

August 20, 2017

Mackenna Swing, Sonja McCord & Jennifer Janisko

Committee for the Career Exploration & Job Readiness Program

325 Superior Avenue

Cleveland, OH 44114

Dear Ms. Jane Doe:

The Cleveland Public Library requests a grant of \$ 2570.97 for our Career Exploration & Job Readiness Program. As the “People’s University,” and the center of learning for a diverse and inclusive community, the Cleveland Public Library serves over 9,000 teens daily, and is aware of their need to have the opportunity to explore their interests and learn about different career paths so they are prepared to enter the workforce. Our organization is committed to defining and expanding our program to better meet the needs of teens as they develop professionally.

Receiving funding for the Career Exploration and Job Readiness Program will allow us to pilot a one-year program which:

- Assists teens in pursuing their professional interests by utilizing community partners from a diverse background
- Provides comprehensive vocational training and job shadowing for teens in the communities served by the Cleveland Public Library

- Teaches teens basic customer service, computer, and organizational/time management skills that are needed to succeed in the workforce

Our committee is invested in this program and excited to introduce it to the community and become the first responder for teens seeking vocational training and professional guidance in partnership with the Cleveland Public Library. Following the completion of the program, all equipment and supplies will be saved for later use. The program will be evaluated to ensure that participants may continue to benefit from the services.

Thank you for your consideration of our proposal. Our committee will follow up with you in the next week to answer any questions you have and discuss the potential of conducting a meeting for further review of the program. In the meantime, please feel free to contact the committee at (555) 555-5555, x555, or careerexpojobreadyprogram@cpl.org if you have further questions.

Sincerely,

Mackenna Swing, Sonja McCord & Jennifer Janisko

Committee for the Career Exploration and Job Readiness Program

Career Exploration and Job Readiness Program

What We Are Seeking

We are seeking programming support for vocational training and job shadowing. Programming will include training classes that will teach participants job readiness skills, such as customer service training, computer training, and organizational/time management skills.

Organization's Mission Statement - Cleveland Public Library

<https://cpl.org/>

We are the “People’s University”, the center of learning for a diverse and inclusive community.

Brief Organizational History – Cleveland Public Library

<https://cpl.org/main-library/>

<https://case.edu/ech/articles/c/cleveland-public-library/>

In 1869, The Cleveland Public Library began as the, “Public School Library” for the Cleveland Board of Education. The Cleveland Public Library was the first large public library where people could directly select books of the shelf. The downtown Main Library includes the Main Library Building, the Louis Stokes Wing, and the Eastman Reading Garden. The downtown Main Library encompasses the entire area of Superior Avenue between East 3rd Street and East 6th Street. Cleveland Public Library is as well the third largest research library in the United States. Its governance is a seven-member Board of Trustees appointed for seven-year terms by the Cleveland Board of Education making it a school district library. Yearly, Cleveland Public Library circulates approximately ten million items, making the system one of the leading and most extensive collections in the country.

Demographics of Your Service Population

<https://library.ohio.gov/documents/2016-ohio-public-library-statistics/>

Needs Statement

In many communities teens aren't given the opportunity to explore their interests in different career paths. By giving teens the opportunity to explore their interests and learn about different careers they will be better prepared to enter the workforce after high school or college. This program will allow participants to shadow employees at local businesses/organizations while also learning basic customer service, computer, and organizational/time management skills that are needed to succeed in the workforce.

Goals and Objectives

The goal of the program is to provide teens with a way to learn about different careers while also teaching them valuable job skills that will prepare them for the workforce. The program will meet the following objectives:

- Participants will complete online training in the following areas: customer service, computer programs, and time management/organization, scoring at least 80% on each section to receive a certificate of completion.
- Each participant will be paired with a mentor from a community organization for the summer.
- At the end of the program each participant will be placed in either a part-time job or volunteer position at a local organization to gain more experience.

Plan of Action / Timeline

Activity	Completion Date
Inaugural Committee Meeting	January 20th, 2018

Bi-Weekly Committee Meetings	February- May, 2018; every other Monday
Monthly Committee Meetings	June- August, 2018; second Monday of each month
Meet with Marketing Department at Cleveland Public Library	February 20th, 2018
Finalize Arrangements with MyCom, Cleveland Law Library, & College Now Greater Cleveland	March 1st, 2018
Finalize Marketing & Media Outreach Campaign	March 14th, 2018
Secure Additional Community Partnerships/Job Shadowing Opportunities	March 28th, 2018
Launch Media Outreach Campaign	April 1st, 2018
Open Enrollment for Students to Program	April 15th, 2018
Program Begins	June 1st, 2018
Graduation Ceremony for Students	August 15th, 2018
Begin Program Evaluation	August 16th, 2018
Committee Reflection Meeting/ Review Program Evaluation	September 1st, 2018

Organizational Partners

Potential partners for the program include:

- **MyCom** (<http://mycom.net/for-youth/>) to connect teens with mentors in their fields of interest
- **The Cleveland Law Library** (<https://cpl.org/cleveland-public-library-and-the-cleveland-law-library-announce-a-new-partnership/>) for those interested in pursuing politics and leadership roles in the community
- **College Now Greater Cleveland** (<https://www.collegenowgc.org/>) to provide teens with college and career access advising, financial aid counseling, and scholarship and retention services.

Sustaining This Project When Funding Ends

Any equipment and supplies for this program will continue to be used after funding ends. Training materials, questionnaires, and computer programs that participants will use will be saved for later use. We will evaluate the materials and structure of the program to ensure that participants are utilizing and benefiting from it.

Career Exploration and Job Readiness Program
FY 2018 Budget
September 1, 2017 – August 30, 2018

Program Flyers (printing 100 x .10 black and white)	10.00
Training Services (15 teens per program)	0.00
Jennifer Janisko	
Sonja McCord	
Mackenna Swing	
Job Readiness Skills	
Customer Service Training	
Computer Training	
Organizational/Time Management Skills	
College and Career Access Advising	
Financial Aid Counseling	
Scholarship and Retention Services	
Vocational Training and Job Shadowing	
Bus Tickets (15)	67.50
Stipend (15 teens x 8 hours x \$8.15)	978.00
Graduation Ceremony	
Programs (printing 70 x 6 pages x .25 color)	105.00
Cap, Gown, Document Cover	449.25
Speaker	500.00
Certificates	5.99
Food (19.99 per person) (15 students x 2 guests) + (19.99 per person) (9 administrators + 1 donor)	799.60
Beverages (2.99 x 8 gallons)	23.92
Cake	49.99
Table Cloths	33.04
Thank you notes for funders (2 letters x .10 black and white) (2 postage stamps x .49)	1.18
Press Release writing	250.00
Press Release	350.00
Pre and Post-Program Surveys (15 teens x 2 x .10 black and white)	3.00
TOTAL	\$2570.97

Evaluation Methods

This project will be evaluated by an initial survey prior to the program, which will be administered at point-of-contact stations located on the public access computers and at the library's circulation desk. Patrons will be notified of the survey through email and promotional materials present at the library, developed by the committee and the Cleveland Public Library's marketing department. The surveys will gauge teens' satisfaction with current professional development opportunities and career exploration programs in their schools and community. Pre and post-program surveys will be administered to teen patrons to measure satisfaction with the program. Surveys will measure pre and post-test satisfaction levels of participants using a Likert-Scale method.

List of Board Members

<https://cpl.org/aboutthelibrary/board-of-trustees/>

Maritza Rodriguez, President

Alesha Washington, Vice President

Thomas D. Corrigan, Secretary

Alice G. Butts

John M. Hairston

Anthony T. Parker

Alan Seifullah

Bylaws

<https://cpl.org/aboutthelibrary/usingthelibrary/>

[Blocked Status](#)

[Fines & Fees: Part A \(Borrowed Material & Services Fees\)](#)

[Fines & Fees: Part B \(Copying & Makerspace Fees\)](#)

[Fines & Fees: Part C \(Meeting Room/Auditorium/Facility Fees\)](#)

[Forgot Password](#)

[FAQs](#)

[Interlibrary Loan](#)

[Internet & Computer Use](#)

[Learning Commons Meeting and Event Space](#)

[Library Cards](#)

[Mobile App](#)

[NetNotice Reminder Service](#)

[Policy & Rules for Use of Library Meeting Rooms](#)

[Policy on Patron Conduct](#)

[Policy on the Use of Cleveland Public Library's Social Media Sites](#)

[Privacy & Confidentiality of Library Records](#)

[Public Records Policy](#)

[Retention Schedule \(PDF\)](#)

[Taking Photos at the Library](#)

Financial Statement

https://cpl.org/2014annual/CAFR_FINAL_063015.pdf

Revenues

https://cpl.org/wp-content/uploads/cpl-annual-report_2015.pdf

Public Library Fund (State General Revenues) \$21,419,757

Property Taxes (City of Cleveland) \$25,338,596

Intergovernmental Aid \$3,026,873

Other Revenue \$2,423,434

Total Revenue \$52,208,660

Fund Balance January 1 \$30,293,888

Available for General Operations \$82,502,548

Credits

Title.....	Jennifer Janisko
Cover Sheet.....	Mackenna Swing
Group Assignment.....	Sonja McCord
Mission Statement.....	Sonja McCord
List of board members.....	Sonja McCord
Bylaws.....	Sonja McCord
Financial statement.....	Sonja McCord
Revenues.....	Sonja McCord
Federal tax id number.....	Sonja McCord
Demographic of service Population.....	Sonja McCord
Statistics of use of services.....	Sonja McCord
Key staff personnel.....	Sonja McCord
Evaluation methods.....	Mackenna Swing
History.....	Sonja McCord
Need Statement	Jennifer Janisko
Goals and Objectives.....	Jennifer Janisko
Plan of Action/Timeline.....	Mackenna Swing
Evaluation Methods.....	Mackenna Swing
Budget.....	Sonja McCord
Organizational partners.....	Mackenna Swing
Funders.....	Mackenna Swing
Funder recognition.....	Mackenna Swing

Person responsible for the grant.....Jennifer Janisko

What do we you want.....Jennifer Janisko

Why do you need this.....Jennifer Janisko

Sustaining the project when funding ends.....Jennifer Janisko