

**Pacific Library Partnership
2015-16 Grant Program**

Due Friday, October 30, 2015 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 Livermore Teen Academy
2. Category (A or B) A
3. Library applying for funding Livermore Public Library
Name Tamera LeBeau
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Mailing Address 1188 S. Livermore Ave.
Livermore, CA 94550
4. Amount of funding requested \$7,720

PLP Innovation and Technology Opportunity Grant Program

1. One paragraph project summary.

The Livermore Teen Academy (Academy) will be a combination citizen's academy and internship program for local teens entering their junior or senior year of high school. Participants will be selected through an application process. Teens who are selected for the Academy will commit to attending half-day sessions Monday through Friday for a three-week period during the summer. The Livermore Public Library (Library) will organize these sessions, which will include a combination of presentations, activities, and work internships. Through these sessions, teens will learn about local government and becoming engaged and informed citizens. They will also learn basic life skills, such as personal finance and job searching skills. They will have the opportunity to interact with staff in the Library, as well as other City of Livermore (City) departments, and will build work skills through internship opportunities in the Library and other City departments.

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

One of the strategic objectives outlined in Livermore Public Library's Strategic Services Plan is increasing outreach to underserved groups in the community. The Library has identified teens as a group that is not being adequately served in Livermore. The Library has chosen partnerships and programming as two strategy areas that will be used in pursuing this objective. This project uses partnerships with the Livermore Valley Joint Unified School District, Tri-Valley One Stop Career Center, and other City of Livermore departments to offer educational programs and internship opportunities for Livermore's underserved teens.

Furthermore, the Livermore City Council has set a goal to "Strengthen a Sense of Community and Connection," which includes an action item to explore alternative engagement and outreach approaches, including community academies that target high school students. Very few young people, including Livermore youth, are taking an active part in their local government. A report released by the California Civic Engagement Project (CCEP) at UC Davis finds a mere 8.2 percent of eligible California youth, those aged 18-24, bothered to cast a ballot in the 2014 November election (<http://www.cafwd.org/reporting/entry/new-study-finds-dismal-2014-youth-voter-turnout-may-continue-unabated>). By giving teens a better understanding of their local government, including an internship opportunity within local government, the teens will feel more invested and will be more likely to become engaged citizens. If the teens leave the program excited about what they have learned, they will likely share it with their friends, increasing the project's potential impact. As a project that aims to increase community engagement and learning opportunities for local teens, it aligns perfectly with both the Library's goals and the overarching goals of Livermore's City Council.

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

The Livermore Valley Joint Unified School District (LVJUSD) serves approximately 13,225 students in Kindergarten through 12th grade in ten elementary schools, four middle schools, two comprehensive high schools, and three alternative schools. Approximately 4,000 of these students attend Livermore's high schools. LVJUSD's demographics reflect an increasing diversification of ethnicities: 64% White, 24% Hispanic/Latino, 6% Asian, 3% African-American, 2% Filipino, and 1% Pacific Islander and American Indian. Among the student population, more than 25 different languages are spoken, of which Spanish speakers represent a significant subgroup of 24%. (Livermore Valley Joint Unified School District Program Overview, http://www.livermoreschools.com/cms/page_view?d=x&piid=&vpid=1232370087624)

According to a teen focus group recently conducted by the Livermore Public Library, many teenagers in Livermore feel disenfranchised with the Livermore community. They expressed the view that no particular organization is currently there to serve them, to the point of feeling unwelcome in public, and even private, spaces. The Livermore Public Library and the City of Livermore acknowledge the importance of reaching out to these teens in order to make them feel that they are part of the community and assist them in becoming engaged and productive citizens. In the spirit of the American Library Association's new *Libraries Transform* campaign, the Livermore Public Library will take the lead in helping the City achieve this goal.

The Livermore Teen Academy will be a pilot project initially targeting fifteen (15) local teens entering their junior or senior year in high school. The Library will seek to enroll teens who have not had other opportunities for leadership and community engagement through their school activities. The Library will work with the Livermore Valley Joint Unified School District to publicize the program in spring 2016. Interested teens will complete an application process and will be invited to an interview. A team of Library and City staff will conduct interviews. Teens who are selected to attend the Academy will sign a contract committing to attend half-day sessions Monday through Friday over a three-week period during the summer. The Academy will be a 60-hour commitment, including 24 hours of instruction and educational activities and a 36-hour internship at the Library or another City department. The teens will receive bus passes to facilitate their transportation to and from Academy sessions. Teens that successfully complete the Academy will be awarded a \$300 stipend.

The Livermore Public Library will organize the instructional sessions, which will include a combination of presentations and educational activities. Through these sessions, the teens will learn more about local government, becoming engaged citizens, and basic life skills, such as personal finance and job searching skills. Following the sessions, participants will be encouraged to check out books and other materials on the session topics for more in-depth learning.

The Library will work with other City staff and community organizations to deliver these instructional sessions. The Academy curriculum will include the following topics and activities:

- Political process with Livermore Mayor John Marchand
- Attend a City Council Meeting / Participate in a Mock City Council meeting
- Library and information literacy / Becoming an informed voter
- City departments overview / City bus tour
- Volunteering and getting involved in the community
- Personal finance
- City finance / “Penny for your Thoughts” city financing exercise
- Leadership skills with City Manager Marc Roberts
- Public speaking and presentation skills
- Resumes and cover letters / Interviewing skills
- Getting organized and succeeding at high school and college
- Goal setting

In addition to providing instructional sessions, the Library will collaborate with other City departments to offer a variety of internship opportunities for the participating teens. Internships will each have a designated “internship coach,” a Library or City employee who will be working closely with the participant on his or her internship project. The participants will be assigned to an internship based on the skills outlined on their application and the interests they expressed in their interview. Each internship coach will meet with his or her intern regularly throughout the program. Internship coaches will follow up on what the participants have been learning in the class sessions and help them get the most from their internship opportunity. Participants will build work skills through the internships and will have the opportunity to interact not only with their internship coach, but also with other Library and City staff who assist with the Academy sessions.

At the final session, the participants will set goals. These goals will be based on areas of the Academy that piqued their interest and will encourage the teens to build on the concepts and skills that they learned. Examples of possible goals would be voting in an upcoming election, applying for a job, or volunteering in their community. At the final session, the participants will also complete a survey that measures the evaluation criteria. Staff will use these results to determine the success of the project. Library staff will use the survey results and feedback gathered to determine whether to hold an Academy in 2017.

The week after the program ends, the Library will host a graduation for the participants and their families. The internship coaches will also be invited to the graduation. The teens will each make a brief presentation about what they learned in the Academy and their future goals. The Livermore Mayor will present certificates to the participants who successfully completed the program. The stipends will also be awarded at the graduation.

In January 2017, the Library will host an informal Academy round table for all participants who are able to attend. The participants will be encouraged to talk about the

progress they have made on their goals and provide feedback on the Academy in general. Library staff will follow up individually with any participants who are not able to attend the round table meeting. Library staff will also coordinate with any participants who are interested in helping to plan the next session of the Academy, if applicable.

4. Goals and objectives of the project.

Goal 1: Create an opportunity for Livermore teens to learn about local government and engaging in the political process.

Objectives: Livermore Public Library will partner with other City departments to provide educational instruction and activities for fifteen (15) local students entering their junior or senior year of high school. The instruction will include overviews of City departments, City finance, and the political process. Activities will include a mock City Council Meeting, a City bus tour, and the “Penny for your Thoughts” City finance exercise. The Library will work with other City Departments to create fifteen (15) 36-hour internship opportunities in various City departments. The Library will work with the Livermore Valley Joint Unified School District to publicize the program and select fifteen (15) teens that have not had other opportunities for leadership and community engagement through their school activities. Each participant will have an assigned internship coach who will provide guidance and oversight of his or her internship project.

Desired outcomes:

- Participants will successfully complete the Academy by participating in all six 4-hour instructional sessions and successfully completing a 36-hour internship in the Library or another City department.
- Participants will have a better understanding of local government.
- Participants will be more likely to vote in a future election.

Goal 2: Teach Livermore teens about ways they can make a positive difference in their local community and help them learn the skills that will enable them to do so.

Objectives: The Livermore Teen Academy will provide participants with instruction on leadership, information literacy, and public speaking and presentation skills. It will also present information about volunteer opportunities in the community.

Desired outcomes:

- Participants will feel inspired, by either a speaker and/or activity.
- Participants will set a goal to engage positively with their community in some way.
- Participants will feel more connected to their community.

Goal 3: Create an opportunity for Livermore teens to learn basic life skills.

Objective: Livermore Public Library will engage local professionals to offer instruction on personal finance, organizational skills, job searching skills, and goal

setting. Internship coaches will work with participants on basic job skills, such as being on time and following through on assignments.

Desired outcomes:

- Participants will have a better understanding of workplace expectations.
- Participants will be better prepared to reach their academic and personal goals.

5. Project timeline (activities).

December 2015

- Work with City Department Heads and designated City Management Staff to define internship opportunities and role of internship coaches.

January 2016

- Determine specific internship opportunities at Library and other City departments.
- Arrange speaker sessions.

February 2016

- Establish list of internship coaches.
- Finalize speaker sessions.
- Create application materials.
- Create publicity pieces.

March 2016

- Distribute publicity through school district, local media channels, and social media.

April 2016

- Accept student applications and review.
- Purchase books and DVDs on lecture topics and process for circulation.
- Prepare lecture topic bibliography.

May 2016

- Conduct applicant interviews and select 15 participants.
- Purchase supplies for classes.

June 2016

- Arrange participant contracts and release forms; obtain signatures.
- Meet with internship coaches to review guidelines and expectations.

July 2016

- Conduct Academy classes and internships, July 11 – 29.
- Conduct evaluation surveys with participants, July 29.

August 2016

- Debrief with internship coaches.
- Hold graduation ceremony.
- Award internship stipends.

September 2016

- Determine whether to hold Academy in 2017.
- Submit final report to PLP.
- Seek funding for future Academy, if applicable.

January 2017

- Conduct informal Academy round table with participants.
- Follow up with participants who are unable to attend round table meeting.
- Solicit assistance from former participants to help plan future Academy, if applicable.

6. Evaluation of the project.

Library staff will evaluate the project at the end of the program using participant surveys and debriefing sessions with the internship coaches. The project will be considered a success if the following outcomes are met:

- 70% of participants will successfully complete the Academy by participating in all six 4-hour instructional sessions and successfully completing a 36-hour internship in the Library or another City department.
- 60% of participants will say they have a better understanding of local government.
- 50% of participants will say they are more likely to vote in a future election.
- 50% of participants will say they feel inspired, either by a speaker or activity.
- 50% of participants will set a goal to engage positively with their community in some way.
- 50% of participants will say they now feel more connected to their community.
- 50% of participants will say they have a better understanding of workplace expectations.
- 50% of participants will say they are now better able reach their academic and personal goals.

Based on these outcomes, library staff will determine whether to hold another session of the Academy the following summer.

7. Project budget.

Livermore Teen Academy Project Budget

Item	# of Units	Price per Unit (+ tax, shipping)	Funding Agency	
			In Kind Cost	PLP Cost
Internship stipend	15	\$300	\$0	\$4,500
Bus passes for participants	15	\$48	\$0	\$720
Project lead (Supervising Librarian), hours	60	\$47	\$2,820	\$0
Applicant interviews (Supervising Librarian), hours	16	\$47	\$752	\$0
Internship preparation and coaching (Librarian), hours	40	\$39	\$1,560	\$0
Supply orders and classroom assistance (Library Assistant), hours	40	\$36	\$1,440	\$0
Room setup (Page), hours	6	\$10	\$60	\$0
Speakers for instructional sessions	6	\$200	\$1,200	\$0
Classroom supplies (binders, handouts, day planners, nametags, etc.)	varies	\$600	\$0	\$600
Bus rental for City tour	1	\$600	\$0	\$600
Publicity materials	varies	\$200	\$200	\$0
Graduation reception (food, decorations, certificates, etc.)	1	\$300	\$0	\$300
Books and DVDs on lecture topics	50	\$20	\$0	\$1,000
			\$8,032	\$7,720