

**Full Grant Proposal
Library Services and Technology Act FFY 2012**

This form is available for download on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use 12 point Times New Roman, with one inch margins. Do not alter the format of this form. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 12, 2011.**

Part I: General Information

1. Project Title: Expanding Latino Outreach
2. Applicant: Cornelius Public Library
3. Address: 1355 N. Barlow St, Cornelius, OR 97113
4. Contact Person: Karen Hill Phone: 503-992-5307
Email: karenh@wccls.org
5. Fiscal Agent (if different than Applicant): City of Cornelius
6. Project URL (if any): Not applicable
7. U.S. Congressional District: 1
8. DUNS number: 623977498
9. List geographic target area to be served by the project:
City of Cornelius and adjacent rural area.
10. Estimated number of persons benefiting from the project:
Approximately 1,000 individuals will directly benefit from project services.
11. Description of persons benefiting from the project:
Spanish speaking children and parents interested in improving literacy, English language learners, adults needing access to and assistance with technology and other Latinos seeking library services.
12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.

13. Project abstract (one paragraph):

The Latino population in Cornelius has exceeded 50% and this population's demand for library services is increasing far more quickly than staff resources. This is a national trend. The Cornelius Library will develop a program to extend its successful Latino Outreach program while providing library school and education graduate students a paid internship to build their skills in library literacy services to diverse populations. The project will offer a paid internship to a bilingual graduate student to work with the Cornelius Library Latino Outreach Coordinator to provide information, storytimes and special programs in the community. We will expand the reach of Spanish language library services to more of the community by creating a simple, sustainable program to have paid interns offer basic library services to more agencies and people.

14. Provide the text of the single most relevant goal and high-level outcome from the *Five-Year State Plan 2008-2012* that will be addressed by the grant project.

GOAL # 1 – Providing Access to Information Resources

All Oregonians have access to high-quality library and information resources, anytime, anywhere, that help them achieve success in school, in the workplace, and in their daily lives.

High Level Outcomes

B. Library services are enhanced for those who are currently under-served

15. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

The library will continue to provide funding for staff support, training, travel, supplies and equipment. The Library Director and Friends Grant Writer are currently seeking a sponsor for the internship program. There has been interest from the Oregon Community Foundation and we have been invited to present our project to donors for their February 2012 review. We are also seeking funding from ALA Reforma and Target who offer funds for similar goals. If the project is successful, the library and Friends of the Library will continue to raise outside funds to pay for the intern wages and benefits as they do for other special programs.

16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

- Emporia State University School of Library and Information Management, Pierina Parise, Director, Oregon Distance Education Program
- Forest Grove School District, Connie Potter, Director of Communications & Partnership Development
- Oregon Child Development Coalition-Washington County, Lisa Allen, Education Coordinator
- San José State University School of Library & Information Science, Sandra Hirsh, Ph.D., Professor and Director
- Washington County Cooperative Library Services Outreach and Youth Services, Stephanie Lind, Program Supervisor

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT
 2nd YEAR TWO YEAR
 3rd YEAR THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

THIS IS PRIORITY 1 OF THIS ORGANIZATION’S PROPOSALS

Part II: Project Budget

Proposed project budget (use this format only – do not alter):

(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-Kind	LSTA	TOTAL
Personnel		\$5,840	\$7,085	\$12,925
Benefits			\$960	\$960
Travel	\$326			\$326
Equipment		\$1,200		\$1,200
Supplies	\$75			\$75
Contractual				\$0
Library Materials			\$1,000	\$1,000
Total Direct Charges	\$401	\$7,040	\$9,045	\$16,486
Indirect Charges**	\$0	\$0	\$0	\$0
Total Budget	\$401	\$7,040	\$9,045	\$16,486

*** If requesting indirect charges, you MUST attach the relevant portion of a current federally-approved indirect cost plan.*

Proposed second year LSTA amount: \$5,000 Proposed third year LSTA amount: NA

Part III: Project Narrative

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

A. *Background of Applicant (describe the agency's ability to undertake this project)*

The Cornelius Library serves a population of 11,293 City of Cornelius residents and surrounding rural areas. The city is 25 miles west of Portland and lies between Hillsboro and Forest Grove. Our community is characterized by a large Latino population with low education and high poverty levels:

- 51% of the population is Hispanic
- 65% of adults have a HS education or higher: (Oregon is 88.25%)
- 75% of elementary children qualify for the Federal Reduced Lunch

Our library is characterized as a small neighborhood library with popular services and materials.

- 3,025 square foot facility
- 18,000 books
- 11 public computers
- 3 full time staff (only one MLS - the director)
- 4.2 total staff hours with part-time staff (FTE)
- Open every day; 56 hours per week
- 103,000 checkouts this year
- 65,000 visitors this year
- \$320,000 annual budget

The Cornelius Library has had a great deal of success building a Latino Outreach program. We have a high demand for services to Spanish speakers. Their need for early literacy and other outreach programs is typically very high and they often encounter more barriers to library services than others.

In 2008 and 2009, we received consecutive grants (LSTA and Paul G. Allen Foundation) to create a Latino Outreach Coordinator position. Attendance at Spanish and bilingual programs more than doubled and the number of materials checked out tripled within the first year and continues to rise. We have received several small grants for supporting Latino materials and programs. This LSTA grant would also build upon the success of our program.

Our Latino program is now part of our regular funding and is extremely successful and rewarding. Cornelius library dedicates a significant portion of its resources to Latino services with a Spanish speaker on shift seven days a week, 20% of the materials budget, and much programming. Last year we offered 105 Spanish or bilingual programs with 1,891 attendees.

Staff regularly share their experiences and knowledge with others and are actively promoting library services to Latinos with colleagues. This includes an OLA session, presentations to civic clubs and boards, participation in Reforma NW and Washington County Library Services committees and meetings and informal consultation with colleagues.

We have had great success with grant support and project management for both of our primary services to Latinos and children. Since 2006 and the arrival of a new Director, Karen Hill, we have received and successfully completed more than 20 grants totaling over \$178,000.

B. Detailed statement of problem

This project will address inadequate library services to Latinos due to the lack of resources. The problem stems from two issues: not enough Latino library staff and demand for Latino library services increasing faster than library resources.

The demand for Cornelius Library Latino Outreach services exceeds our ability to provide them. We have checked out over 250% more items this year than two years ago. Last year, the library

had to cut part-time staffing by 50%. This severely restricted our flexibility to offer programs outside the library. We have discontinued offering several simple services offsite in order to maintain hours and core Latino Outreach programs. Some examples of programs we've discontinued:

- storytimes at any of three Head Starts in area, at summer migrant camps in partnership with mobile health clinics, for babies and teen parents,
- information tables at Latino oriented events like Tuality Hospital's binational health week, Virginia Garcia Memorial Health Clinics's health and resource fair, Forest Grove School District's migrant and ESL programs, and
- special programs for language exchange, computer help and other topics.

The Cornelius Library is the only practical resource for local Spanish speakers literacy and outreach service needs. Other community agencies servicing Spanish speakers are also inadequate. Washington County Cooperative Library Services (WCCLS) has a Hispanic Outreach Librarian, but she is the only person charged with serving ALL of the county. She works with us at large events and sometimes we cover for each other, but she provides little direct service to our patrons. Our two neighboring libraries only have 1.5 FTE of professional bilingual staff between them.

All three elementary schools in our city have completely eliminated library staff, so there is no support there. Centro Cultural of Washington County (located in Cornelius) offers some support for troubled teens, migrants and second language learners, but their focus is more on the social service aspect. In fact, they frequently ask the library to come to their programs to offer our literacy and educational services.

Latinos lack equal access to library services because fewer staff and resources are available to meet their needs. Latino library staff are needed to develop and provide services and programs that fit community needs. We have experimented with having bilingual volunteers run small programs, but the pool of candidates and their commitment from week to week is unreliable.

Recruiting Latino library professionals is a problem for many reasons:

- Latinos have the highest high school dropout rate in the nation and in Oregon. (In Oregon it's 13% compared to 6.3%.)
- Latinos often cannot afford to pursue a library degree.
- Less than 5% of librarians are Latino, creating a shortage of role models.
- Leaders are not prioritizing Latino recruitment.

This project will provide incentive to bilingual graduate students to explore and consider librarianship, while providing additional outreach services in Cornelius.

C. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)

A paid graduate intern will be hired to support and expand Latino Outreach programs in Cornelius. Supporters from the University of Washington, Emporia State University, San Jose State University, and Pacific University are excited to promote the program to their Library

Science and Education students. We will also make contacts with other local teaching colleges, including George Fox University, Linfield College, Marylhurst, Portland State and Concordia University. Our county cooperative Outreach Services is also very supportive and will aid in training and identifying local outreach opportunities as appropriate.

The intern will support our Latino Outreach Coordinator, providing story times at Head Starts, schools and with special programs like those targeted at teenage parents. They will visit partner agencies to publicize library programs and offer other early literacy activities. They will support special library programs and assist Spanish speakers with technology at basic workshops. The intern will work under the guidance of the Latino Outreach Coordinator and supervision of the Library Director.

GOAL: Expand the reach of Cornelius Latino Outreach services.

OBJECTIVES:

- 1) Plan a program that can be managed easily and is replicable and sustainable.
- 2) Provide 3 additional basic Latino programs per week beginning week 3 of internship and averaging 10 participants each.

ACTIVITIES:

March 2012	Staff will develop written guidelines and expectations of basic programs offered.
April 2012	Staff will develop a simple training strategy.
April 2012	Staff will plan recruiting strategy.
May 2012	Director will recruit and hire one bilingual graduate for renewal terms.
June 2012	Latino Outreach Coordinator will advise and train intern
Summer term	Intern will provide 3 programs per week and track attendance and record comments.
August 2012	Staff will evaluate intern and programs.
August 2012	Intern will continue for another term if desirable or another recruitment and training cycle will occur.
September 2012	Staff will revise program based on evaluations, feedback, and statistics.

D. Budget narrative

Interns will work 15 hours per week as Library Aide (approximately \$14.76/hour). A typical 12 week term would cost \$2,657. Two 12 week and one 8 week (summer) term is 32 weeks/480 hours. Total wages are \$7,085. Benefits average \$30 per week; totaling \$960. Travel for outreach and training are \$326.40 (average 10 miles/trip twice weekly at \$0.51/mile). Equipment consisting of a library laptop, projector and workspace are valued at \$1,200.

During the first year of the project, we expect staff support at \$20 per hour for 200 hours to hire, train, job shadow, and evaluate (\$2,840). Management staff will take 100 hours at \$30 per hour to prepare and manage the program (research, recruit, report, communicate with partners, participate in evaluations, etc.) (\$3,000). Books/videos will be purchased to support the specific programs (\$1,000). Advertising will be primarily with digital media i.e. listserv's and school internship web pages.

E. Evaluation method

Library staff and intern will create documentation, as well as gather and analyze data to evaluate the program at the end of each semester. The evaluation plan includes the following elements to determine if the project is successful and replicable:

- Write guidelines and expectations of the program.
- Outline training procedures.
- Track where internship is promoted, the number of applicants and their referral source.
- Record number of programs and attendees.
- Compare before and after library statistics for Spanish language material checkout and participation in our ongoing weekly Spanish family storytime.
- Gather feedback from intern and home institution about program.

Part IV: Certification of Application

1. Documentation of project support. Partners listed in Part I, number 11 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

<i>Name</i>	<i>Library/Organization</i>	<i>Signature</i>	<i>Date</i>
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2. Certification for Children’s Internet Protection Act

Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
b.	<i>(for consortia only)</i> Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.

c.	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.
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3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

4. Signature of grant applicant

Karen Hill
 Name of official authorized to enter into contractual agreements for the ORGANIZATION

Library Director
 Title

 Signature Date

karenh@wccls.org
 Email

503-992-5307
 Phone number

5. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

Name of official authorized to enter into contractual agreements for the ORGANIZATION

Title

Signature

Date

Email

Phone number

This form must be received at the State Library no later than 5:00 p.m. on Friday, August 12, 2011.

Faxed copies will not be accepted. There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services
Oregon State Library
250 Winter St., NE
Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, without letters of recommendation and appendixes, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.