

**Full Grant Proposal
Library Services and Technology Act FFY 2013**

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 10, 2012.**

Part I: General Information

1. Project title: Gadget Gallery
2. Applicant: Coos Bay Public Library
3. Address: 525 Anderson Coos Bay OR 97420
4. Contact person: Samantha Pierson Phone: 541-296-1101
Email: spierson@cclsd.org
5. Fiscal agent (if different than applicant):
6. Project URL (if any): bay.cooslibraries.org
7. U.S. Congressional District: 4th
8. DUNS number: 933690752
9. List geographic target area to be served by the project: Coos Bay OR and Coos County
10. Estimated number of persons benefiting from the project: 10,000
11. Description of persons benefiting from the project: Coos Bay Public Library staff and library patrons will benefit from this project. In addition, the staff of the other libraries located in Coos County will benefit from the project and trainings. All patrons in Coos County will then have an opportunity to attend trainings and presentations held throughout the county presented by Coos Bay staff and the district Technology Systems Manager. Once trainings for staff and patrons have been implemented in Coos County, neighboring libraries will have the opportunity to borrow the gadget gallery and training materials for the benefit of their staff and patrons.
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):

As more digital library materials and services are offered, library staff find themselves falling behind the technology offered. The Gadget Gallery project will allow library staff to learn how to effectively use downloadable materials and in turn be able to train and assist patrons with devices and these materials.

- 14. Provide the text of the single most relevant goal from the *Five-Year State Plan 2013-2017* that will be addressed by the grant project.

“2. Use technology to increase capacity to provide library services and expand access.”

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

The Gadget Gallery will allow staff and patrons to learn skills that will be transferable to newer technology that will be available in the future. Through this project staff and patrons will gain a comfort level with the process and resources that can be applied to other devices. Continually purchasing large quantities of devices won’t be necessary since the skills can be gained from current models. Any new equipment that is essential, after the expiration of this grant, can be purchased through a donation from the Coos Bay Friends of the Library.

- 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.

Lakeside Public Library, Hazel M. Lewis Library (Powers), Flora M. Laird Memorial Library (Myrtle Point), North Bend Public Library, Coos County Library Service District

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 PRIORTY ___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		\$2,198		\$2,198
Benefits		\$1,238		\$1,238
Travel		\$300		\$300
Equipment		\$1,200	\$5,000	\$6,200
Supplies		\$50		\$50
Contractual				\$0
Library Materials			\$400	\$400
Total Direct Charges	\$0	\$4,986	\$5,400	\$10,386
Indirect Charges**				\$0
Total Budget	\$0	\$4,986	\$5,400	\$10,386

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

Proposed second year LSTA amount: ____n/a____ Proposed third year LSTA amount: ____n/a____

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)*

Coos Bay Public Library has been serving the citizens of Coos Bay and the surrounding area for over 100 years. Currently, it is the largest library in the county and one of the largest on the Oregon Coast. The library has eight full time staff and just over 10 FTE. Two staff are being dedicated to the project. In addition, the Technology Systems Administrator from the Coos County Library District will also participate in training libraries throughout the district. These are all staff members who have taught various technology classes for the library in the past and are the most knowledgeable with downloadable materials and electronic devices.

B. *Detailed statement of problem*

Coos Bay Public Library partners with the other libraries in the Coos County Library Service District to bring patrons downloadable audiobooks, movies, and e-books. The use of this downloadable content is increasing at the Coos Bay Public Library and library staff is not able to adequately assist patrons with this service. During the first quarter of 2012, the amount of patrons signing up to use the service is fifty-seven percent higher than the first quarter of 2011. The check-out for the first quarter of this year is up by seventy-four percent from the same time in 2011. With the popularity of the service and changes to the list of devices, a majority of the library staff cannot assist patrons. They do not have the devices available to use and often cannot help patrons navigate even a simple download. The Gadget Gallery Project will provide the library staff with the these

devices and training, so in turn they will be able to help the patrons of the Coos Bay Public Library and eventually the entire county to maximize their use of the services provided.

- 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)*

The Gadget Gallery will allow library staff and patrons to have hands on experience with the most common devices used for downloadable content. The goal for the Gadget Gallery Project is to have Coos Bay library staff become competent, confident users of mobile devices in order to assist patrons with library downloadable services.

The first objective is that staff will be trained to be competent users of a selection of the current best-selling mobile devices. They will emerge from training with the knowledge and ability to provide basic help to patrons for available downloadable content. The staff will have the confidence to directly handle questions from the public and help guide patrons who have more issues.

Activities that will support the objective will be obtaining devices for hands on use and holding monthly staff trainings with the devices.

The second objective is to offer at least one device/downloadable content class to the public every quarter. These classes will help patrons understand the differences between devices, understand the capabilities of the devices and comprehend the services available through the library. During the trainings the devices can be used by patrons to introduce them to the downloadable content provided by the library. Trainings will also explore the differences between devices and capabilities of each device. Patrons will leave the trainings having a greater knowledge of devices, available downloadable content, and confident in their ability to use the services. They will also be provided with other information that can assist them as they explore the resources.

Activities to support this objective will be to develop handouts to assist patrons and hold trainings to introduce them to downloadable content, devices, and the general process.

This project will also provide another benefit. With increased staff competency and increased training sessions for the public, the use of downloadable content through the library will increase, therefore maximizing the use to dollars spent on the service.

- D. *Budget narrative*

Two Coos Bay Public Library staff members will be responsible for this project with assistance from the Coos County Library Service District Technology Services Manager. They will produce, prepare, and implement five staff trainings. In addition, they will prepare materials for and conduct four patron training sessions within a year that focus on mobile devices. Besides training time, staff will use fifteen hours of preparation time (\$2,198 salary and \$1,238 benefits – total for all staff time). Books and other library materials will be purchased to support the training (\$400). Printing of the brochures and

other training materials will be provided by the library (\$50). The library will also provide all the equipment such as office space, computers, printers, copiers, and telephones to implement the project (\$1200). The equipment necessary for the Gadget Gallery Project will be mobile devices. The most popular devices, and only those that can support library provided content, will be chosen to create the most effective training (\$5,000). Approximately fifteen devices that support iOS and Android platforms, along with accepting files such as Adobe e-PUB, open e-PUB, WMA, MP3, and video will be purchased.

E. Evaluation method

Success of the program will be measured in several ways. Prior to training sessions for both staff and patron, an informal survey of knowledge and comfort level will be distributed. After the training, participants will be asked to participate in another survey to see if that level of knowledge and comfort has increased. Areas of focus for the end survey will be knowledge of the devices, ability to implement the download process, and overall comfort level.

Another way to evaluate the success of the project is to examine the usage numbers for Library2Go. As comfort levels increase, new users and circulation numbers will also increase.

Part IV: Certification of Application

1. Documentation of project support. Partners listed in Part I, number 12 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.

Name *Library/Organization* *Signature* *Date*

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.

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.

d. Signature of grant applicant

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

Title

Signature

Date

Email

Phone number

e. 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 10, 2012.

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.