$0	\$0	\$2,600	\$2,600
Youth Services Librarians (150 hrs x \$47)	\$0	\$0	\$7,050	\$7,050
Graphic Deisgner (20 hrs x \$37)	\$0	\$0	\$740	\$740
City Employees (90 x \$50)	\$0	\$0	\$4,500	\$4,500
Library Director (30 hrs x \$96)	\$0	\$0	\$2,880	\$2,880
Assistant Library Director (20 hrs x \$70)	\$0	\$0	\$1,400	\$1,400
Subtotal	\$0	\$0	\$19,170	\$19,170

Description: Ontario City Library staff will provide approximately 270 hours of in-kind work for KinderGo. 18 City employees with 1 hour training and 4 hours at each school = 90 hours

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

Description:

Operating Expenses: Library Materials				
KinderReaders Titles	\$0	\$0	\$300	\$300
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$300	\$300

Description: The Ontario City Library will purchase 15 copies of the KinderReads title to add to our collection.

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:

Budget Category	LSTA	Cash Contributions	In-Kind	Total (B+C+D = E)
Operating Expenses: Travel				
ECSTEM Conference and other training	\$1,500	\$0	\$0	\$1,500
Busing for KinderFair event	\$6,200	\$0	\$0	\$6,200
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$7,700	\$0	\$0	\$7,700

Description: Training Opportunities include: ECSTEM (Pasadena - February 2016) \$250 x 2 staff members = \$500. 3rd Annual California STEM Symposium (Anaheim - October 2015) \$500 x 2 staff members = \$1000.
12 District Buses for busing to KinderFair event

Operating Expenses: Supplies/Other				
Resource Bags (1800) bags)	\$2,500	\$0	\$0	\$2,500
Library card holders (1800 holders)	\$1,000	\$0	\$0	\$1,000
KinderReads Books (approx. 1000 copies at \$5.00 per copy)	\$5,000	\$0	\$0	\$5,000
Graphics	\$1,300	\$0	\$0	\$1,300
Early Literacy STEAM materials	\$1,500	\$0	\$0	\$1,500
Author Speaker Fees	\$1,000	\$0	\$0	\$1,000
Subtotal	\$12,300	\$0	\$0	\$12,300

Description: Resource Bags and library card holders will be purchased from on-line retailers. \$5000 for KinderReads books will purchase a hardback copy of the KinderReads book for each kindergarten classroom and enable us to purchase additional paperback copies for KinderGo visits. Graphics will include bookmarks, posters and vinyl banners for school sites. STEAM materials will be purchases from Lakeshore. Dan Santat has agreed to speak at the KinderFair event and will receive a \$1000 Author Speaker Fee.

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
Subtotal	\$0	\$0	\$0	\$0

Description:

Project Total	\$20,000	\$0	\$19,470	\$39,470
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	\$20,000	\$0	\$19,470	\$39,470
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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.

Ontario City Library
Library/Organization

KinderGo
Project Name

Helen McAlary
Library Director Name

Library Director
Title

Library Director Signature

Date