

**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
Southern California Library Cooperative</p> <p>3. Internet Web Site Address
www.socallibraries.org</p> <p>4. Project Coordinator Name & Title
Diane Satchwell Executive Director</p> <p>6. Business Phone Number
626-283-5949</p> <p>8. Mailing Address
PO Box or Street Address
248 E. Foothill Blvd., Suite 101
City
Monrovia
State
CA
Zip
91016</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
02-020-8090</p> <p>5. Email Address
dsatchwell@socallibraries.org</p> <p>7. Fax Number
626-283-5949</p> |
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Project Information

10. **Project Title** Leamos (Let's Read) at the Library
11. **LSTA Funds Requested** \$11,055
12. **Cash Contributions** \$42,462
13. **In-Kind** \$41,692
14. **Total Project Cost** \$95,209
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*) 100
17. **Primary Audience for project** (*Select all that apply.*)
 Adults **Pre-School Children**
 Families **Rural Populations**
 Immigrants/Refugees **School Age Children**
 Intergenerational Groups (Excluding Families) **Senior Citizens**
 Library Staff , Volunteers and/or Trustees **Statewide Public**
 Low Income **Suburban Populations**
 Non/Limited English Speaking Persons **Unemployed**
 People with Disabilities **Urban Populations**
 People with Limited Functional Literacy **Young Adults and Teens**
18. **This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Diane Satchwell **Title:** Executive 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.

California is home to 565,375 Spanish-speaking adults who cannot read and write in any language (American Community Survey 2010-12). They have endured severe poverty and isolation in their youth and generally have had fewer than three years of formal education. Without a foundation in literacy in their native language, they have limited success in learning English. They find it hard to participate in workforce training. Their employment options are limited. Further, they are not able to read to their children or model day-to-day literacy behavior in the home. Without intervention, children of illiterate parents will continue the cycle of illiteracy and poverty. Library literacy staff involved with the Southern California Library Literacy Network (SCLLN) have encountered this need in their communities, but have lacked the resources to address it.

Meanwhile, Centro Latino for Literacy (Centro Latino) has been teaching basic literacy skills to Spanish speakers since 1991 and in 2004 transferred its course to an online platform to make it available beyond its Los Angeles classrooms. Now operating as a social enterprise, Centro Latino licenses its proprietary Leamos™ (Let's Read) Basic online course to workforce development organizations, parent engagement groups, community colleges, public libraries and more. In March 2015 the James Irvine Foundation awarded a two-year grant to Centro Latino to deepen its impact statewide; Centro Latino chose to focus this effort on partnerships with public libraries. They have recruited five libraries for year one of the project (Roseville, Salinas, Santa Barbara, Riverside, and Covina), and the library systems which already partner with Centro Latino will also participate in this project to bring the broadest possible perspectives and learning experiences together. The five libraries currently involved are: Azusa, Los Angeles County-Huntington Park branch, Los Angeles City Library, Huntington Beach, and Anaheim. Together these ten libraries will pilot using Leamos Basic as a tool for public libraries to teach literacy skills to Spanish speakers and their experience will be documented and guide an additional ten California libraries to provide Spanish literacy in their communities in year two of the Irvine grant.

SCLLN has designed this LSTA proposal as a companion piece to leverage the James Irvine Foundation award to Centro Latino to strengthen its focus on public libraries as a community anchor – a “zocalo” (public square) familiar to Latin America immigrants. In addition to teaching basic literacy skills, we will explore the use of Leamos as a tool to engage Spanish-speakers as library-users. The May 2014 issue of American Libraries notes that, “Immigrants have continued to flow into the United States in rising numbers of the past decade, . . . Nearly 40% of all foreign-born residents in the United States come from Mexico, Central America, and Cuba . . . They [public libraries] have discovered the library's traditional modus operandi – everything from distributing fliers to developing typical programs—doesn't necessarily work with this demographic.” This project will pilot Leamos as a new strategy to reach Spanish-speaking immigrant families.

Implementation of this project will result in identification and documentation of promising practices to reach and teach literacy skills to non-literate Spanish speakers. Secondly, it will document promising practices to engage Spanish-speakers as library users. Thirdly, it will result in a tested and proven model for public libraries throughout California to follow to teach basic literacy skills and to bring non-literate Spanish speakers and their families to the library. The project will produce a guide to help libraries assess the need for Spanish literacy instruction in their communities, a self-assessment to determine if the library has capacity to implement the program, descriptions of diverse delivery models, case studies illustrating successful models, and tips to find local funding support for the program.

The results generated by the libraries participating in year one, will inform and guide an additional ten libraries to implement Leamos at the Library in year two. This will “test” the effectiveness of the materials developed. Throughout year two the strategies and materials will be further refined, building on the added experience and collective knowledge of twenty libraries.

The project will be successful if libraries report that as a result of their participation, they have taught 100 non-literate Spanish speakers in their communities to read and write; thereby making it easier for them to learn English, improve their employment options, read with their children, and pursue personal goals. Further, success will be evidenced by an increased number of new library users. Spanish-speakers will report that they have discovered the public library as a resource for them and their families.

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 purpose of Leamos at the Library is two-fold. First, participating libraries will directly teach basic Spanish reading and writing skills to non-literate Spanish-speaking adults to increase their literacy skills and ability to pursue their personal goals. Secondly, they will pilot the project as a strategy to improve the public library's outreach to engage Spanish-speakers who do not use the library.

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

10 library systems will participate in the pilot
10 staff will be trained to administer Leamos Basic online course
20 individuals will be trained to tutor and support Leamos Basic students
100 non-literate Spanish speakers will be enrolled in Leamos Basic
1 network meeting/training session will be held with participating library representatives
1 community assessment guide will be created to determine need for Spanish literacy
1 self-assessment tool to determine library capacity to provide Spanish literacy to the community will be created
1 guide will be developed to guide libraries in implementation of Leamos at the Library
best practices for successful outreach to Spanish-speaking non-library users will be identified

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)

60% (60) of enrolled adult learners will learn to read and write basic Spanish, as measured on quizzes embedded in the Leamos Basic online course
90% (90) of enrolled adult learners will get a library card; for 50% (50), it will be their first library card.
50% (50) will report accessing at least one other library service (in addition to Leamos Basic), as documented on a post survey
40% (40) will report achieving a goal, as documented on a pre/post Roles & Goals survey

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

This project represents supplemental support to the first year of a two-year project funded from James Irvine Foundation to Centro Latino for Literacy. Part of the support to be provided to libraries includes guidance in developing sustainability. That includes identifying local literacy champions who can promote the program and help gain support, templates for writing grant proposals, etc.

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:

Program: Ten libraries will provide basic literacy instruction in Spanish for up to 100 non-literate Spanish speakers, using Leamos Basic, Centro Latino's web-based, self-paced interactive course which leads students through lessons at their own rate. As a result, most students learn to read in approximately 150 hours. Leamos has been approved as a Pre-ESL Curriculum by the California Department of Education. Learners can access the program virtually at any time, through any Internet connection; however, they will require initial assistance to help them log on and become familiar with it, and ongoing in-person support to encourage and motivate their learning. Centro Latino will provide library staff with initial orientation, training and technical support.

Leamos Basic lessons have undergone formative and summative evaluations conducted by Dr. Concepcion Valadez of the UCLA Graduate School of Education and Information Sciences. Individual student progress is measured through quizzes, exercises and tests embedded within the curriculum to assure students are mastering the content and learning to read and write.

Consultation: Project management will be provided by Centro Latino, through support from the Irvine grant. Azusa Library Literacy Coordinator and Consultant, Cathay Reta, will work with participating libraries to assure project success. She will facilitate networking among the libraries, collect and review monthly reports, help problem-solve, document successes and challenges, and moderate electronic sharing among participating libraries.

The Project Coordinator will convene and facilitate a face-to-face meeting/training with participants in conjunction with the California Library Association Conference in November 2015. The purpose of the session is to collectively identify issues particular to public libraries in implementing the program, discuss successful practices, and problem-solve how to address potential challenges. The session will also help to foster a sense of community among the providers and increase their sharing freely among themselves and supporting one another.

Initial training will be conducted via webinars and telephone consultation. Plus, this grant supports an in-person meeting with all participating libraries, as described in the above paragraph.

- 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: Creation

The Leamos at the Library Project Coordinator position will be funded by the Irvine Foundation grant. The Coordinator will create support materials for libraries. These include, but are not limited to: how to conduct a community needs assessment to determine the need for Spanish literacy instruction, a self-assessment to determine if the library has capacity to implement the program, descriptions of diverse delivery models, case studies illustrating successful models, and tips and strategies to find local

funding support to begin and/or sustain the program.

Each library will be reimbursed for staff time up to \$500 to support the program. In addition, the five new libraries will receive another \$500 from Centro Latino through the Irvine grant.

The project will document and evaluate diverse models of delivery (e.g., self-paced independent instruction only vs. one-to-one support or small group support, the use of ESL students as tutors, etc.)

- 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: Leamos at the Library is a pilot project to not only teach basic literacy skills to Spanish speakers, but to also explore and evaluate its effectiveness as a tool to reach Spanish-speaking non-library users and engage them as library users. The Project Coordinator and participating library staff will document anecdotes and observations to this effect. In addition, Leamos students will complete pre and post surveys, including the Roles & Goals form developed by the California Library Literacy Services and translated to Spanish by the Azusa City Library, to quantify: 1) number of students who set and reach a literacy goal, 2) number of students who get a library card (specifically, how many get their first library card), and 3) how many students begin to use library services other than the Leamos program.

- 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
Sign MOUs wth participating libraries	x	x										
Arrange logistics for training session (Nov 5)	x	x	x	x								
Conduct training/orientation with participating libraries via webinar	x	x										
Identify and document issues, successes, challenges and solutions (ongoing)	x	x	x	x	x	x	x	x	x	x	x	
Develop & distribute recruitment flyers and materials	x	x	x	x	x	x	x	x	x	x	x	x
Administer CLLS Roles & Goals (Spanish version)	x	x	x	x	x	x	x	x	x	x	x	x
Create student pre/post surveys	x											
Conduct face-to-face training session (Nov 5)					x							
Write report of training session					x							
Monitor and support project implementation	x	x	x	x	x	x	x	x	x	x	x	x
Identify and evaluate various models of program delivery				x	x	x	x	x	x	x	x	x
Develop community needs assessment for Spanish literacy							x	x	x			
Develop library self-assessment to determine capacity to implement program							x	x				
Write case studies to demonstrate effective strategies									x	x	x	
Write tips for funding and sustaining the program									x	x	x	
Recruit year-two libraries									x	x		
Write final report/evaluation of Year One												x
Recruit and enroll students in Leamos Basic and support instruction	x	x	x	x	x	x	x	x	x	x	x	x
Recruit and support volunteer tutors	x	x	x	x	x	x	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				
Centro Latino President and CEO, .18FTE	\$0	\$7,000	\$7,000	\$14,000
Leamos Basic, Manager, Marketing & Communications .5FTE	\$0	\$8,750	\$8,750	\$17,500
Leamos Business Development and Recruitment .25FTE	\$0	\$0	\$12,000	\$12,000
Benefits	\$0	\$5,712	\$5,712	\$11,424
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$21,462	\$33,462	\$54,924

Description: Centro Latino President/CEO Mari Riddle provides overall program leadership, marketing, and making connections with potential supporters. Leamos Basic Manager Claudia Sandoval, provides program orientation and training via webinar, technical assistance with function of online course. Leamos Business Development Patty Celidon assists with library recruitment, and processing and administrative support.

* Cash contributions are from the Irvine Foundation funding awarded to Centro Latino

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

Description:

Operating Expenses: Consultant Fees				
Leamos at the Library Project Coordinator	\$0	\$7,500	\$0	\$7,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$7,500	\$0	\$7,500

Description: Cathay Reta will serve as Project Coordinator. She has over 30 years of experience in the field of adult education and literacy on local, state and national levels -- most of it with public libraries. See attached resume. Her responsibilities include: recruit and support participating libraries, maintain contact with libraries, collect and review monthly reports, follow up on problems, document successes and challenges, facilitate program sharing among libraries, identify and document best practices, challenges and solutions, write case studies, submit articles, blogs, news releases, etc. to library, literacy and other organizations to increase visibility of the public library role in addressing the need, present/co-present at library conferences (when possible).

*The Project Coordinator position is funded by the Irvine grant awarded to Centro Latino.

Budget Category	LSTA	Cash Contributions	In-Kind	Total (B+C+D = E)
Operating Expenses: Travel				
Mileage reimbursement, air fare	\$2,000	\$0	\$0	\$2,000
Meals	\$1,050	\$0	\$0	\$1,050
Lodging	\$1,000	\$0	\$0	\$1,000
Onsite parking	\$200	\$0	\$0	\$200
	\$0	\$0	\$0	\$0
Subtotal	\$4,250	\$0	\$0	\$4,250

Description: Travel costs for participation in the face-to-face Nov. 5 meeting in Pasadena include: mileage reimbursement, and air fare (\$2,000), on-site parking (\$200), meals (\$1050), lodging for those traveling more than one hour to arrive for an 8:30 a.m. start (\$1000).

Operating Expenses: Supplies/Other				
Leamos Basic License fee (\$1500 up to 10 students)	\$0	\$7,500	\$7,500	\$15,000
Leamos Student Workbook	\$0	\$0	\$1,000	\$1,000
Meeting Expense for face-to-face meeting	\$600	\$0	\$0	\$600
Miscellaneous supplies, copies, binders, etc.	\$200	\$0	\$0	\$200
Webinar services, postage, printing, training, & misc. support	\$0	\$3,500	\$0	\$3,500
	\$0	\$0	\$0	\$0
Subtotal	\$800	\$11,000	\$8,500	\$20,300

Description:
License fees: 5 current Centro Latino partners have already secured Leamos licenses through other funding sources, valued at \$7500. The five new programs will receive waived licensing fees, contributed by Centro Latino (\$7500 value)
Student Workbook: Participating libraries will copy the 190 page student workbook, noted as in-kind (\$1000)
Webinar and other services are from Irvine funds granted to Centro Latino.

Operating Expenses: Contracted Services				
Reimbursement for participant library staff time	\$5,000	\$2,500	\$0	\$7,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$5,000	\$2,500	\$0	\$7,500

Description: LSTA funds will reimburse staff time for up to \$500 for each of the ten participating libraries. Centro Latino will reimburse up to an additional \$500 for each of the five new participating libraries. These funds will help to offset the cost of libraries to begin a new program, and to provide feedback and support to the project.

Project Total	\$10,050	\$42,462	\$41,962	\$94,474
Indirect Cost Rate Applied 10 % Indirect Cost	\$1,005	\$0	\$0	\$1,005

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

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

* please attach supporting documentation if required

Description: Indirect will be applied to the administrative costs, managing the funds, and reimbursing staff time and travel costs as detailed in the proposal, as well as project reporting.

Grand Total	\$11,055	\$42,462	\$41,962	\$95,479
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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.

Southern California Library Cooperative
Library/Organization

Leamos (Let's Read) at the Library
Project Name

Diane Satchwell
Library Director Name

Executive Director
Title

Library Director Signature

Date