

**Pacific Library Partnership
2016-17 Grant Program**

Due Friday, September 30, 2016 by 5:00 p.m.

Please provide the following information in a Microsoft Word document. Please email the completed form to Wendy Cao at caow@plsinfo.org.

1. Title of Project Life Skills Academy
2. Category (A or B) A
3. Library applying for funding San José Public Library
Name Kary Bloom
Email kary.bloom@sjlibrary.org
Mailing Address 150 East San Fernando Street, San José, CA 95112
4. Amount of funding requested \$11,920

PLP Innovation and Technology Opportunity Grant Program

1. One paragraph project summary.

San Jose Public Library's [Life Skills Academy](http://sjpl.org/lifeskills) (sjpl.org/lifeskills) successfully teaches teenagers practical and essential life skills to prepare them for young adulthood and life after high school. Initially, developed through a 2015/16 Eureka grant, this Pacific Library Partnership (PLP) funding will enable the expansion of the Academy from four to 10 skill-based workshops, and the creation of virtual Programs-in-a-Box, and workshop videos so other California public libraries can easily replicate the Academy. Further, after the grant's completion, San José Public Library (SJPL) will encourage other California libraries to create new Life Skills Academy workshops using the tools developed through this project. Building a robust menu of Academy offerings, that all libraries share, will significantly increase the public library's ability to give teens the life skills they need for a successful transition to adulthood.

2. Explain how this project fits with the library's strategic directions.

The Life Skills Academy aligns with the following three San José Public Library strategic priorities:

1. Connect the community to high-quality opportunities and tools for learning.

Through the Academy's educational workshops and corresponding resources, teens gain important life skills needed for success in young adulthood. The Academy was developed in response to the results of focus groups and interviews with more than 70 high school students and young adults that found "life after high school" to be the participants' biggest worry. The majority of these participants (84%) requested physical workshops with hands-on experiences that would be augmented with online and in-library resources. Further, the specific topics selected for Academy programs were also based on input from this age group.

2. Enhance access to library services, resources, and programs.

One strategy to meet this goal is to better reach underserved populations. An analysis of SJPL programs hosted over the course of one year showed that less than a third of programs were for teens, and many of those events were also marketed to adults and/or children. This clearly demonstrates the need for more programs specifically for teens.

3. Engage staff, volunteers, communities, and partners to strengthen services.

Partnerships are essential to the Life Skills Academy. Community partners with the requisite expertise for a workshop topic will work with Library staff to develop the program's curriculum, deliver the workshop, and make needed revisions to the curriculum based on evaluation results.

3. A description of the proposed project including the population served and the demographics of that population.

San José Public Library (SJPL) serves a diverse population of over 1 million people. It is a city of many immigrants, as nearly 40% of residents were born outside the United States and 57% of households speak a language other than English at home. The City's three primary ethnicities/races are Asian (34 percent), Hispanic (33 percent) and White (27 percent). San José is also home to the largest Vietnamese population in the country. Nearly 25% of the city is under age 18 and public high schools in San José enrolled more than 18,000 junior and senior students in the 2014-15 academic year

Life Skills Academy

The Life Skills Academy was initially developed through a 2015/16 Eureka grant to give teens, particularly 11th and 12th graders, the necessary life skills to be successful in their personal, academic, and professional lives as they enter young adulthood. It also provides an opportunity to help teens learn that the library is a place they can return to again and again to meet their information needs, no matter their age or situation in life. This PLP grant will enable the Academy's expansion and the development of a model that can be used by other California libraries to replicate and build the Life Skills Academy.

Workshops

Working closely with community partners, ten 90-minute long workshops will be developed and delivered. (Four of these workshops will be revisions of pilot programs.) Workshops will combine instruction from experienced professionals with interactive activities. Examples of partnerships include working with a healthcare professional to develop a first aid and self-health program, securing a realtor to develop a session on finding an apartment, and inviting managers from various businesses in San José to participate in a panel on professional success. Teens will be encouraged to attend multiple workshops to gain a broad skill set. Those who attend a majority of Academy workshops will be recognized at a "graduation ceremony." Following are the workshop topics:

1. Getting Your First Job: Because the Mall Isn't Cheap (Resumes, cover Letters and interview panels)
2. Self-Defense: Everything You Need to Know (That you didn't learn from Jackie Chan)
3. First Aid: When Chicken Soup Isn't Enough
4. Time Management Skills: Get a Life! (Managing school, work, and life balance)
5. Cooking on a Budget: Pizza is Not a Food Group
6. Your First College Class: There are No Potty Breaks in College
7. Financial Literacy: Why You Shouldn't Have 37 Credit Cards
8. How to Impress Your Boss: How Not to Get Fired
9. Your First Apartment: Anywhere But Your Parent's Basement
10. How to Live on Your Own: Home Survival 101 (House and apartment basic maintenance, cleaning, and self-sufficient living)

Teens will receive supplemental materials at each workshop. These materials may include lists of related resources and/or an item to take home to reinforce their learning such as a first aid kit, a day planner, or a handout on ecofriendly household cleaning techniques.

Workshop Videos

In the initial pilot, the workshops were videotaped by teens who received specific training. For this project, a trained staff member will record the workshops to increase the quality of the videos. All the workshops, except First Aid and Self-Defense, will be recorded and available on the Life Skills Academy website. (These two workshops should be delivered in-person.)

Complementary Material Collection

The Library will establish a corresponding Life Skills Academy material collection of 150 items that teens can use to extend their learning. These materials will also be available to teens who cannot attend the workshops.

Website

The [Life Skills Academy](http://sjpl.org/lifeskills) (sjpl.org/lifeskills) website will continue to grow as the videos and supplemental resources for the new workshops are added.

Life Skills Academy for California Public Libraries

Central to this project is creating a model that enables other libraries to both replicate these 10 workshops and create new workshops that can be shared with California public libraries to create a comprehensive collection of Life Skills Academy offerings for teens.

Curriculum Template

A curriculum template will be developed to document all 10 workshops. Elements of the curriculum will include learning outcomes, resources required, and suggested evaluation goals. The preferred method for delivery is to recruit community partners with the requisite expertise. As this may not always be possible, the curriculum will also include the workshop content to facilitate delivery by a library staff member. (The exception will be First Aid and Self-Defense, which should be delivered by professionals in those fields.) This template may be used by other libraries choosing to create Academy workshops.

Marketing Materials

A fun and eye-catching brand was developed for the Life Skills Academy as part of the Eureka project. (Please see the [Life Skills Academy](http://sjpl.org/lifeskills) website or sjpl.org/lifeskills). Through this PLP project, templates of flyers, posters, banners, and LCD screen slides will be created that can be used by other libraries.

Virtual Programs-in-a-Box

The virtual Program-in-a-Box that will be created for each workshop will contain the curriculum, evaluation tools, promotional materials, related collection titles purchased, the video of the SJPL workshop, and other elements that may be developed during the project. Although nothing takes the place of a live presenter, in instances where that may not be possible, libraries may use the workshop videos for their programs. This is a great use of the expanded broadband capacity of California public libraries.

4. Goals and objectives of the project.

Goal: California teenagers will feel better prepared for life after high school.

Objective 1: By the end of the project, 10 skill-based Life Skills Academy workshops will be developed and delivered to 100 teens in San José.

Objective 2: By the end of the second quarter, the Life Skills Academy Collection of 150 items will be available for circulation.

Objective 3: By the end of the project, the Life Skills Academy website will include recordings of eight workshops and related supplemental materials for all 10 workshops.

Objective 4: By the end of the project, a model for establishing a Life Skills Academy will be developed that can be easily replicated and expanded by other California libraries.

5. Project timeline (activities).

Activity	Q 1	Q 2	Q 3	Q 4
Recruit curriculum development specialist and create curriculum template	X			
Finalize evaluation instruments	X			
Schedule equipment usage with CreaTV	X			
Revise promotional materials	X			
Order and begin circulation of Collection	X	X		
Secure partners, develop curricula, deliver, record, and evaluate programs 1-2	X	X		
Life Skills Academy website updated	X	X	X	X
Secure partners, develop curricula, deliver, record, and evaluate programs 3-5		X		
Secure partners, develop curricula, deliver, record, and evaluate programs 6-8			X	
Secure partners, develop curricula, deliver, record, and evaluate programs 9-10				X
Finalize creation of all virtual Programs-in-a-Box				X

6. Evaluation of the project.

Project Outcomes

The Life Skills Academy will be successful if after each workshop, 70% of participants will:

- Have increased their knowledge of the workshop topic
- Feel more prepared to handle the topic in their own lives

Outcomes will be measured with a pre- and post-workshop survey using a 5-point Likert scale.

Qualitative information on project results will be gathered through participant observation and interaction as well as comments on the surveys.

7. Project budget.

Please see last page.

8. Sustainability analysis

The Life Skills Academy will be sustainable, replicable, and expandable. The project design is to create workshops that require very little funding for implementation. The Programs-in-a-Box, complete with program curriculum, videos, promotional materials, and evaluation tools, make it easy for San José Public Library to sustain the program and for other libraries to easily replicate the Academy. Finally, by other California libraries using the model to expand the Academy, we can create a comprehensive set of highly relevant workshops and resources that prepare California teens for the next stage of their lives.

Project Budget

Expense	PLP Request	SJPL	Total Project
Personnel			
Librarians (100 hrs. @ \$45/hr.) Lead project, work with partners, assist with workshops, conduct evaluation, and develop Programs-in-a-Box.	\$	\$ 4,500	\$ 4,500
Marketing - Graphic Design (10 hrs. @ \$41/hr.) Revise Life Skills Academy marketing materials for use by other libraries.		410	410
Videographer (80 hrs. @\$26/hr.) Record 8 workshops and develop video training.	2,080		2,080
Library Pages Assist with the 10 workshops. (30 hrs. @ \$18/hr.)	540		540
Total Personnel	\$ 2,620	\$ 4,910	\$ 7,530
Non-Personnel			
Library Materials (150 books @ \$11 each)	\$ 1,650		\$ 1,650
Program Supplies – consumables (e.g. ingredients for cooking workshop)	300		300
Program Supplies – Reusable (e.g. cooking equipment, cleaning brushes, etc.)	1,030		1,030
Recording equipment from CreaTV - camera, microphone, and lighting.(8 workshops @ \$40/ea.)	320		320
Refreshments at workshops (10 wrkshps @ \$50 ea.)	500		500
Educational Items for participants such as first aid kit, organizational aides, etc. (10 workshops at \$200 each)	2,000		2,000
“Graduation” Ceremony	150		150
Promotional Materials (1,000 flyers and 200 posters)	600		600
Stipends for program partners to assist with curriculum development (10 programs @ \$250 each)	2,500		2,500
Stipend for Curriculum Specialist to work with SJPL to develop curriculum template (5 hours at \$50/ hr.)	250		250
Total Non-Personnel	\$ 9,300		\$ 9,300
Project Total	\$11,920	\$4,910	\$16,830