

## Abstract

### **Santa Clara Pueblo Community Library Enhancement Grant** ***Kha'po' Pueblo Library Circle: Building a Reading Nation!***

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The Santa Clara Pueblo Community Library is applying for the Institute of Museum and Library Services (IMLS) Enhancement Grant. The purpose of our grant application is to pursue and expand the library's *Educational Programming* in the community. Our Library is a community resource for the people of the Santa Clara Pueblo. We will collaborate with our tribal schools, other tribal libraries, tribal government programs, and community members.

Through our collaborations, the library will promote, initiate and provide educational services and material for the community members. It will establish and fortify a pipeline that specifically emphasizes lifelong learning and educational achievement by interweaving cultural and contemporary knowledge within the community library. The Library will engage community members in activities that bridge the generational gap between community members, while also addressing the needs of learners and culturally appropriate teaching and facilitation approaches to curriculum development. Through these activities, community members can encourage and inspire one another to participate in a learner-centered environment that promotes literacy.

The target audience of the grant will be community members ages 0 to 99+ years of age. Our planned approach is indicative of innovative ways for community members to get involved and take part in eclectic learning experiences that can be measured and sustained beyond the life of the grant. Through a creative combination of experiential and lifelong learning activities, the library will include program development, classes, events, tools, and resource development.

We have identified the following goals for the Enhancement Grant: 1) Increase the community library's program tools, 2) Increase the community library's educational tools that target ages 0 to 99+, and 3) Increase the library's sustainability efforts through program development and implementation.

The identified project activities are: 1) finalizing a library-specific patron/community member needs assessment, 2) develop an outreach plan for community engagement, 3) offer classes to enhance educational programming targeting the community schools and higher education, 4) host community events focused on learning topics, 5) develop library resources, 6) develop curricula for each class and event, 7) create a library policy and procedure manual, 8) develop a community library advisory committee, and 9) produce a 5-year strategic plan.

The project activities will assist with developing, implementing, and sustaining our grant activities beyond the life of the grant. The end results will be tangible resources that reflect our community library's effort to preserve and promote our community library's continued work. End-products will also reflect our best practices in hopes that we can be a model to other tribal libraries.

Our project outcomes will be to provide opportunities for professional development that will increase our library staff capacity, while simultaneously increasing library resources and tools. We will also believe that the Enhancement Grant will allow us to establish and sustain access to education resources and deliver literacy support that reaches our community's individual needs that promote an ideal 'lifelong learning'.

Also, to address the purpose of this Grant and its goals, we have established collaborations with the Santa Fe Indian School, Santa Clara Pueblo Community School, and Historypin. (See Support Letters). These collaborations will assist us to address any gaps in educational programming and develop new and innovative curricula and additional tools and resources that promote learning for any age group. Especially important is to find methods of integrating various forms of learning into our library's educational programming opportunities.

## Narrative

### I. Statement of Need

#### **A. Community Description**

The Pueblo of Santa Clara, "Kha-Po" (Valley of Wild Roses) is one of the Eight Northern Pueblos located in New Mexico and is part of the Tewa Pueblo language groups. Tewa oral history tells of an emergence of the Tewa to the north, in the Mesa Verde-Chaco area. The Tewa moved south over time and occupied large regions of present-day New Mexico in many villages along the Rio Grande River. Each of the villages remained independent of each other, operating as separate tribes with similar cultures. Santa Clara people trace their ancestors to many prehistoric villages and cliff dwellings west of the current village. The current Pueblo of Santa Clara was established sometime between the late 1300s and early 1400s and up until the 1960s Pueblo members were centralized around the old Pueblo. The village is located 25 miles north of the state capital of Santa Fe on the west bank of the Rio Grande River. The current tribal enrollment is approximately 2,800 members.

In 1978, the Community Library was established in the Tribal Administration Building, giving Pueblo members central access to the Library's resources. The population of Santa Clara Pueblo reflects approximately 1,086 people. The median age of a community member is 38.8 years of age. The median household income declined from \$38,333 to \$35,417, a -7.61% decrease. Between 2014 and 2015 the population of Santa Clara Pueblo grew from 989 to 1,086, a 9.8% increase. The population of Santa Clara Pueblo is 71.1% Native, 27.8% Hispanic, and 1.1% White. 74.8% of the people in Santa Clara Pueblo speak a non-English, heritage language. The Santa Clara Pueblo workforce is recorded as 424 community members and reflects an increase of .24%. 84.7% of the Santa Clara Pueblo community members have obtained an education or are currently enrolled in an education institution between pre-school and adult ages.

The Santa Clara Pueblo Community Library's Institute of Museum and Library Services (IMLS) Enhancement Grant will assist our community by offering *Educational Programming* opportunities to engage community members in activities that bridge the generational gap between community members, while also addressing the needs of learners and culturally appropriate teaching and facilitation approaches to curriculum development. The IMLS Enhancement Grant will also assist our library in preserving our efforts for sustainability purposes and that can be identified as a Best Practices for tribal libraries. Our identified goals and objectives will enable us to facilitate activities where community members are encouraged and inspired to participate in a learner-centered environment that promote literacy. While there are no other library projects or resources offered that are similar to our proposal, we will work to respond to an Educational Programming goal that responds to our community's needs assessment that is identified as one of our activities.

#### **B. Current Library Role**

The Santa Clara Pueblo Community Library's mission statement is "The Library will provide our patrons of all ages access to resources that help cultivate and educate the people of our community, recreationally, academically and culturally".

As a part of our mission, the library serves as an educational resource and learning center for all community members. The Library's mission is to give access to ideas in various media, so that all community members can participate in the procurement of knowledge. Over 2,800 tribal community members are served by the library, with a yearly circulation of 6,000. It is open Monday-Friday from 8:00 am – 4:30 pm. The library is staffed by a librarian, assistant librarian, library clerk, and an information technology (IT) technician.

The library is a certified public library by the New Mexico State Library and participates in the Tribal Libraries Program. With small grants, the library can also upgrade software and computers, and train staff about internet safety.

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### SANTA CLARA PUEBLO COMMUNITY LIBRARY - *Kha'po' Pueblo Library Circle: Building a Reading Nation!*

The library currently houses over 6,700 books and various other literature sources. Content provided reflects various genres and a variety of categories specific to every age group. A communal carpeted area is used for various library activities, including storytelling sessions. The library also houses the Pueblo's Tewa Language materials. The materials are used as community resource for the Pueblo's language program and provides cultural education to the members of the Pueblo. The library gives access to six computer stations, four early-childhood stations, and a 3-D printer for use in a community makers-space.

Services offered by the library for students include an eight-week free summer reading program. As a part of the program any participating child is served breakfast and lunch. The program is offered in partnership with Rio Arriba County and the Santa Clara Department of Youth and Learning (DYL). As part of this Enhancement Program, the library has pre-selected various presenters to provide presentations community based on the 2019 theme "Space" and 2020 theme fairy tales/mythology/fantasy. The library also strives blends aspects of native stories and our own tribal presenters to demonstrate the unique Tewa culture. The library also offers storytelling experiences, after school tutoring, school curriculum support through its Tewa Language Materials and community service mentoring. Each program is aimed at increasing literacy skills and creating a pipeline for students of all ages to succeed.

As part of its summer programs, the library offers an eight-week internship for two Santa Clara Pueblo youth. During their eight-week internship, the youth are taught basic library science skills such as exploring child development and literacy approaches, read-aloud activities for young children, searching for age appropriate reading material selections, storytelling, and utilizing the American Library Association (ALA) Every Child Ready to Read, a school readiness mini session for parents and caregivers. The summer youth are also trained in basic workforce skills such as faxing, addressing correspondence, copying, and other library clerical maintenance.

The library also offers an array of programs for adults and elders. Some of these programs include special guest speakers, offering featured books of the month, intergenerational story time, and computer assistance. The library has strived to attract Native American guest speakers that promote critical literacy and culture.

### **C. Purpose of the Enhancement Grant**

The purpose of the Enhancement Grant for our community library is to increase resources, develop tools, and establish sustainable practices. Our library has strived to provide access to learning opportunities beyond traditional classrooms. Our Pueblo has established a community school which focuses on incorporating our traditional and cultural values with modern-day curriculum. This furthers our community's attempt to create a life-long learning experience for our children that incorporates traditional and cultural teachings and tribal leadership support.

Our library is situated within the proximity of the tribal administration, elder day care, and community school. This is an advantageous setting and our library's application for this grant will assist us in creating the "Kha'po' Pueblo Library Circle: Building a Reading Nation!" that we envision will perform multiple functions and yield successful outcomes. We will provide opportunities for professional development that will increase our library staff capacity, while simultaneously increasing library resources and tools. We will also believe that the Enhancement Grant will allow us to establish and sustain access to education resources and deliver literacy support that reaches our community's individual needs that promote an ideal 'lifelong learning'.

To address the purpose of this Grant and its goals, we have established collaborations with the Santa Fe Indian School, Santa Clara Pueblo Community School, and Historypin. (See Support Letters). These collaborations will assist us to address any gaps in educational programming and develop new and innovative curricula and additional tools and resources that promote learning for any age group. Especially important is to find methods of integrating various forms of learning into our library's educational programming opportunities.

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Santa Fe Indian School has offered the use of digital conferencing capabilities that will increase access to a variety of learning opportunities that address learner needs. Historypin will allow us to develop and use features such as *digital storytelling*. We have also established additional community collaborations that will assist us in our Grant efforts such as with our local schools. We currently work with local education and recreation programs, Tewa Language Program, and the Domestic Violence Program. We understand that our patrons come from diverse backgrounds and have life experiences that are not always favorable which is why we are also attempting to reach individuals and families that are at-risk or in need of intervention services through literacy and access to technology.

The goals of the Enhancement Grant are to: 1.) Increase the community library's program tools, 2.) Increase the library's educational tools that target ages 0 to 99+, 3) Increase the community library's sustainability efforts through program development and implementation.

The library serves as a hub in the creation of innovative ways for community members to become involved and participate in a variety of learning opportunities. A few of the gaps that the library staff have discussed is the preservation of our learning activities and establishment of policies that document our most successful practices and operation. As with most libraries we collaborate, we understand that there are few opportunities to establish an internal best practice that reflects the communities gain in participating in high quality culturally-specific educational programming. The Enhancement Grant will afford us an opportunity to begin documenting our best practices for sustainability as well as policies that can assist the Pueblo's Government in reviewing and further understanding our internal operations.

#### **D. Results of the Assessment to Identify Priority Needs**

The Santa Clara Pueblo Community Library conducted a community forum during the 2016-2017 IMLS Enhancement Grant Cycle. Our approach was to ask community members and patrons a series of open-ended questions. The following questions were provided: 1) what types of services does the library offer? 2) what types of services do you access at the library? 3) what are some services you would like the library to offer the community? 4) what are other programs you would like the library to work with in the community?

The results of the Santa Clara Pueblo Community Library's 2016-2017 IMLS Enhancement Grant evaluation identified the following themes: 1) there was increased participation and access to a variety of library resources, 2) the partnership between the library and the newly founded charter school has become closer, 3) there has been an increased interest in the revitalization of the Tewa language and desire to access Tewa Culture library archives, 4) and educators have improved access to the library resources.

The project activity surveys indicated the following:

1. Increased participation in library events
2. Increased community participation in library events
3. Improved literacy skills through mentorship and tutoring services
4. Expansion of computer literacy
5. Increased understanding of social media and outside web threats

Other responses include an increased need for the following:

6. Library core competencies
7. An expansion of summer activities that community members can take part in all year
8. Extension of library hours
9. Improved computer skills for adults and elders
10. Increased access to transportation to and from the library
11. Additional access to Wi-Fi for those with limited access

Our approach to the evaluation was ideal because it is often difficult to gauge community members literacy levels in responding to feedback opportunities therefore, the community forum was best for collecting

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feedback. Our internal library staff assessment was guided by discussions of how we could best serve the community, respond to patron needs, and sustain our services and existence in the community.

The outcome of internal discussions and the evaluation were that we need to do address our sustainability by performing the following activities: 1) developing a library-specific patron/community member needs assessment, 2) develop an outreach plan for community engagement, 3) offer classes to enhance educational programming targeting the community schools and higher education, 4) host community events focused on learning topics, 5) develop library resources, 6) develop curricula for each class and event, 7) create a library policy and procedure manual, 8) develop a community library advisory committee, and 9) produce a 5-year strategic plan.

Our goals best address the needs of our community library by focusing on *Educational Programming*. The goals we have established for the Enhancement Grant will also address the following:

- support for individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
- improvement of the quality of and access to library and information services; and
- enhancement of the skills of the current library workforce and leadership.

## **II. Project Design**

Project goals, results and projected measurements are expected to respond to the following project questions:

*Project Question 1:* How can the Santa Clara Pueblo Community Library effectively respond to the literacy and learning needs of the community and patrons?

*Project Question 2:* What types of resources and tools can the Santa Clara Pueblo Community Library offer the community and patrons, ages 0 to 99+?

*Project Question 3:* What types activities can the Santa Clara Pueblo Community Library Staff perform in order to increase educational programming?

*Project Question 4:* What are strategies the Santa Clara Pueblo Community Library Staff perform in order to sustain project efforts?

We believe that the following goals, objectives, and activities will assist us in responding to the above-referenced project questions (1 to 4). We anticipate that the organizations who offered letters of support, as well as the tribal government, community, and patrons, to name a few – will assist us in collecting the data needed and participating in stakeholder discussions on ways that the library can successfully respond to the Enhancement Grant goals and objectives we have identified.

The 2015-2017 Enhancement Grant received was to address the following: 1) increase literacy skills for community members of all ages, 2) increasing their knowledge and understanding around the concept of critical literacy, 3) increase library resources that reflect their unique tribal knowledge, as well as the importance of Native American literature and media that influence positive Native American identity, 4) enhance library services that improve quality of life, and 5) increase community interest in library science. Highlights of the previous grant was the ability to host community workshops and activities for patrons of all ages, however we did not develop curricula and procedures. We also developed pre- and post surveys for participants in each activity and workshop. Despite collecting data, we identified a current need to document our activities and develop curricula to facilitate on-going sessions that patrons respond. We also believe that establishing an internal policy or protocol is needed to ensure continuity in initiating activities and workshops, as well as a training guide for new employees which we hope to enjoy in our library capacity-building efforts.

### **Goal 1: Increase the community library's program tools.**

**Objective (1):** Develop and administer a mixed-method community needs assessment.

**Activity (1):** Library Staff will finalize a community needs assessment that will be offered to library patrons/community members, and tribal program administrators and leadership.

**Objective (2):** Develop a tool for library staff that instructs community outreach methods.

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**Activity (2):** Library staff will create a multi-purpose outreach plan to continuously increase community engagement.

**Objective (3): Develop a policy and procedure manual.**

**Activity (3):** Library staff will create a library policy and procedure manual to assist in internal program management that reflect tribal library practices.

**Goal 2: Increase the community library's resources and tools that target ages 0 to 99+.**

**Objective (1):** The Library will develop multi-age resources and tools for educational programming.

**Activity (4):** Library staff will offer monthly classes to enhance educational programming targeting the schools and higher education.

**Activity (5):** Library staff will host quarterly community events focused on learning topics.

**Activity (6):** Library staff will develop curricula for each class and event.

**Activity (7):** Library staff will continuously develop library resources that respond to the community assessment's feedback regarding the target age group needs.

**Goal 3: Increase the library's sustainability efforts through program development and implementation.**

**Objective (1):** The Library will develop monthly activities and planning documents to support sustainability efforts.

**Activity (8):** Library staff will invite stakeholders to participate bi-annual strategic planning events.

**Activity (9):** Library staff will create a library advisory committee to support the library's mission and sustainability to meet once a month.

### **III. Impact**

#### **A. Intended Goals and Outcomes**

Our intended goals are the following: 1.) Increase the community library's program tools, 2.) Increase the library's educational tools that target ages 0 to 99+, 3) Increase the community library's sustainability efforts through program development and implementation. We anticipate that our outcomes of the Enhancement Grant will create and increase a multi-age educational development skills opportunity; preserve our library's best practices through policy and curricula development; create a safe space for community members to come and access resources; and increase community engagement through learning programs. Through these programs the Pueblo of Santa Clara Community Library hopes to create new knowledge, heightened awareness of our resources, encourage participation in our library activities and a sustainability that utilizes stakeholder input.

#### **B. Project Benefit**

The project benefits are many. As detailed in previous sections, we have continued to develop and implement activities with the intention of creating a digital-friendly approach that addresses a diverse group of learners. However, in our efforts to be innovative – we have not developed the necessary curricula that documents and preserves learning activities that have been successful. We have made efforts to increase youth interests in library science by offering summer youth employment our library and it has been successful. In our attempts to offer youth employment, we have also guided them to develop activities and create lesson plans that help us determine the appropriateness of their activity and if it addresses their target audience. The lessons learned from previous years is the need to identify learning topics based on community needs and desire, and then proceed with developing curricula.

We believe that our current project proposal serves many advantages such as creating stakeholder sessions and developing a library board to help ensure we have diverse input of our activities. We recognize the value of community input, knowledge, and advocacy and wish to use this approach to generate more interest and participation in library activities. The Pueblo has a long-standing history of innovation and prosperity in our cultural resources and the People are the reason behind our continued success.

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Curricula development will be a strength we can demonstrate and that will result in a tribal library best practice model for other libraries to view. We intend on developing curricula that not only responds to our educational programming, but also reflects the diversity of our audience. We currently offer reading sessions to head start children and are confident that we can use the same strategies but standardize and preserve our efforts by creating measurable learning objectives for activity, as well as help pre-plan for activities by identifying necessary tools to gauge cost, space, and material. We envision that post-award assessment will assist in identifying topics of interest that we can develop classes and events.

Additional project benefits are the development of a policies and procedures manual that will assist in the day-to-day operation and management of the library. The library's long-term sustainability depends on a policies and procedures manual to assist the Pueblo and our employees understand the internal function of the library. This goes hand-in-hand with strategic planning and ensuring that the library continues to focus on goals and objectives that will further assist in applying for funding and structuring short and long-term activities. This is all relevant to our sustainability, as well as our capacity-building efforts.

**C. Measure Progress**

Our progress can be measured through the performance measures set forth in the IMLS Agency Goals 1 and 2 Learning and Community Projects, and completion/continuity of project activities. We have proposed four (4) project questions that correlate with our goals, objectives, and activities. With the combined responses from all measurements and project status – we will be able to determine whether we answered the 4 project questions provided, as well as goals, objectives, and documented activities. Our impact on community can also be measured through our draft feedback form (attached), surveys, and community participation numbers.

**IV. Communications Plan**

The overall objective of the *Kha'po' Pueblo Library Circle: Building a Reading Nation!* Communications Plan is to promote the success of the Enhancement Grant project activities by meeting the information needs of community members, patrons, project stakeholders and supporters. The plan defines the project's structure and methods of information planning, collection and distribution. The intended audience of the *Kha'po' Pueblo Library Circle: Building a Reading Nation!* Communication Plan is the library staff, stakeholders, and all those whose support is needed to carry out communication plans.

<b>Product</b>	<b>Target</b>	<b>Description Purpose</b>	<b>Frequency</b>	<b>Owner</b>	<b>Distribution Method</b>	<b>Internal/ External</b>	<b>Outcome (yes or no)</b>
Status Report	All Stakeholders, community members, patrons, project supporters	One-page communication of project progress and deliverable status	Monthly	Librarian	Email, social media, paper copies	Internal/ External	
Feed-back	Patrons, partici-	One page to be given to	Daily	Library Staff	Paper	Internal	

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forms	parents in library activities	individuals to obtain feedback and guide project success					
Activity/Event Announcements	Community members, patrons, stakeholders, board members, Project partners	1-page flyers to announce project activities and events	Monthly	Library Staff	Email, social media, paper copies	Internal/External	
Library Board Activity	Community members, patrons, stakeholders, board members, Project partners	Agenda with brief meeting minutes	Monthly	Library Staff	Email, social media, paper copies	Internal/External	
Survey for IMLS Agency Level Goals 1 & 2	Project participants; grantee; project partners	Obtain feedback to address performance measures	Post project activities, events, project	Library staff	Email, social media, paper copies	Internal/External	

**A. Description of Audience and How to Reach Them**

Through an umbrella of workshops and activities, the Santa Clara Community Library will engage all tribal members, project supporters, patrons, and stakeholders in learning activities that Library staff and consultants will work with the community to create an effective communication plan, so all tribal members can participate in project activities and events. Outreach will also include, community forums, social media and email, community word-of-mouth, and publications.

**B. Community Building and Engagement, Collaboration**

Library staff will create programs and activities that will be aimed at all ages to spark awareness and continued engagement around library activities that can be sustained through curricula development. The library



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staff will aggressively work with community members, project supporters, patrons, and other stakeholders to develop a library board to assist in guiding our activities and ensure community representation in the library operations.

Through collaboration with partners like the Kha'p'o Community School, Santa Fe Indian School, and HistoryPin the library will reach the target audience as defined in the narrative and will provide an attractive hands-on format that all ages can connect to and enjoy.

#### **C. Staff Assignment for Outreach, Promotion, and Dissemination**

Library staff and consultants will oversee promotional campaigns for library events. Staff will ensure the quality of the program and will promote activities through various outlets such as social media and announcements to the community. The library staff will develop and utilize the communication plan, so all intended audiences are reached.

#### **V. Sustainability**

Over the last 40 years, the Santa Clara Community Library has provided an array of services and programs with funding from various sources. Our sustainability plan relies on the current project goals identified in the grant as follows:

##### **Goal I: 1.) Increase the community library's program tools.**

**Plan:** One of the most important objectives of this goal is to develop a policy and procedure manual that includes a template for administering and obtaining community needs through an assessment tool. The library staff understand that regular tools for obtaining feedback, comments, or suggestions regarding the library and its internal structure is vital to our sustainability. We want to ensure that we have a permanent tool in place that guides future library staff in further understanding the role, responsibilities, and functions to increase our internal capacity and successfully serve the needs of the community. We want to forge our written policy into a best practices discussion that can be emulated by other tribal libraries. Library science and management is a detail that we believe will contribute to our sustainability. Our activity timelines indicate our start and end time, as well as the potential participants in this development.

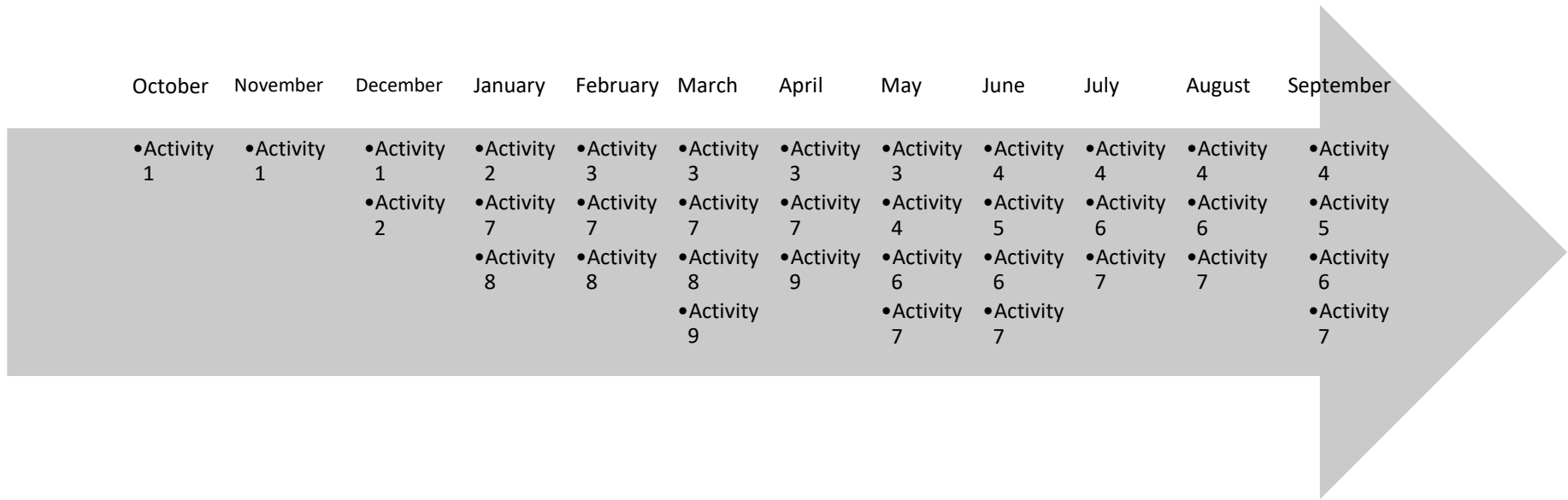
##### **Goal II: 2.) Increase the library's educational tools that target ages 0 to 99+.**

**Plan:** To effectively address educational programming, we believe that developing multi-age resources and tools that target ages 0 to 99+ is a sustainable practice. We plan to facilitate several Enhancement Grant project activities based on our assessment feedback as stated in Goal 1. Through these activities, we are going to develop curricula to preserve our teaching and learning sessions in order to establish fidelity to our presentation, learning objectives, and outcomes. We believe that this will continue to preserve and sustain our library practices that reflect best practices for the Santa Clara Pueblo People.

##### **Goal III: 3) Increase the community library's sustainability efforts through program development and implementation.**

**Plan:** Based on the Enhancement Grant requirements, we believe that establishing a library board would assist in the continuous incorporation of community member/stakeholder/patron feedback. In previous years, we have worked on projects based on what we have pre-determined to be the need within the community. Through the library board – we can work toward incorporating a community voice to build capacity and sustain our services. We also believe this approach will assist in us continuing to host quarterly community-wide events that are engaging and responsive to the Pueblo, through stakeholder/project supporters. We intend to collaborate with other untapped resources as identified through library board membership and continue to be the learning hub for the community.

**Santa Clara Pueblo Community Library – *Kha’po Pueblo Library Circle: Building a Reading Nation!*  
Enhancement Grant Project Timeline – Year 1**



**Santa Clara Pueblo Community Library – *Kha’po Pueblo Library Circle: Building a Reading Nation!*  
Enhancement Grant Project Timeline – Year 2**

October	November	December	January	February	March	April	May	June	July	August	September
•Activity 4	•Activity 4	•Activity 4	•Activity 4	•Activity 4	•Activity 3	•Activity 3	•Activity 3	•Activity 4	•Activity 4	•Activity 4	•Activity 4
•Activity 6	•Activity 6	•Activity 5	•Activity 6	•Activity 6	•Activity 7	•Activity 7	•Activity 4	•Activity 5	•Activity 6	•Activity 6	•Activity 5
•Activity 7	•Activity 7	•Activity 6	•Activity 7	•Activity 7	•Activity 8	•Activity 9	•Activity 6	•Activity 6	•Activity 7	•Activity 7	•Activity 6
•Activity 9	•Activity 9	•Activity 7	•Activity 9	•Activity 9	•Activity 9		•Activity 7	•Activity 7	•Activity 9	•Activity 9	•Activity 7
		•Activity 9					•Activity 9	•Activity 9			•Activity 8
											•Activity 9