

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2016/2017 STATEWIDE GRANT APPLICATION**

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

Applicant Information

- | | | | | | | | | | |
|---|---------------------------------|--------------|--------------|------------|--|-----------|----|-------|--|
| <p>1. Library/Organization
Califa</p> <p>3. Project Coordinator Name & Title
Susan Hildreth, Executive Director</p> <p>5. Business Phone Number
650-349-5538</p> <p>6. Mailing Address</p> <table border="0"> <tr> <td>PO Box or Street Address</td> <td>City</td> <td>State</td> <td>Zip</td> </tr> <tr> <td>32 West 25th Avenue, Suite 201</td> <td>San Mateo</td> <td>CA</td> <td>94403</td> </tr> </table> | PO Box or Street Address | City | State | Zip | 32 West 25 th Avenue, Suite 201 | San Mateo | CA | 94403 | <p>2. Library's DUNS Number
135909930</p> <p>4. Email Address
shildreth@califa.org</p> |
| PO Box or Street Address | City | State | Zip | | | | | | |
| 32 West 25 th Avenue, Suite 201 | San Mateo | CA | 94403 | | | | | | |

Project Information

- 7. Project Title** Get Involved: Sustaining Skilled Volunteer Engagement in Public Libraries
- 8. LSTA Funds Requested** \$52,690
- 9. Cash Contributions** \$0
- 10. In-Kind** \$24,000
- 11. Total Project Cost** \$76,690
- 12. California's LSTA Goals** (*Check one goal that best describes the project*)
- | | | |
|--|--|---|
| <input type="checkbox"/> Literate California | <input type="checkbox"/> Content Creation/Preservation | <input checked="" 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 | |
- 13. Number of persons served** (*Number of persons who use or will benefit directly from this project*) _____
- 14. Primary Audience for project** (*Select all that apply.*)
- | | |
|--|---|
| <input checked="" type="checkbox"/> Adults | <input type="checkbox"/> Pre-School Children |
| <input 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 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 |
- 15. This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Susan Hildreth **Title:** Executive Director

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

Library Director Signature: _____ **Date:** _____

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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.

Get Involved is a California statewide initiative designed to expand the visibility and contributions of skilled volunteers through public libraries. This project directly addresses the California State Library's 5-Year LSTA plan of Community Connections, and most specifically the area of Volunteerism (Encourage libraries to leverage and maximize the skills and expertise of community members looking for volunteer opportunities.)

The Get Involved initiative helps California public libraries replicate and sustain promising and proven volunteer engagement practices. By increasing the number of library volunteers and the skilled roles that volunteers play, libraries are able to expand services by providing more program and outreach opportunities.

This grant has recently been expanded to include teen volunteers and their coordinators – the next generation of “skilled” volunteer. Teens consistently seek library volunteer opportunities, and engaging this group effectively creates leadership and learning opportunities for young adults and builds a relationship with what can be a "hard to reach" population. Teens also have a new perspective and additional skill sets that can be utilized when building strong library programs.

Based on the latest Public Library Survey, the number of volunteers in California libraries has increased 30% since the start of the Get Involved initiative in 2008. 90% of California's public library jurisdictions have taken advantage of the volunteer recruitment tools available through their upgraded accounts on VolunteerMatch.org, maintaining an average of 900 volunteer opportunities posted on the site each month, an annual increase of 19%. Additionally, an average of over 1,100 volunteer referrals are made to public libraries each month from VolunteerMatch, an annual increase of 10%.

This year we will:

- * Continue to contract with VolunteerMatch to maintain our upgraded California Libraries hub site, upgraded VolunteerMatch accounts for all public libraries in the state, and to provide support as needed for local libraries and the Get Involved project.
- * Provide the funding and support for regional leaders in all six regions in the state to offer one training/networking session for library staff and library volunteers in their region.
- * Increase volunteer engagement resources available on the Get Involved Clearinghouse: www.getinvolvedca.org

ELEMENT 3: PLANNING AND EVALUATION

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*)

Lifelong Learning

- Improve users' formal education
- Improve users' general knowledge and skills

Information Access

- Improve users' ability to discover information
- Improve users' ability to obtain information resources

Institutional Capacity

- Improve the library workforce
- Improve the library's physical and technology infrastructure
- Improve library's operations

Economic & Employment Development

- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

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

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 Get Involved initiative prepares California public libraries for successful replication and sustainability of promising volunteer engagement practices and encourages libraries to utilize skilled volunteers. Through this initiative, libraries are provided with the resources necessary to increase the number of volunteer opportunities and create new roles for skilled volunteer. The expected benefit to public libraries is an increase in the number of library volunteers and the demonstrated support of libraries by volunteers who become library advocates and donors.

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

% of California Library jurisdictions that have taken possession of the premium VolunteerMatch accounts
of Regional Networking Meetings
of visits to the Get Involved Clearinghouse
of participants on the statewide listserv
of volunteer opportunities posted on VolunteerMatch
of potential volunteers who refer themselves to California from VolunteerMatch
of library volunteers reported in the state library's annual Public Library Report

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)

Volunteers who found their library volunteer position on the VolunteerMatch site will show increased activity in support of libraries beyond the work they do in the volunteer positions they were recruited to fill. This outcome will be measured by conducting a volunteer survey.

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

During the 2015/16 grant period, a number of resources were created and made available on the Get Involved Clearinghouse, including videos filmed at the Get Involved Institutes covering a variety of topics. These resources will continue to be made available, with additional content added, at a low cost.

VolunteerMatch is being used successfully, and once well established in libraries, the annual fee may be absorbed by the libraries instead of through the grant.

An additional means to sustain the Get Involved Initiative is to utilize the established regional networks to host meetings and trainings.

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).

1. **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.

Other

Description: Regional leaders in each of the six identified regions in the state will offer one training/networking session for library staff and volunteers in their region involved in volunteer engagement. Additionally, Facebook ads will be utilized to assist with recruitment and promotion of library volunteers.

2. **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.

Other

Description: Create and make available physical and digital volunteer engagement resources on the Get Involved Clearinghouse.

3. **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 including whether the format will be in-house or third-party)*
- 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:

4. **Procurement** - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description: Continue to procure premium VolunteerMatch accounts for every public library in California. These accounts enable libraries to fully recruit and engage with potential volunteers.

ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Contribution	In-Kind	Total
Salaries/Wages/Benefits				
Library Staff attending Regional Network Meetings	\$0	\$0	\$24,000	\$24,000
	\$0	\$0	\$0	\$0
	\$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	\$24,000	\$24,000

Description: Library staff attending Get Involved Regional Network Meetings - 20 people x 6 events x \$200/day = \$24,000

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

Description:

Library Materials				
	\$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 Contribution	In-Kind	Total (B+C+D = E)
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
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Travel				
Regional Peer Network Travel	\$3,600	\$0	\$0	\$3,600
	\$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	\$3,600	\$0	\$0	\$3,600

Description: Regional Network Support: Six networks will use \$600 each to reimburse participant travel and to enlist trainers for meetings.

Supplies/Other				
Facebook Ads	\$300	\$0	\$0	\$300
	\$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	\$300	\$0	\$0	\$300

Description: Facebook advertisement to promote the use of volunteers.

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
Contracted Services				
VolunteerMatch	\$43,500	\$0	\$0	\$43,500
Galecia Group	\$500	\$0	\$0	\$500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$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	\$44,000	\$0	\$0	\$44,000

Description: VolunteerMatch - \$43,500 contract includes maintenance of the California Libraries hub site, upgraded accounts for all public libraries in the state, support for local libraries and for the Get Involved project. Galecia Group will maintain the Get Involved Clearinghouse of volunteer engagement program tools and resources.

Project Total	\$47,900	\$0	\$24,000	\$71,900
Indirect Cost Rate Applied 10 % Indirect Cost	\$4,790	\$0	\$0	\$4,790
Check one:				
<input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input checked="" type="checkbox"/> Indirect proposed cost rate *				
* please attach supporting documentation if required				
Description: Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.				
Grand Total	\$52,690	\$0	\$24,000	\$76,690

ELEMENT 6: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2016/17

Check the Appropriate Library Type

- Public Library** **Academic** **K-12** **Multi-Type** **Special/Other**

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.

Califa Group
Library/Organization

Get Involved: Sustaining Skilled Volunteer Engagement
in Public Libraries
Project Name

Susan H. Hildreth
Library Director Name

Executive Director
Title

Library Director Signature

Date