

**Full Grant Proposal
Library Services and Technology Act FFY 2015**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/osl/LD/Pages/LSTAcamp.aspx>. Proposals not meeting the following conditions will be returned. Use 12 point Times New Roman with one inch margins. Hard copy must be **single-sided**. Do not change the words on this form. The deadline for receipt of the full proposal is **5:00 pm on Friday August 15, 2014**.

Part I: General Information

1. Project title:
Odell outreach - Reaching out to Hood River County's adult Spanish speakers
2. Applicant: **Hood River County Library District**
3. Mailing Address: **502 State St., Hood River, OR 97031**
4. Contact person: **Buzzy Nielsen** Phone: **541-387-7062**
Email: **buzzy@hoodriverlibrary.org**
5. Fiscal agent (if different than applicant):
6. Project URL (if any):
7. U.S. Congressional District: **2**
8. DUNS number: **07-909-4011**
9. List geographic target area to be served by the project:
Hood River County, especially Odell
10. Estimated number of persons benefiting from the project: **6,400**
11. Description of persons benefiting from the project:
Latino and Spanish-speaking residents of Hood River County
12. List partnering organizations. All partnering organizations must also sign section IV.1.
See instructions for guidance on partners versus participants.
None
13. Project abstract (one paragraph):

Hood River County has a large and historically-underserved Latino population, especially in the community of Odell in the Hood River Valley. Hood River County Library District seeks to better serve Spanish speakers by expanding the hours and scope of its outreach specialist. Previously shared half-time at another agency, this individual would be brought on full-time at the library for two years. With her expanded hours, she would coordinate and deliver literacy services in the county with a special emphasis on Odell by bringing together stakeholders in literacy,

expanding offerings, publicizing within the community, and bringing regular library service to Odell.

- 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.

Goal #1 - Provide access to information resources and library services

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

As a young library district, only three years old, we are still building up reserve funds and fleshing out regular monthly costs. Given the history of our library, financial sustainability is our Board of Director's first priority. Despite this, we are already paying for half of the outreach position to our Latino population from our general fund, with support from our library foundation. This grant project expands this person's hours for a special focus on the Odell community. Odell, a low-income, low education, predominantly Latino community, needs and wants expanded literacy services. By the end of the grant, we are confident that we will have the funds to continue this position full-time. This will be done with a combination of money from our general fund and library foundation, which has shown commitment to serving our Latino population by funding a part of this position in the past as well as funding purchase of new Spanish language materials.

- 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.

- **Joella Dethman, Director, Hood River County Commission on Children and Families**
- **Gale Arnold, Radio Tierra**

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	\$17,724	\$6,300	\$17,724	\$41,747
Benefits	\$7,595	\$2,700	\$7,595	\$17,890
Travel		\$560		\$560
Equipment		\$1,000		\$1,000
Supplies		\$500		\$500
Contractual		\$600		\$600
Library Materials		\$10,000		\$10,000
Total Direct Charges	\$25,319	\$21,660	\$25,319	\$72,297
<i>Indirect Charges**</i>				\$0
Total Budget	\$25,319	\$21,660	\$25,319	\$72,297

*** 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)

Hood River County Library District was created in 2010 following the closure of the previous county-run library. After being closed for a year, the county's three public libraries in Hood River, Cascade Locks, and Parkdale reopened in July 2011 under new governance as a special district, with an independently-elected governing board and new leadership. The District serves all of Hood River County, approximately 23,000 patrons, and has several patrons from Multnomah County and the Fort Vancouver Regional Library in Washington thanks to the Metropolitan Interlibrary eXchange (MIX) agreement.

The year of closure offered Hood River County Library District an opportunity to reinvent the county's libraries in the vision of what the communities wanted. The new governing board and staff took this chance very seriously. The District's 2012-2016 strategic plan explicitly focuses on outreach, publicity, and connecting with our underserved populations, particularly Latinos and the Odell community. The unincorporated area of Odell is located about seven miles south of Hood River and has about 3,500 residents. It is considered the center of the county's large orchard fruit industry, where pears, cherries, apples, and other fruits are grown and distributed.

By all accounts, the libraries' reboot has been wildly successful. In 2013-14, three years after reopening, Hood River County patrons checked out 33% more items than the last year the libraries were open in 2009-10, had access to 170% more new items in the collection, and came to

programs 170% more. The District's efforts to bring the public back to the libraries was recognized in 2013 with a John Cotton Dana Library Public Relations Award, one of only eight in the country given by the Library Leadership & Management Association of the American Library Association. In 2013-14, the District checked out over 127,000 items, offered over 570 public programs with attendance of over 18,000, and had over 14,000 sessions on its publicly-accessible computers.

The District's success resulted largely from a focus on outreach; we go out to people, rather than expecting them to come to us. Staff are active members of the Chamber of Commerce, Rotary, Lions, and Gorge Technology Alliance. The District is a common partner for businesses and organizations on a range of projects. Children and young adult staff are regular faces at local schools. The District also has made a concerted effort to reach out to our large Latino population. Our children's staff have been doing outreach storytimes at local trailer parks that are predominantly Latino and low-income. We have been partnering with the Hood River County School District to have Summer Reading performers in Odell. The 2012 Hood River County Reads title, *The Circuit* by Francisco Jiménez, was chosen specifically to reach out to Latinos. We have prioritized getting bilingual staff. And, for the first time ever, the libraries have a dedicated outreach specialist.

B. Detailed statement of problem

Hood River County has a large Latino population that has been historically underserved by the library and other literacy-focused agencies. In the past, the library did not have dedicated outreach or even bilingual staff, devoted little funding to Spanish language materials, and did not have Spanish language programming.

Since reopening, the District has made great strides to correct these problems. We now have a dedicated Latino outreach specialist, three bilingual staff members, devote 10% of our collection development budget annually to Spanish language materials, and offer Spanish language programming.

We have made particular efforts to reach out to our Latino community because they make up a large portion of our population. As of the Census Bureau's 2013 estimates, people of Hispanic or Latino descent accounted for 30.3% of Hood River County's population. Also, over 28% of individuals speak primarily Spanish at home, a higher proportion than any other county in the state. Notably, however, our county has prominent ethnic segregation. The Latino population ranges from a low of 9.1% in Cascade Locks to a high of 63.5% in Odell.

Despite our efforts, the District still has far to go to serve the Latino community properly, especially in Odell. Odell is the center of the county's fruit industry and home to two of our biggest employers: Duckwall Fruit and Diamond Fruit Growers. The focus on agricultural employment in Odell means that most of the jobs, while steady and typically year-round, are low-skilled. As a result, 75% of Odell's Latino residents lack a high school education. As a whole, 51.5% of Latinos in Hood River County have less than a high school education.

There are literacy and education services offered in the county, both formally and informally, by entities such as Columbia Gorge Community College, Hood River County School District, and

local churches. However, such efforts are not well-coordinated, or word of them may not reach their target audiences efficiently. Demand for such services also far outstrips supply.

Hood River County's Latino population generally, and the Odell population particularly, want and need better access to education and literacy services. While the statistics bear this out, we also have seen anecdotal evidence. Employers such as Duckwall Fruit wish to partner with the library district to offer computer training for their staff. Enrollment in English and GED classes offered by Columbia Gorge Community College and other entities fill up quickly. Our 2012 Spanish community reads event, featuring undocumented immigrant turned lauded Ph.D. professor Francisco Jiménez, had over 250 Odell residents in attendance.

Our District is well-poised both to create and facilitate literacy services for the county's Spanish-speaking community, work that we have begun already during the first year of this grant. The first year of funding gave us the capacity to expand our efforts beyond what we were doing. Our Latino outreach specialist previously was shared half-time with the Hood River County Commission on Children and Families, where her work was primarily clerical and did not include significant community outreach. Her work at the library focused on reaching out to Latino children and families. With the outreach specialist now full-time, she's been able to devote more time to reaching out to Latino people directly, in the places where they live, work, and play.

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 first year of our LSTA grant gave us a chance to expand our outreach services. We brought our outreach specialist, Ana “Patty” Lara-Martinez, on full-time with the District, which has already allowed us to better serve the Latino community. Specifically, Lara-Martinez now reaches out to Latinos and Spanish speakers generally, not just children and families, especially focusing on Odell. Lara-Martinez's resume, along with a job description, are included with this application.

Lara-Martinez has been hard at work since starting this grant. Here is a summary of some of the things that she and other staff have coordinated since the grant period began:

- Reached out to GED preparation classes offered by Columbia Gorge Community College.
- Conducted weekly outreach to a popular Zumba class held in Odell.
- Conducted outreach storytimes to a low-income trailer park with primarily Latino residents.
- Offered two sets of 10-week citizenship classes, in partnership with Sponsors Organized to Assist Refugees (SOAR).
- Surveyed the Latino community on their needs
- Provided space for AARP Tax-Aide's free tax preparation, which is the only service in the Gorge providing free Spanish language tax assistance
- Became active in the Odell Coalition, a group devoted to bettering the community, and an coalition of education organizations serving native Spanish speakers.

- Reached out to staff at Diamond Fruit Growers and Duckwall Fruit to let them know about available community services.
- Conducted outreach to various parent meetings.
- Held Spanish movie nights, the only organization in the county to do so.
- Hosted a play put on by Latino writers' collective Los Portefios in honor of William Stafford's centennial.
- Held a Latino Open House at our Hood River branch.
- Distributed several “mini-libraries” of free books to places where families often have down time including the health clinic, laundromat, food bank, and grocery store in Odell.
- Brought out four performers to Odell for the Summer Reading program, in partnership with Mid-Valley Elementary's summer school.
- Got the word out about items of interest to the community through Radio Tierra, the county's Spanish language radio station.
- Began a regular reading and storytelling session on Radio Tierra.
- Partnered with the Mid-Valley Elementary summer school to provide library services and storytime to their students and parents.
- Co-hosted a booth at the Hood River County Fair with several community organizations.

As of July 1, attendance at our programs and outreach efforts has been 2,488 people. We have also formed some excellent collaborations with Columbia Gorge Community College, Hood River County Commission on Children and Families, Hood River County School District, Radio Tierra, Sponsors Organized to Assist Refugees, St. Francis House, and others.

Despite all of this work, we still have more to do. The overall goal of our 2-year project is simply stated, if not accomplished: **increase English literacy among Hood River County's Latino and Spanish-speaking residents, especially in Odell.** We are doing this by expanding our Outreach Specialist to full-time to coordinate and deliver literacy services countywide. To meet this goal, we have three planned objectives.

1. *Literacy programs for Spanish-speakers will increase by 33% in the county.*
Some entities, such as Columbia Gorge Community College and Community Education, provide literacy-based training, such as English for Speakers of Other Languages (ESOL) courses. Other opportunities are provided informally by residents or organizations like Radio Tierra and local churches. We hope to increase these offerings and provide a centralized way of learning about them. Basically, the library district and its staff will become the centralized coordinator of literacy services in the county. Activities do and will include the following:
 - i. Gather information about current literacy offerings for Spanish speakers, including informal offerings.
 - ii. Meet with literacy providers and Latino community leaders, in particular at Columbia Gorge Community College, Hood River County School District, Radio Tierra, The Next Door, Hood River County Commission on Children and Families, Jesuit Volunteers, First Baptist Church, St. Francis House, and more.
 - iii. Meet with major employers of Latinos including Duckwall Fruit, Diamond Fruit, Ryan's Juice, Mt. Hood Forest Products, and others.
 - iv. Query employers on training needs, including language and digital literacy.

- v. Survey Latino and Spanish-speaking residents through a variety of mechanisms to ascertain needed services in the community.
- vi. Identify external organizations that may offer services in the community.
- vii. Perform an environmental scan of what libraries are already doing in this area, especially looking at libraries such as Multnomah County Library District, Cornelius Public Library, and Woodburn Public Library as well as consulting the Oregon Library Association Outreach Round Table and REFORMA.
- viii. Based on the information gathered above, identify needed programs, including those focused on English-language learning, digital literacy for Spanish speakers, citizenship, conversation, and more.
- ix. Identify the best organizations or volunteers to offer services.
- x. Attend trainings on offering literacy-programming for Spanish speakers
- xi. Conduct at least one literacy class per quarter on behalf of the library district.

2. *At least 50% of Latino and Spanish-speaking individuals and families will be aware of Spanish-language literacy and library services.*

Coordination and classes will be for naught if residents are unaware of the services being offered. Promotion has been critical to the success of this project thus far. That promotion has primarily included direct outreach and radio. Using outreach techniques pioneered during our first three years as a District, we will promote literacy services being offered by the library and other entities. We are and will be doing the following:

- i. Meet and become acquainted with Latino-owned business owners and businesses serving Latino and Spanish-speaking residents, especially in Odell.
- ii. Coordinate with Spanish language media, particularly Radio Tierra.
- iii. Create informational flyers to distribute at businesses and events.
- iv. Hold book and movie swaps in predominantly Latino areas at least quarterly.
- v. Attend community events to spread the word, including school district parent nights, the Hood River County Fair, soccer games, and more.
- vi. Coordinate with large employers to distribute information at staff meetings/trainings.
- vii. Explore uses of new media, including social media and mobile phones.
- viii. Attend and speak at community organization meetings to spread the word, such as Rotary, Lions, and the Chamber of Commerce.
- ix. Work with Latino and Spanish-speaking Library Friends and Foundation members to spread the word about programs.

3. *Odell residents will have at least weekly access to library materials and services.*

Odell, the only major area of the county without regular library service, is the key area of focus for this grant. Other than the school district, the library district is the only major provider of Spanish language and bilingual materials. Access to library materials is critical to support the expanded literacy-based services noted in our first objective. Both the community college and school district have approached us to carry copies of materials being used in classes they offer. We hope to provide such services with the following:

- a. By leveraging our Ready-to-Read grant, create and maintain several mini-libraries (run on the honor system) in various areas in Odell, especially St. Francis House, the FISH Food Bank, one Community Health, and the local grocery store.
- b. By leveraging a private foundation grant, further expand our Spanish language and bilingual offerings for adults.

- c. Coordinate with literacy providers to determine what materials would best support their literacy efforts.
- d. Develop a sustainable courier system for at least weekly bookmobile stops in Odell.
- e. Have courier stops at popular Odell community events.
- f. Design a Spanish language interface for the library's public computer system for training and access, the only such interface that would be available in the county.
- g. Allow Odell residents to pick up holds, based on self-service models.
- h. Have Odell-focused Summer Reading Program activities for all ages.

Timeline

We are on track with the original timeline of the grant. The timeline is necessarily loose, given the complexity of the project. Several ongoing activities, once begun on the timeline, will continue on for the rest of the grant period.

- April 2014: Began grant. Trained outreach specialist on expectations. Began meetings with stakeholder groups. Helped library staff coordinate Summer Reading programming for all ages in Odell. Conducted outreach to various groups, particularly in Odell.
- May-June 2014: Continued meetings with stakeholder groups. Conducted environmental scan of the community and of what other libraries and organizations are doing. Identified trainings to attend on literacy services. Conducted survey of Latino residents to identify needed services and awareness of what is being offered. Established mini-libraries in Odell.
- July-August 2014: Continue information gathering and environmental scan. Work with library Summer Reading staff to offer programming in Odell. Meet with school district, community college, and community education staff to plan for fall programming. Gather information on literacy services being offered.
- September-December 2014: Offer first book swap. Publicize literacy trainings available through various means. Attend school information nights and literacy classes to promote library and other organizations' offerings. Begin working with staff to begin regular courier service in the spring. Attend identified trainings. Maintain mini-libraries in Odell.
- January-February 2015: Finalize courier plans. Meet with school and community college classes to promote services. Plan for Summer Reading activities for all ages, emphasizing Spanish speakers and Odell residents. Attend identified trainings. Begin working with library staff to design Spanish language computer interface.
- March-May 2015: Finalize Summer Reading planning. Begin regular Odell courier service. Begin offering new trainings to fill the gaps in literacy services. Coordinate with various businesses and organizations (e.g. school district) to promote upcoming summer activities. Check with stakeholders to see how the first year has gone. Work with other library staff to develop digital literacy curriculum for Spanish speakers.
- June-August 2015: Coordinate Summer Reading activities in Odell. Offer more trainings and book swaps. Plan for fiesta to celebrate new availability of Spanish language materials. Continue courier service. Have booth with other literacy organizations at county fair. Continue working on digital literacy curriculum.
- September-December 2015: Continue trainings, working with outside groups to expand offerings. Develop plans for permanent library service in Odell. Work with library staff to offer Spanish programming. Roll out Spanish computer interface. Hold fiesta.
- January-March 2016: Report to Library Board of Directors, community organizations, and county commissioners on progress. Design follow-up survey. Plan for Summer Reading.

- March-June 2016: Evaluate effectiveness of mini-libraries, tweaking as necessary. Hold follow-up meetings with stakeholders. Continue regular activities and trainings. Distribute follow-up survey to Spanish-speaking and Odell communities.

Given what we have accomplished already, our focus for the second year will be offering trainings, establishing regular courier service, creating more programming around digital literacy, and assessing what library service in Odell looks like.

D. Budget narrative

The funds that we are requesting are to continue our outreach specialist position full-time for another year. In making the position full-time, we dramatically increased its scope. As a relatively new district, we are still building financial capacity, thus local funding would be difficult at this point. However, as noted in our statement of need, the Spanish-speaking community, and Odell specifically, needs and desires more literacy services. They have been responding amazingly well to the efforts we've done thus far. Requested LSTA funding is acting as seed money to coordinate Spanish literacy services countywide and help establish regular library service in Odell to complement those services. Specific justification of requested expenses is below.

- *Personnel & Benefits:* We are requesting LSTA funding for half (20 hours/week) of the outreach specialist position, totaling \$25,319 in the second year, assuming a 3% cost of living adjustment over our current salaries. The other half of the position will be paid from the library district's general fund as well as from the Hood River County Library Foundation's annual contribution to the District. Benefits are calculated at a 9% contribution to the District's 403(b) retirement fund and \$1,000 per month for medical, dental, and vision insurance. Other library staff will contribute at least 300 in-kind hours to this project, including time from the library director, assistant director, children's services librarian and assistant, young adult services assistant, and collection development specialist. At an average of \$21/hour, this totals \$6,300 in in-kind personnel time, with commensurate benefits expenses. Such contribution will include meeting with stakeholders, coordinating programming, ordering materials, designing computer interfaces, and couriership materials
- *Travel:* The District will compensate the outreach specialist for her travel around the county in carrying out her job responsibilities, assuming 1,000 miles at the federal mileage rate of \$0.56/mile, totaling \$560. This is an in-kind contribution.
- *Equipment:* To enable library access and instruction, the District has already purchased a laptop and associated equipment for outreach services, also an in-kind contribution. However, we also anticipate other needed equipment, such as crates, display units, etc. needed for the courier stops in Odell. Equipment costs are estimated at \$1,000.
- *Supplies:* Some supply costs will be incurred for printing, promotion, and classes, which are provided as in-kind contributions. We estimate \$500 for supplies.
- *Contractual:* Wireless internet access in parts of the county, especially Odell, is spotty. However, mobile data coverage is robust. We plan to get a contract to provide a mobile data plan for the outreach laptop so that it can be used throughout the county. This in-kind contribution is estimated at \$50/month for 12 months.

- *Library materials:* Through grants and general fund revenue, we have expanded and will continue to expand our offerings of Spanish and bilingual materials. For the grant period, we have tailored purchases to meet the literacy goals of this grant. We are applying for grants to expand our collections, and we have committed \$5,000 from our general fund to the project, and we plan to get a grant for an additional \$5,000.

E. Evaluation method

Throughout the grant period, the outreach specialist has been collecting statistics on services being offered to Spanish speakers within the county. Such statistics include what is being offered, where, and how many people are attending. Statistics collected closer to the end of the grant period will indicate whether there has been an increase in such services being offered.

One challenge to working with our Spanish-speaking population is the lack of education in both English and Spanish. Thus, we cannot rely heavily on written instruments for evaluation. Our main evaluation instruments for the project will be verbal and paper surveys of the Latino community conducted at the beginning and end of the grant period. We have already collected much helpful data from our initial survey. We intend to use this survey to measure how much the community's awareness of literacy services has changed since beginning the project. Literacy services are not well-coordinated in the county, and awareness of them often is minimal. By surveying the community using a variety of methods, we hope to ascertain a change in awareness of what is happening, especially as coordination is centralized.

Participants in individual literacy courses will be evaluated independently, offering simple before-and-after evaluations to ascertain changes in skills.

Increased access to library services by Odell residents and Spanish speakers generally can be measured through various statistics already gathered by the library. We track circulation of materials during outreach events in Odell. We also note any changes to circulation of Spanish language and bilingual materials, as well as literacy materials.

As publicity is a critical component of the grant itself, the methods we will use are covered above. However, we also hope to publicize our findings and general experiences to the larger library community. In particular, we plan to share the programs and service models we develop through the Oregon Library Association's Outreach Round Table and the library district's membership in REFORMA, the national organization to promote library and information services to Latinos and the Spanish speaking. We have already gleaned much useful information from fellow REFORMA libraries. We know that several Oregon libraries have done fantastic projects regarding reaching out to their Spanish speakers, and we hope to partner with them to offer programs at library association conferences.

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.

<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. X	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.

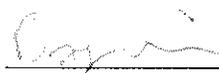
d. Signature of grant applicant

Buzzy Nielsen

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

Library Director

Title



Signature

3/11/2014

Date

buzzy@hoodriverlibrary.org

Email

541-387-7062

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

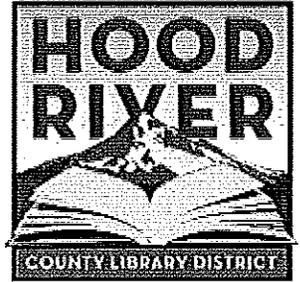
This form must be received at the State Library no later than 5:00 p.m. on Friday, August 15, 2014.

Email a Word or PDF of your proposal to ann.reed@state.or.us. It is fine if you are not able to include letters of recommendation or appendices in the electronic copy. The electronic copy does not substitute for the hard copy original. Hard copy must be **single-sided**. The hard copy original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, August 15, 2014. 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

Job Description Outreach Specialist



Summary

Does outreach activities, presents library programming, and coordinates activities focused on Hispanic and Spanish-speaking individuals and families. Offers and coordinates with other agencies to provide literacy and education services for Hispanic and Spanish-speaking residents. Provides services directly to patrons of all ages at the public service desks and via other communication methods.

Classification: Library Assistant II

Essential duties and responsibilities

1. Plans, budgets, and carries out programs aimed at Hispanic and Spanish-speaking children and families.
2. Gathers information about and coordinates literacy programming for Spanish speakers throughout the county.
3. Provides literacy programming for Hispanic and Spanish-speaking individuals and families, especially in Odell.
4. Prepares instructional classes and programs on the use of technology, electronic resources, and library services.
5. Networks and works collaboratively with community organizations, especially those who offer literacy programming and serve or work with Hispanic or Spanish-speaking individuals and families.
6. Assists in selecting and weeding materials for Spanish-language materials in a variety of formats.
7. Offers special programs, both at library branches and outside locations, with special emphasis on Odell.
8. Prepares instructional documents in Spanish on accessing literacy services, community services, and library resources.
9. Provides Spanish language translation and interpretation.
10. Assists with coordination and presentation of bilingual programs for the annual Summer Reading Program.
11. Gives tours of the library to groups and classes, including book talks and related activities.
12. Works at library public service desks, performing circulation and reader's advisory duties as well as answering simple reference questions.
13. Answers questions on library organization, policies, and procedures.
14. Assists the public in using computers, equipment, the library catalog, and electronic resources.
15. Checks in returned library materials and routes items to the proper locations.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Performs other job-related duties as assigned.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

Supervision received

Works under the general supervision of the Library Director while at HRCLD. Daily assignments and supervision may be provided by a Librarian.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers. S/he may also be assigned to be the Person-in-Charge of a library building, in the absence of the Library Director, Librarians, and other senior staff.

Desired minimum qualifications

Education and experience:

1. High school diploma or equivalent. Associate's degree from an accredited institution or equivalent preferred.
2. One year experience providing literacy services or instruction, preferably in a public library.
3. Two years experience working in customer service, preferably in a library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Knowledge of library organization systems, including Dewey Decimal Classification.
2. Familiarity with contemporary and classical Latin American literature and audiovisual materials.
3. Familiarity with literacy and English for Speakers of Other Languages (ESOL) principles and practices.
4. Ability to use or learn to use integrated library system software.
5. Ability to plan, present, and promote programming enthusiastically in English and Spanish to people of all ages.
6. Ability to type 35 words per minute.
7. Familiarity with the Internet and basic office applications, especially word processors.
8. Ability to speak and write English and Spanish fluently.
9. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
10. Ability to comprehend and interpret laws, rules, and regulations.
11. Ability to communicate effectively vocally to the public and staff.
12. Ability to perform basic mathematical functions.
13. Understanding of general accounting, bookkeeping, and budgetary concepts.
14. Valid state driver's license or the ability to obtain one.
15. Ability to respond to a wide variety of practical problems and unpredictable circumstances, especially while on the public service desks.
16. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
17. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Puppets, books, and other props for storytelling programs; computers, including the Internet, general office applications, spreadsheets, databases, design software, and integrated library systems; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; typewriters; fax machines; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 50% of the time, 75% of the time when assigned to the public service desks.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the libraries.
4. Travels regularly among different areas of the county.
5. Performs simple physical activities including dances, fingerplays, demonstrations, etc. during the course of delivering programs.
6. Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
7. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
8. May be asked to work at any library branch within the district.
9. Stares at computers screens and monitors regularly while carrying out essential job functions.
10. Normal office exposure to noise, stress, and disruptions.
11. Full-time position, 40 hours per week. Some weekend and evening hours are required.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: February 18, 2014

Last revised: February 18, 2014

ANA P. LARA - MARTINEZ

2220 Marquez Ct. Hood River OR, 97031
aplaram@gmail.com
(541) 490-3403

OBJECTIVE

Outreach Specialist

EXPERIENCE

December 2011- Present Hood River County Library District Hood River, OR

Children's Outreach

- Presenting bilingual story time programs and activities
- Presenting bilingual programs for the annual Summer Reading Program
- Collaborating/networking with day cares, schools, and other community organizations
- Working at library public desk, performing circulation and reader's advisory duties as well as answering reference questions
- Assisting the public in using computers, equipment, the library catalog and electronic resources
- Visiting school classrooms to promote reading through book talks and presentations
- Providing Spanish language translation and interpretation
- Checking in returned library material and rerouting items to proper locations

December 2011- Present Commission and Children and Families Hood River, OR

Office Assistant

- Providing Spanish language translation and interpretation (flyers, brochures, monthly news letters)
- All aspects of Data Entry (generating reports, analysis of data, tracking Federal and State reports)
- Assisting with monthly Car Seat Safety Classes
- Coordinating/preparing/taking minutes for monthly coalition meetings
- Filing of reports, newspapers, and all necessary paper work
- Directing and assisting people around the Hood River County Court House

May 2011-December 2011 Oregon Child Development Coalition Hood River, OR

(seasonal) Family Advocate

- Working with case loads
- Recruiting/enrolling children and families
- Providing resources and services to families and children
- Following up with doctors, specialists and agencies concerning the child
- Making/following up on home visits with the families in their homes or in center
- Providing health services to children ex: sick child referral, medication, vision and hearing exams
- Making family goals and following up with any concerns or accomplishment
- Inputting information into OCDC program (STATUS)

April 2010-June 2011 Columbia Gorge Children's Advocacy Center/Victim Assistance Program
Hood River, OR

Family and Children's Advocate

- Providing services to children and victims of abuse
- Observing and helping with restitution and compensation applications
- Assisting victims with completion and comprehension of their case
- Filing of court forms, various legal forms and contacts
- Court observations and assistance in court
- Helping parents and family with necessary information regarding their case
- Providing emotional and moral support to the family and victim
- Filling out compensation applications for the victims
- Providing fundamental services

July 2007- June 2010 US Bank Hood River, OR

Merchant/Vault Teller

- Providing the Merchant/Customer with excellent customer service
- Speed and accuracy while completing each transaction
- Referring and providing knowledge of products to customers
- Handling large amount of cash
- Filling out deposit and withdrawal tickets
- Selling and buying cash from/to tellers
- Provided tellers with knowledge and helped trained new tellers
- Filing of signature cards

EDUCATION

2005-2010 Portland Community College Portland, OR

Associate of Applied Science in Criminal Justice

- Juvenile Justice Certificate
- Corrections Technician Certificate

2001-2005 Hood River Valley High School Hood River, OR

- Diploma

RELEVANT SKILLS

- Multi-tasking skills and organizational skills
- Fast Learner/Willing to learn
- Strong leadership skills motivator,
- Strong customer service
- 45wpm typing speed and exceeds 10 key
- Proficient in Microsoft, Excel, PowerPoint, Outlook, Publisher and the world wide web
- Team player, independent worker, problem solver, social skills

"To Promote the Well-Being of All Children and Families in Hood River County"

August 4, 2014

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

To whom it may concern:

I am very pleased to write a letter of recommendation for the Hood River County Library District application to expand Hispanic outreach into the Odell area. 17.7% of the 25+ county population has less than a 12th grade education (2012 census) and over 30% of the population is Hispanic, often speaking Spanish at home. The elementary and middle schools serving Odell have 79% and 71% respective free/reduced lunch rates indicating the level of poverty in this community and the need for on-going expanded library and literacy services.

Outreach in the upper valley has been excellent since this grant started. Reaching into Odell and Parkdale allow more families struggling with illiteracy and poverty access to services close to home, geared to their education level and first language. A library partnership has developed between the schools and the Odell Hispanic Coalition with services integrated to provide outreach to families combined with other events reaching up to 500 Spanish speakers at one event. This is a step in a long-term plan to provide Hispanic outreach close to the lower income areas and improve literacy across the county. There is strong Library District leadership capacity and commitment to reach high-risk populations.

We look forward to continued library expansion into the middle valley and integration with Community School activities at Mid Valley Elementary School. Please contact me if you have questions.

Sincerely,



Joella Dethman, Director
Hood River County Health Promotion and Prevention Department

Gale Arnold
201 Montello
Hood River, OR 97031
galearnold@aol.com
(503) 939-9358

August 13, 2014

To Whom It May Concern:

In my capacity as President of the Board of Directors of the bilingual local public radio station Radio Tierra, Board Member and Director of the Mid Valley FISH Food Bank, Coordinator of the Community Education Spanish language GED program, and a member of the Hood River Reads Committee, I have had the opportunity to work closely with all populations in the Odell-Mid Valley community for the past decade.

The literacy needs of the almost 65% Hispanic population here are tremendous. The majority of the adult population escaped poverty in Mexico and began working to help the family by the time they were ten years old. Consequently, they can hardly read or write in their native language Spanish, and the difficulties of learning English while working, raising a family, not knowing what is available nor how to go about getting needs met, and being somewhat illiterate are nearly insurmountable.

I have read and fully support the Library Services and Technology ACT 2015 grant proposal submitted by Hood River County Library District. I urge you to award them this grant.

The need for additional library services to reach greater numbers of the Odell population is widespread. During this decade I have been talking and working with this population in many capacities. I have heard from the majority of the people that they are very much interested in learning as much as they can in order to become better role models for their children, to become better informed citizens, and to improve their chances to earn a better living to support their families. Improving literacy is a sure way to make this happen

Last Fall, when I learned that the testing requirements for obtaining a GED were about to change, I offered a Spanish language GED course because the

local community college did not offer the class in Spanish. Fifty-six students showed up for the first class. Each week additional new people show up with differing needs. Many of my Spanish language students now assist me as volunteers with over one hundred adults - learning math, language arts and computer skills.

With the combined efforts of all of us - the schools, the local businesses, the non-profits, local volunteers, and the library we are gaining ground, but there is far to go to reach this population of more than 6,000 people.

Radio Tierra is excited to continue our partnership with the library in its efforts to expand literacy through continued PSA's and broadcasting programs on the air. A portion of Radio Tierra mission is to reach out to help educate youth so this is a perfect fit for both organizations.

Mid Valley FISH Food Bank has been and will continue to offer the use of our space for surveys and classes and in any other ways needed. The site is centrally located in Odell and has and will continue to be happy to house literacy outreach programs for the community.

Thank you for your time and consideration of the Hood River County Library District proposal. The monies granted would allow them to more fully serve the needs of this much underserved segment of our population.

Sincerely yours,

Gale Arnold
President, Radio Tierra
Director, Mid Valley FISH Food Bank
Teacher, Program Coordinator - GED En Español