

**Full Grant Proposal
Library Services and Technology Act FFY 2011**

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. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 13, 2010**.

Part I: General Information

1. Project title: **Improving Library Services to Canby's Spanish Speaking Community**
2. Applicant: Canby Public Library
3. Address: P.O. Box 930 Canby OR 97013
4. Contact person: Penny Hummel Phone: 503.266.4021
Email: hummeld@ci.canby.or.us
5. Fiscal agent (if different than applicant):
6. Project URL (if any):
7. U.S. Congressional District: 5th
8. List geographic target area to be served by the project: City of Canby and surrounding area in Clackamas County
9. Estimated number of persons benefiting from the project:
The project will directly benefit about 2,000 of the approximately 5,300 Spanish speakers who reside in our service area.
10. Description of persons benefiting from the project:
Spanish speaking residents of the Canby area community will benefit from a variety of improved services, including a larger and better Spanish language collection and library programming. Although we are striving to reach all Spanish speakers who live in the Canby area, our particular emphasis will be on children and families, as well as those interested in educational resources.
11. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.

No formal partners are participating in this grant.
12. Project abstract (one paragraph):

As a key component of the library’s comprehensive efforts to increase use of the library by members of the Canby area’s Latino community, this grant would provide the Canby Public Library with a one year, fulltime (40 hour per week) Spanish bilingual librarian. The work of the project librarian will be focused in six different areas: 1) research and information gathering; 2) relationship building with community partners; 3) collection development; 4) marketing; 5) creation and implementation of library programming; and 6) mentoring and training of permanent library staff, so that the work undertaken is sustainable after the grant period has ended.

13. List 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 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.

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

Our approach will be to use this one time LSTA funding to build an infrastructure for Spanish language services that is sustainable by the library’s newly hired bilingual library assistant and other staff when the grant period is over. With two fulltime staff retirements expected in 2011, we will also explore the possibility of continuing to fund the bilingual librarian position with CPL resources beyond the grant period.

15. 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.

Ronell Warner, Executive Director, The Canby Center
 Linda Fukasawa, Media Specialist, Canby High School
 Jennifer Gingerich, Canby Stand for Children
 Bev Doolittle, Executive Director, Canby Chamber of Commerce
 Mary Walsh, Executive Director, Canby Educational Foundation
 Angie Navarro, Principal, Cecil Trost Elementary School
 Bob Buxman, Chair, Bridging Cultures

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 | | \$6,120 | \$46,920 | \$53,040 |
| Benefits | | \$1,802 | \$29,383 | \$31,185 |
| Travel | \$100 | | | \$100 |
| Equipment | \$1,700 | | | \$1,700 |
| Supplies | \$500 | | | \$500 |
| Contractual | \$1,000 | | | \$1,000 |
| Library Materials | \$9,000 | | | \$9,000 |
| Total Direct Charges | \$12,300 | \$7,922 | \$76,303 | \$96,525 |
| <i>Indirect Charges</i> | | | | \$0 |
| Total Budget | \$12,300 | \$7,922 | \$76,303 | \$96,525 |

Proposed second year LSTA amount: 0 Proposed third year LSTA amount: 0
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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)

Located in a historically rural but evolving community, the Canby Public Library serves a population of 25,066. 15,230 of our current and potential patrons live within the city of Canby and an additional 9,836 reside in surrounding unincorporated areas of Clackamas County. As a member of the LINCC network, our library shares a catalog and its collection with other public libraries within Clackamas County. Of Clackamas County’s total population of over 375,000, 15.1% (26,284 are) estimated to be Hispanic (2006-2008 American Community Survey), while Canby’s Hispanic population is estimated by OregonProspector.com to be over 22%.

First organized in 1937, the Canby Public Library has struggled to survive in recent years with inadequate staffing, minimal open hours, a poor collection and an outdated facility. The 2008 passage of the Clackamas County Library District provided a stable source of funding and supported the 2009 hiring of the first fulltime library director in a decade. Now, we are working hard to rebuild our services, staffing, programs and collections to prepare for the new library facility that we plan to build in the next five years. Library staff, supporters and members of our community are all ready for positive change. We are pleased to note that our efforts in the first year of library district funding (FY09-10) have resulted in a 9.7% increase in annual circulation (317,084 checked out or renewed items).

As is mandated in the intergovernmental agreement that establishes the Clackamas County library district, our long-term goal is to meet Oregon Library Association's threshold (minimum) standards with respect to staffing, hours, and collection size. Happily, we have made considerable progress since the last year of pre-district (FY08-09) funding: both open hours and overall staffing (FTE) in FY10-11 exceed the minimum standards for a library serving a population of our size. With only one employee (the director) with an MLS, however, we are still below the threshold standards with respect to professional staffing.

The library's current strategic plan is focused on six service responses derived from the Public Library Association's planning process. Rather than envisioning services to Spanish speakers as a separate service response, we see them as a priority in all areas below:

- **Create Young Readers: Early Literacy.** Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.
- **Succeed in School: Homework Help.** Students will have the resources they need to succeed in school.
- **Connect to the Online World: Public Internet Access.** Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.
- **Satisfy Curiosity: Lifelong Learning.** Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
- **Stimulate Imagination: Reading, viewing and listening for pleasure.** Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing and listening experiences.
- **Visit a comfortable space: Physical and virtual spaces.** Residents will have safe and welcoming physical spaces to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

The Canby Public Library's approach towards outreach to speakers of languages other than English is informed by the library director's eight years of experience as a member of the senior management team of Multnomah County Library (MCL). MCL's service model emphasizes increasing the utilization of bilingual and bicultural staff, undertaking proactive collection development, and developing culturally sensitive programming and publicity. While on staff at Multnomah County Library, Penny Hummel was the project manager for the *Welcome to the Library* DVD series, an LSTA-funded project that created a video introduction to public libraries for Vietnamese, Russian and Chinese speakers. Distributed to all public libraries in Oregon, *Welcome to the Library* was highlighted as a noteworthy project by the Institute for Museum and Library Services when MCL was awarded the National Medal for Museum and Library Service in 2009.

B. Detailed statement of problem

As the Canby Public Library strives to recover from years of precarious funding, it is clear that we have an acute need to improve our services to our substantial and growing Hispanic community. Although the 2000 U.S. Census estimated the Hispanic population at 15.5% (1,985) of Canby's population, more recent data indicate much growth in the last decade. OregonProspector.com estimates the 2009 Hispanic population to be 22.6% (3,447), and projects that by 2014, more than one out of four Canbyites (26.2% or 4,365 people) will be Hispanic. (Note that these statistics do not factor in the 9,836 additional residents in unincorporated areas that are also served by CPL.)

According to the 2000 Census, members of Canby's Spanish-speaking community experience a high rate of Low English Proficiency. Of the 1,557 individuals who indicated that Spanish was the language spoken at home, over 56% (884 people) reported that they spoke English "less than very well." Consistent with that yardstick, statistics from the Canby School District indicate that while 88% of non-Hispanic K-12 students meet or exceed reading standards, only 65% of Hispanic students do. These indicators point to an important potential role for the public library: to assist first generation immigrants in developing the English language skills that will facilitate success in the U.S. Indeed, the 2008 national study *Latinos and Public Library Perceptions* confirms that Hispanics place a high value on many services public libraries provide: internet access, Spanish language materials and the opportunity to improve their English language skills. Given that many of Canby's Spanish speaking residents are migrant farm workers, the free services and access to information that the library provides serve an obvious and critical community need. Currently, many are unaware of or unclear about the services that the public library provides.

When we compare the Spanish-speaking community's needs against the library's current capacity to serve them, our challenges become quite clear. Despite the fact that we serve a Latino community that constitutes over 22% of our service population, only 3.3% of the library's collection of 77,292 items is in Spanish. In 2009-10, Spanish language materials accounted for only 1.6% of the library's total circulation. In that same year, the library's on-desk bilingual staffing was limited to one day a week, and no programming or outreach targeted to Spanish speakers occurred. With respect to our community environment, we are also challenged by the fact that there are few Clackamas County or Canby based service providers focused on the needs of the Latino community. Those that do exist are limited in number and size, so we know that whatever outreach we do must be highly collaborative and grassroots in nature.

To begin to address these challenges, the Canby Public Library has taken several steps. We have set a goal of spending at least 10% of our collection budget on Spanish language materials in FY10-11, and have begun to gather information from other Oregon libraries and REFORMA about best practices in this area. Earlier this year, we also converted a vacant fulltime library assistant position to bilingual status, and expect the new staff member we have hired for this position to begin in August, 2010. We chose a candidate for this position who not only speaks Spanish but whose history and interests parallel that of those who we are trying to reach: a first generation Mexican immigrant who has been in the United States less than ten years, who is actively working to improve her English skills, and who prefers books in Spanish for her recreational reading. This will be her first library job, so much of her early months at CPL will

be focused on learning the ropes at our circulation/reference desk. Since the library lacks any MLS-credentialed librarians on staff beyond the library director, library assistants perform functions that are commonly reserved for librarians elsewhere, such as answering reference questions and materials selection. Once our new bilingual staff member gets up to speed on the elements of her public service job, she will expand her focus to include functions targeted to Spanish-speaking patrons: participating in materials selection, developing programming, and conducting outreach.

Although we are excited about her upcoming arrival, we also know that the hiring of our new bilingual library assistant does not provide all that we need to succeed. In an ideal world, this permanent hire would have been for a bilingual librarian with experience conducting outreach to Spanish speakers. Since the library's budget limitations did not make it possible to reclassify this position to librarian status, we seek the next best thing to help us assemble a successful and comprehensive outreach program to Latinos: funding for a one-year bilingual librarian position to jump start our efforts. In addition to mentoring our bilingual library assistant and other CPL staff in best practices in outreach to Spanish speakers, this bilingual librarian will write a collection development plan for Spanish language materials, develop and implement programming, marketing and outreach plans for this population, and help revamp the library's Homework Center so that it successfully meets the needs of Latino students. The bilingual librarian and our bilingual library assistant will also collaborate closely on creating and expanding partnerships with other organizations that serve local Latinos, such as the Canby School District, the Canby Center, Bridging Cultures and Clackamas County's 4-H Latino Outreach Program. These relationships will assist us in connecting with local Latinos at the grassroots level, and expand our institutional understanding of community needs.

Our approach will be to use this one time LSTA funding to build an infrastructure for Spanish-language services that is sustainable by our bilingual library assistant when the grant period is over. We see the strengths of our bilingual library assistant and our hoped-for bilingual librarian as complementary; together, they add up to the resources we need to build effective bridges to Canby's Spanish speaking community. With two fulltime staff retirements expected in 2011, we will also explore the possibility of continuing to fund the bilingual librarian position with CPL resources beyond the grant period.

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 overarching goal of this project is simple: to increase use of the library by members of the Latino community by improving the Canby Public Library's services to Spanish speakers. To achieve this goal, the work of the project librarian will be focused in six different areas of activity: 1) research and information gathering; 2) relationship building with community partners; 3) collection development; 4) marketing; 5) creation and implementation of library programming; and 6) mentoring and training of permanent Canby Public Library staff, so that the project's activities are sustainable after the grant period has ended.

Nine measurable objectives indicate the scope of the project:

1. By February, 2011, the library director will hire a fulltime bilingual librarian to conduct the project;
2. By May, 2011, the project librarian and the library's bilingual library assistant will meet with all key service providers to Latinos in the Canby community to identify areas of collaboration in the next year;
3. By June, 2011, the project librarian and the library's bilingual library assistant will gather input on community needs from Spanish speaking library users and nonusers through focus groups, one-on-one discussions, or surveys.
4. By June, 2011, the project librarian will make recommendations about improvements to the library's Homework Center, YA and juvenile collections with respect to the needs of Latino families, children and youth. This work will be based on analysis conducted in collaboration with the library's youth services specialist, the sole media specialist at the Canby School District and other educators.
5. By July, 2011, the project librarian and the library's bilingual library assistant will develop an annual plan for library programming targeted to the Latino community, including storytimes, informational tours, outreach visits and community events.
6. By July, 2011, the project librarian will complete a collection development plan for all Spanish language materials, including recommended vendors.
7. By September, 2011, the project librarian will complete a marketing plan targeting Latino users and nonusers of the library.
8. By September, 2011, the project librarian will develop and present a regularly scheduled storytime targeted to Spanish speaking children and families.
9. By February, the project librarian will provide training and mentoring to other CPL staff to ensure that the key activities of the grant (relationships with other service providers, collection development, programming, marketing, and ongoing information gathering about best practices) continue beyond the life of the grant.

Plan of Operation

Project director Penny Hummel will ensure that all project activities are successfully completed by working closely with the project librarian, the library's new bilingual library assistant and three other CPL staff whose areas of responsibility interface with the grant objectives. Specific activities that will occur within the framework of the following timeline include:

First Grant Quarter

- Recruiting and hiring a bilingual librarian to execute the grant.
- Planning short term programming enhancements to better engage the Latino community, focusing on Summer Reading 2011 and a spring open house/family-oriented event.
- Meeting with other key service providers to local Latinos (including schools, churches, and social service agencies) to identify collaborative opportunities for the upcoming year.
- Gathering input from Spanish speaking library users and nonusers on library services community needs through focus groups, one-on-one discussions, or surveys.
- Conducting audit of potential communication vehicles to reach Canby's Latino community.

- Selecting Spanish language materials for the library’s collection, and mentoring the library’s bilingual assistant in this work.

Second Grant Quarter

- Offering onsite tours and offsite presentations or storytimes to Latino groups as they are identified.
- Evaluating the library’s Homework Center, young adult and juvenile collections with respect to the needs of Latino families, children and youth, and making recommendations based on analysis conducted in collaboration with the media specialist at the Canby School District and other educators.
- Promoting and implementing an open house/family oriented celebration (such as Dia de los Ninos/Dia de los Libros) targeted to the Spanish speaking community and incorporating Spanish speaking community volunteers.
- Promoting and implementing Summer Reading programming targeted to Spanish speaking children and teens.
- Creating a collection development plan for all Spanish language materials, including vendor recommendations.
- Gathering direct input from Spanish speaking library users and nonusers on library services and community needs through focus groups, one-on-one discussions, or surveys.
- Developing an annual plan for library programming targeted to the Latino community, including storytimes, informational tours, outreach visits and community events.
- Providing storytime training to bilingual library assistant in preparation for outreach visits and onsite programming.
- Selecting Spanish language materials for the library’s collection, and mentoring the library’s bilingual assistant in this work.

Third Grant Quarter

- Offering onsite tours and offsite presentations or storytimes to Latino groups as they are identified.
- Develop a marketing plan for the library’s service to Spanish speakers.
- Offering an ongoing weekly storytime targeted to Spanish speakers (and presented by the project librarian or bilingual library assistant)
- Selecting Spanish language materials for the library’s collection, and mentoring the library’s bilingual assistant in this work.
- Providing training and mentoring to other CPL staff to ensure that the key activities of the project continue beyond the grant cycle.
- Gathering direct input from Spanish speaking library users and nonusers on library services and community needs through focus groups, one-on-one discussions, or surveys.

Fourth Grant Quarter

- Offering onsite tours and offsite presentations or storytimes to Latino groups as they are identified.

- Selecting Spanish language materials for the library’s collection, and mentoring the library’s bilingual assistant in this work.
- Providing training and mentoring to other CPL staff to ensure that the key activities of the project continue beyond the grant cycle.
- Implementing components of the marketing plan created in the third quarter.
- Gathering direct input from Spanish speaking library users and nonusers on library services and community needs through focus groups, one-on-one discussions, or surveys.
- Surveying institutional partners to solicit feedback about the progress the library has made during the grant period.

Project staffing

Penny Hummel, Library Director, will serve as Project Director and will oversee the day-to-day operations of the grant project’s activities. Penny holds an Executive MLIS from San Jose State University, and has worked in Canby since September, 2009. Prior to joining Canby Public Library, Penny was the Marketing and Communications Manager for Multnomah County Library, where she supervised the library’s media, print and web communications in the library’s five target languages (English, Spanish, Russian, Vietnamese and Chinese). She will share the project’s findings and results with the Library Board, City Council and library staff, and ensure the sustainability of the project librarian’s work beyond the grant period.

Canby Public Library’s new bilingual library assistant, Angelica Novoa De Cordeiro, will also work closely with the project librarian. Trained and employed as a psychotherapist in Mexico, Angelica has experience in her native country working with people with a low level of education. Since emigrating to the U.S. in 2005, she has worked in the hospitality industry and as a Spanish language teacher.

The project team also includes several other staff members whose areas of responsibility interface with the work to be accomplished through this grant. These include: Hanna Hofer (publicity and adult programming), Peggy Wickwire (youth services), and Linda Baty (selection and acquisitions). Collectively, these individuals have over 50 years of experience at the Canby Public Library.

D. Budget narrative

| Item | Local Cash | Local In-Kind | LSTA | Total |
|---|-------------------|----------------------|-----------------|-----------------|
| Personnel | | | | |
| Bilingual librarian salary at 1.0 FTE. | | | \$46,920 | \$46,920 |
| Penny Hummel, Project Manager (Estimated 150 hours) | | \$6,120 | | \$6,120 |
| Benefits | | | | |
| Bilingual Librarian | | | \$29,383 | \$29,383 |
| Project Manager | | \$1,802 | | \$1,802 |
| Travel | \$100 | | | \$100 |
| Equipment | | | | |
| Computer for bilingual librarian | \$1,700 | | | \$1,700 |
| Supplies | \$500 | | | \$500 |
| Contractual | | | | |
| Programming honoraria for community events | \$1,000 | | | \$1,000 |
| Library Materials | \$9,000 | | | \$9,000 |
| Total Direct Charges | \$12,300 | \$7,922 | \$76,303 | \$96,525 |
| Indirect Charges | | | | |
| Total Budget | \$12,300 | \$7,922 | \$76,303 | \$96,525 |

Budget Narrative Summary

LSTA funds will be used to fund salary (\$46,920) and benefits (\$29,383) for a one year fulltime bilingual librarian. Local cash and in-kind will fund project manager's time, local travel, supplies (including promotional items), programming honoraria (under contractual expenses), a computer for the bilingual librarian and Spanish language materials for the library's collection.

E. Evaluation method

As discussed above, the overarching goal of this project is to increase use of the library by members of the Latino community by improving the Canby Public Library's services to Spanish speakers. We will measure our success in the following ways:

1. Increase in number and percentage of items in the CPL collection that are in Spanish.
 - Data will be collected from the LINCC ILS (Integrated Library System).
2. Increases in overall circulation of Spanish language items, and in relationship to the general collection;
 - Data will be collected from the LINCC ILS (Integrated Library System).

3. Increase in number of events targeted to the Spanish language community;
 - Data will be compiled by staff from information at each event.
4. Increase in attendance at these targeted events;
 - Data will be compiled by staff from information at each event.
5. Qualitative feedback about the project’s success from our community partners and members of the Spanish speaking community;
 - Data will be collected year-round and through year end surveying.
6. Number of training opportunities presented to CPL staff by the project librarian on best practices in outreach to Spanish speakers, and areas of activity (research and information gathering, work with community partners, collection development, marketing, and library programming) that are sustainable after the grant period.
 - Data will be collected year-round, with an assessment of future capacity at the end of the grant period.

Publicity. Our library is fortunate to have a very positive relationship with our local newspaper, the *Canby Herald*, which is the primary source of local news for Canby’s English speaking community. Upon receipt of the grant, we will solicit a news story in the *Herald* about the project’s goals and activities, and will keep them informed as the grant progresses. We will also be in communication with the *Oregonian* with the goal of achieving coverage in the South Metro section. As a grant activity, we will also be building a marketing plan focused on reaching Spanish speakers, so as we deepen our understanding of successful ways to connect with this community, we will be implementing these best practices in our ongoing work.

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> |
|-------------|-----------------------------|------------------|-------------|

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.

4. Signature of grant applicant

_____ Penelope A. Hummel _____
 Name of official authorized to enter into contractual agreements for the ORGANIZATION

_____ Library Director _____
Title

Signature Date

_____ hummelp@ci.canby.or.us _____
Email

_____ 503.266.4021 X 230 _____
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 13, 2010.

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.