

**Brief Grant Proposal for New Projects  
Library Services and Technology Act FFY2011**

This form is available for download in Microsoft Word on our web site via:  
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. The deadline for receipt of this proposal is **5:00 pm on Friday April 16, 2010**. **Use form Appendix D if applying for a second or third year of funding.**

**General Information**

Project Title: Improving Library Services to Canby's Spanish Speaking Community

Applicant: Canby Public Library  
 Address: P.O. Box 930 Canby OR 97013

Contact Person: Penny Hummel Phone: 503.266.4021

Email: hummelp@ci.canby.or.us

Fiscal Agent (if different than Applicant):

Authorized by: Penny Hummel Title: Library Director

Signature: Date: April 14, 2010

**PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:**

(Check applicable boxes)

THIS IS THE  1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT.  
 TWO YEAR  
 THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY   1   OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 16, 2010**. **Faxed copies will not be accepted**. Mail or deliver **one copy** of your proposal to:

Library Development Services  
 Oregon State Library  
 250 Winter St. NE  
 Salem, OR 97301-395

*As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to [ann.reed@state.or.us](mailto:ann.reed@state.or.us). This does not substitute for the signed, mailed copy.*

## Project Proposal

**Section 1.** *Insert the exact text of the single most relevant goal and high-level outcome from the Library Services and Technology Act (LSTA) Five-Year State Plan that will be addressed by the grant project.*

**Goal #1**—Providing Access to Information Resources (All Oregonians must 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 outcome: B.** Library services are enhanced for those who are currently under-served.

**Section 2.** *Describe the problem that will be addressed by the proposed grant project.*

As the Canby Public Library strives to recover from years of precarious funding, it is clear that we have an acute and immediate need to improve our services to our substantial Hispanic community, estimated at 15.5% of total population in 2000 (U.S. Census), 22.7% of the total population in 2009 (OregonProspector.com) and projected to increase to more than one out of four Canbyites (26.4%) by 2014 (OregonProspector.com). Currently, only 3.3% (2,583) of the library's collection of 77,292 items is in Spanish, and Spanish language materials accounted for less than 2% of total circulation in FY09. The library's bilingual staffing is limited to eight hours a week (out of 43 open hours), and no outreach to the Hispanic community currently occurs. Statistics from the Canby School District also indicate that while 88% of non-Hispanic K-12 students meet or exceed reading standards, only 65% of Hispanic students do. Thanks to the stable support of the Clackamas County library district, the Canby Public Library is taking steps towards improving its services to Spanish speakers in FY11, including setting the goal of spending at least 10% of our collection budget on Spanish language materials. In FY11, we are also converting a vacant fulltime library assistant position to bilingual status. However, we still lack the professional staff resources needed to build effective bridges to Canby's Spanish-speaking community, partner with other service providers, develop a collection development plan for Spanish language materials, develop programming and marketing plans for this population, and ensure that the library's Homework Center successfully meets the needs of Latino students. To jump-start our efforts in these areas, we request support for a 1 year, fulltime Spanish bilingual librarian. Our approach will be to use this one time funding to build an infrastructure for Spanish-language services that is sustainable by permanent staff when the grant period is over.

**Section 3.** *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 briefly the activities that will be undertaken to meet each objective.*

The overarching goal of this project is to increase use of the Canby Public Library by Spanish speakers. Collection development, marketing, outreach, community partnerships and programming are key components of this proposal, and we will measure our success by tracking increased circulation of Spanish language materials and attendance at events targeted to the Spanish-speaking community. To accomplish this goal, library staff will complete the following 8 measurable objectives: 1) The library director will hire a fulltime bilingual librarian to conduct the project; 2) The project librarian will develop relationships with community organizations (including schools) in order to identify information needs of the Spanish speaking community and areas of possible ongoing collaboration; 3) the project librarian will lead tours of the library for targeted groups and conduct outreach visits to locations throughout the community (such as

housing developments and schools) to both gather and to share information; 3) The project librarian will create and implement a Spanish language collection development plan, as well as identifying best practices for the library’s Homework Center with respect to serving Latino students; 4) In collaboration with the library director, the project librarian will develop and implement a marketing plan targeting Spanish language customers; 5) The project librarian will plan and implement a series of onsite library events targeted to the Latino community; 6) The project librarian will research best practices with respect to serving Spanish-speaking library customers, and will share that information via training or other means with other CPL staff; 7) The project librarian will develop and present a regularly scheduled Spanish language family storytime; 8) The project librarian will develop documentation and training for components 2 – 7 to ensure that they are sustainable by permanent staff by the completion of the grant period.

**Section 4. Provide specifics about the project budget.**

A grant of \$79,233 will be used to fund: salary (\$46,000) and benefits (\$31,533) for a one year, 40 hour a week bilingual librarian; and a laptop computer (\$1,700). Local cash and in-kind will fund local travel, supplies (including promotional items), programming honoraria (under contractual expenses) and Spanish language materials for the library’s collection.

**Section 5. Proposed project budget summary (Use this format – do not alter it):**  
*(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)*

<b>Item</b>	<b>Local Cash</b>	<b>Local In-kind</b>	<b>LSTA</b>	<b>Total</b>
Personnel			\$46,000	\$46,000
Benefits			\$31,533	\$31,533
Travel	\$100		\$0	\$100
Equipment			\$1,700	\$1,700
Supplies	\$500		\$0	\$500
Contractual	\$1,000	\$0	\$0	\$1,000
Library Materials	\$10,000		\$0	\$10,000
<b>Total Direct Charges</b>	<b>\$11,600</b>	<b>\$0</b>	<b>\$79,233</b>	<b>\$90,833</b>
<i>Indirect Charges</i>	\$0	\$0	\$0	\$0
<b>Total Budget</b>	<b>\$11,600</b>	<b>\$0</b>	<b>\$79,233</b>	<b>\$90,833</b>

Proposed second year LSTA amount: \_\_\_\_\_0\_\_\_ Proposed third year LSTA amount:  
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