

**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:** Surfing Umatilla County
2. **Applicant:** Umatilla County Special Library District
3. **Address:** PO Box 1689 Pendleton, OR 97801
4. **Contact person:** Ken Reading **Phone:** 541.276.6449
Email: ken@ucsld.org
5. **Fiscal agent (if different than applicant):**
6. **Project URL (if any):**
7. **U.S. Congressional District:** 2
8. **List geographic target area to be served by the project:** Umatilla County
9. **Estimated number of persons benefiting from the project:** 14,500 (Umatilla County population for people age 50 and older).
10. **Description of persons benefiting from the project:** Individuals seeking to develop entry level computer skills. While open to all, studies indicate these classes will be of most value to people over the age of 50.
11. **List partnering organizations.** All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.
Adams Public Library
Athena Public Library
Echo Public Library
Helix Public Library
Hermiston Public Library
Milton Freewater
Pendleton Public Library
Pilot Rock Public Library
Stanfield Public Library
Umatilla Public Library

Ukiah Public Library
Weston Public Library

12. Project abstract (one paragraph):

The ability to use a computer has become the entry level skill needed to access many public services, including those offered through libraries. Those without this skill are cut off from self-access to basic information and services and communication options such as email.

Public libraries were identified in the 2010 Federal Communications Commission's National Broadband Plan, "Connecting America" as an important resource for access to introductory computer skills training. However, library staff is not always able to set aside the time to prepare materials for such training and it is offered "on the fly" if at all. To address this issue in Umatilla County, library staff at the Pendleton Public Library will prepare materials for teaching computer skills at a level sufficient to enable use of library PACs and public Internet computers. The materials will be packaged into an easy-to-use "kit" format. Eleven kits will be prepared, one for each of the other libraries in Umatilla County. Pendleton Library staff will conduct "train the trainer" sessions for staff at the other libraries using the equipment available at each site. Staff from each of the libraries will then conduct classes for the public using the training they receive. Pendleton Library staff will assist the smaller libraries with recruitment of individuals to serve as volunteer trainers, if needed. By the conclusion of this project, every library in Umatilla County will have the materials, knowledge and capacity to offer ongoing introductory computer training.

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 # 2 – Developing Information Literacy Skills

All Oregonians have the information literacy skills they need to find, evaluate, and use the information resources that they need to succeed.

High Level Outcome

- Information literacy skills are enhanced by integration of information literacy components into lifelong learning activities undertaken by libraries
 - ◆ Supporting efforts that encourage collaboration, cooperation, and coordination of adult programming efforts

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

This is a "train the trainers" project for staff at 11 libraries in Umatilla County. LSTA funds will cover the cost of developing the teaching kits and conducting the on-site staff training. After the grant ends, public library staff members will be able to continue offering basic computer skills classes to the public. This service will be folded in with existing library services. In the extremely small libraries, Pendleton Library staff will provide assistance for recruitment and training of volunteer helpers to present the public classes. Ongoing costs will be minimal.

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**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.
 SENIOR CENTER GROUPS FROM EACH COMMUNITY.**

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	\$0	\$3,600	\$0	\$3,600
Benefits	\$0	\$7,800	\$0	\$7,800
Travel	\$500	\$0	\$1,200	\$1,700
Equipment	\$0	\$300	\$2,000	\$2,300
Supplies	\$0	\$0	\$1,000	\$1,000
Contractual	\$0	\$0	\$15,000	\$15,000
Library Materials	\$0	\$0	\$0	\$0
Total Direct Charge	\$500	\$11,700	\$19,200	\$31,400
Indirect Charges	\$0	\$0	\$0	\$0
Total Budget	\$500	\$11,700	\$19,200	\$31,400

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)

Umatilla County Special Library District manages the distribution of library district taxes collected for the purpose of sustaining and improving library services in Umatilla County. It is in the interest of the District to facilitate programs that enhance the public's use of these libraries. Pendleton Public Library, the largest of the district's member libraries, currently offers a three-part, introductory computer training class for the public. These classes are well received and are

drawing students from other parts of the county. District Director, Ken Reading will manage communication between libraries to schedule training and ensure the objectives and supporting activities of the proposal are completed according to the time line. Reading, BA, MLS, has been director of the Umatilla County Special Library District since 1987 and served as director of the Public Library of Johnston County and Smithfield Public Library (Smithfield, NC) from 1979-1987. Training materials will be developed and organized by Kat Davis, Pendleton Public Library Director. Pendleton library staff will provide on-site training at each of the participating libraries. Davis, BS, CLM, has over 30 years of library management and administrative experience including serving as Director of Tigard Public Library, Co-chair and Executive Director for Libraries of Eastern Oregon and Director of the Union County Library District Project. She is a peer evaluator for LSTA projects and has served as a member of the LSTA Advisory Council.

Detailed statement of problem

B. 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 2010 FCC National Broadband Plan states: “While 65% of Americans use broadband at home, the other 35% (roughly 80 million adults) do not. Segments of the population – particularly low-income households, racial and ethnic minorities, seniors, rural residents and people with disabilities – are being left behind.” A community survey completed in Pendleton in April 2010 reflected similar results. Specifically, 60% of individuals over the age of 50 indicated that they needed help using technology such as the Internet.

All of the libraries in Umatilla County Special Library District have public Internet computers. However, many adults, especially in older demographic groups, are not comfortable with their computer use skills and cannot manage their library accounts on-line or use electronic resources hosted by the libraries. These individuals are cut off from the growing number of programs and services available through the world wide web. In Umatilla County, access to computer skills training is offered through Blue Mountain Community College. Many older adults are not willing to attend college classes citing reasons that include the expense and the distance from outlying communities to campus. Public libraries are a logical choice for adult learners seeking beginning lessons in computer and Internet use. The Pendleton Public Library currently offers a series of introductory computer classes with excellent results. This project will build on Pendleton's program by duplicating their training materials and lesson plans for use by the other libraries in Umatilla County.

GOAL: To develop the capacity for all public libraries in Umatilla County to offer introductory computer training for the public sufficient to allow independent use of PACs, public Internet computers and email, and inspire interest in other technology-based library services.

Objective I: Create 11 portable totes for basic library skills training classes, focusing on those skills that support successful use of library resources by March 2011.

Activities:

1. Develop content for four, 1.5 hour classes. a) Basic keyboarding and mousing skills. b) Introductory Internet and email skills. c) How to manage your library account and use electronic resources. d) “Gizmos and Gadgets”: portable drives, digital cameras, e-readers, etc. (Two totes for this class; to be housed at UCSLD office and circulated).
2. Purchase or obtain donations of equipment to support classes.

Objective II: Train librarians on-site at UCSLD member libraries by May 2011.**Activities:**

1. Schedule and complete training sessions at each participating library so that training is conducted using local equipment and configurations. Determine which libraries will offer class in summer; which libraries will begin in fall.
2. Evaluate human resources needed to offer classes (Staff adequate? Volunteers needed?)

Objective III: Market program county-wide: May 2011 for summer and September 2011 for fall classes.

1. Local press release; posters designed, printed and delivered to libraries for distribution.
2. Conduct a minimum of 5 presentations to community organizations serving older citizens located regionally within county.
3. Volunteers recruited and trained where needed.

Objective IV: A minimum of 3 libraries will offer classes beginning in June 2011 for summer series; All libraries offer classes in September 2011 for fall series.

1. Summer classes organized to use teen volunteers as a Teen Summer Reading activity option, if desired.
2. By the end of the project, a minimum of 33 public computer classes will have been offered.

Objective V: Evaluate response to training; build on training.

1. Staff, volunteers and participants will complete an assessment of initial skills prior to training and upon completing training.
2. Library directors from participating libraries will commit to planning and scheduling a minimum of 1 adult education activity at each library for the following year (2012) that builds on skills learned at these sessions. Examples could include: On-line resources for vacation planning; accessing and using government services on-line; how to use downloadable audio or ebook services, exploring your family tree; on-line safety issues – protecting your identity, etc. An outline of the programs will be attached to the final report for this project.

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C. Budget narrative

Personnel: In-kind: 12 participating librarians x 10 hours x \$30 = \$3,600. LSTA: \$0

Benefits: In-kind: Pendleton staff x 520 hrs. x \$30 x 0.5 = \$7,800. LSTA: \$0

Travel: Local cash: \$500 towards travel expenses including 5 trips to each participating library. Mileage between Pendleton and all libraries totals 600 miles. LSTA: \$1,200 As above. Mileage at .55/ mile.

Equipment: In-Kind: \$300 Pendleton will donate used keyboard and mouse sets, cables and other misc. equipment needed for demonstrations. LSTA: \$2,000 Equipment for "Gizmos and Gadgets" class. 2 Digital cameras, 4 e-books, 2 portable drives.

Supplies: LSTA: \$1,000 Binders, totes and printing costs for classes and publicity.

Contractual: LSTA: \$15,000 for content development, training, coaching through initial class presentations, purchasing and organizing tote content, marketing materials, and community presentations.

D. Evaluation method

1. All participating staff, volunteer and class participants will complete a personal skills assessment prior to and following the training.
2. Directors from participating libraries will be involved in evaluating the training kits as they are developed and following their use. They will note ease of use, completeness and applicability to local needs.

Part IV: Certification of Application

3. 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

Appendix E
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PRECEDING PAGES.

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

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

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
b.	<i>(for consortia only)</i> Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
c.	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

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

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

Title

Signature

Date

Email

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.