Deadline: April 8, 2019

ALABAMA PUBLIC LIBRARY SERVICE
FY2020 LSTA TECHNOLOGY GRANT APPLICATION
INSTRUCTIONS AND EVALUATION CRITERIA ON PAGES 11 - 16

Library name (Where a system is administering a member's project, enter both the system and member name)	E-mail address of project administrator	
Foley Public Library	jjackson@cityoffoley.org	
Library address 319 East Laurel Ave.	City / County Foley / Baldwin	Zip Code 36535
Project administrator John A. Jackson	Phone number (251) 943 -1032	FAX number (251) 943 -8637

A. **GRANT PROGRAM:** (Select **one** of the programs below. Do not apply under both General and Small Library Development.)

GENERAL:

	PROGRAM	LSTA AWARD CAP	LOCAL MATCH
☐	Digitization of High-Demand Rare Library Materials	$15,000	$3,750 (25% of LSTA)**
☒	Library Technology and Automation	$50,000 (individual library) $150,000 (library system)	$12,500 (25% of LSTA)** $37,500 (25% of LSTA)**
☐	Micrographic Equipment	$5,000	$1,250 (25% of LSTA)**

SMALL LIBRARY DEVELOPMENT (Population 10,000 or less):

	PROGRAM	LSTA AWARD CAP	LOCAL MATCH
☐	Library Technology and Automation (SLD)	$20,000	$5,000 (25% of LSTA)**

B. **BUDGET SUMMARY:** Complete the Budget Summary table using the amounts from the budget detail tables in Section G. (Budget Information). ****Project personnel salaries may comprise up to 25% of match.** Round all figures to the nearest dollar.

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries		$	$
Travel	$	$	$
Equipment	$12,000.00	$3,000.00	$15,000.00
Supplies	$	$	$
Contractual	$	$	$
Library Materials	$	$	$
GRAND TOTALS	$12,000.00	$3,000.00	$15,000.00

C. **POPULATION INFORMATION:** Enter the <u>name</u> of the county or counties served, the age(s) of the targeted group(s), and the <u>estimated</u> number of persons to be served by this project.

1. Name of county or counties served: <u>Baldwin</u>.
2. Age(s) of the targeted group(s): ☒ All ages ☐ 0-5 ☐ 6-12 ☐ 13-17 ☐ 18-25
   ☐ 26-49 ☐ 50-59 ☐ 60-69 ☐ 70+
3. Estimated total number of persons to be served by this project: <u>15,130 +</u>
   [This is not necessarily your entire service population. Use your patron statistics as a guide if you are targeting a specific group.]

D. **DISTRICT INFORMATION:** Enter the number(s) for each specified district.
   [Go to Find My Legislator and enter your address or 9-digit zip code and click "Go".]

1. Congressional District(s): <u>1</u>
2. State House District(s): <u>95</u>
3. State Senate District(s): <u>32</u>

E. **PROJECT SUMMARY:** Give a <u>brief</u> description of the project including project purpose and objectives. Limit response to 150 words or less.

The Foley Public Library would like to update its aging PACS and replace its computer work stations at the Circulation Desk, study rooms and within its Genealogy Department. Each of these work stations is anywhere from five to ten years old and lacks the efficiency and capability of new work stations. In many instances we have been replacing components with each work station for several years and need to upgrade due to our daily workload and based on the inability of these older units to support updated databases and programs. Throughout our Library we have seven PACS, two study room computers, two genealogy computers, and four work stations at the Circulation Desk. These units would be replaced through this program to offer better service for our patrons whether that is in conducting research, searching for materials owned by the library or on the internet, or gaining assistance from a member of Circulation.

F. **PROJECT NARRATIVE:** [**IMPORTANT:** The narrative should be clear, succinct, persuasive and written for evaluators who may not be familiar with your library or with the technical aspects of your project.]

   1. Library Users and Need:

   a. Who are the current or future library users this project will benefit? (Select all that apply.)

☒ Adults	☒ People living below poverty level
☒ Children	☐ Rural
☐ Disabled	☒ Seniors
☐ English as a Second Language (ESL)	☒ Teens
☒ Families	☒ Unemployed
☐ Institutionalized	☐ Other (Please describe:)

   b. Describe how the need for this project was determined and the extent of the current problem(s) for the users. [Include demographic information about the targeted group(s) and how the project will be of benefit to them (i.e. What is the percentage of each of the selected users in your community? What is the

unemployment rate in the area? What is the percentage of students who participate in and/or are eligible for reduced lunches? What is the percentage of persons who have completed high school? What is the state of the local economy? Have businesses closed resulting in a loss of revenue?)]

QuickFacts Alabama

FactFinder Alabama

CensusViewer

Kids Count Data Center Alabama

AL Free/Reduced Lunch

As the population of Baldwin County, Alabama has grown, so too has the population of the Foley community. And as that number has steadily risen, the ability to meet the needs of our community has begun to tax the resources of the city and that of the Foley Public Library. The Library, and the city for that matter, has begun to implement measures that will allow us to continue our service to our citizens and patrons, whether it is with an expansion of our collections or to making technology, and thus information, more readily available for all. One such area where the Library seeks to increase its ability to serve a growing patron base is through the array of computers that are on the front line of service for those that utilize the Foley Library. The population has shown steady growth and as of December 2018 was at 18,288. In turn, the number of registered borrowers at the Foley Library has grown to 15,130 which is an increase from the 2017 number of 13,788. With an average monthly door count of 30,130 in FY17-18 the Library provides assistance to numerous people each day through reference, directional/regional assistance, book checkout, computer lab assistance, meeting space and more. For the more complex electronic projects we offer a 28 work station computer lab which provided hands-on assistance to 31,193 in FY17-18. Those 28 stations were upgraded last year to accommodate new programs and the additional workload associated with increased patron demand.

In addition to the 28 work stations in our computer lab there are fifteen work stations that aid patrons in one way or another. And those are in desperate need of replacement. The most numerous of these are the seven PACS that are stationed on both the first and second floor of our facility. All of these computers are from five to ten years old and have often had components replaced as needed over the years as a means of maintaining their service. These also are used extensively to access our online catalog by patrons each day. With a door count each day in excess of 1,000 it is essential that these PACS are working well in order to aid patrons in their materials search. Many of our patrons are below the poverty line (13.6% of Foley's population based on U.S. Census American Community Survey) and need to use the Library's computers to assist them with materials searches (either assisted at the Circulation Desk or unaided at one of the PACS), job searches, job applications, checking email and other forms of communication to name a few functions. Many of these patrons require privacy to complete these forms or need one on one assistance which can be best accomplished in the privacy of a study room with access to a computer.

Our Library's first line of service is at the Circulation Desk at our main entrance. These four work stations are manned from 9:00 AM each day until 8:00 PM and are constantly in use either searching for titles for patrons, checking titles in or checking them out. Furthermore, these computers are tasked in aiding staff in answering myriad reference questions ranging from literary inquiries to directional assistance. All four of these units are in need of replacement due to their age and their heavy workload.

The Foley Library has one of the most extensive genealogy collections in our county and has been noted for its depth throughout the region. One of our strengths is the fact that we offer information in a physical format as well as through electronic means in answering genealogical inquiries. We have several thousand documents that we have scanned and placed in a searchable database. Patrons are able to access this database as well as other web based resources through the two patron computers that are available in our genealogy department. As with the other workstations that are available for patron use these are in excess of five years old and should be replaced to insure efficiency and compatibility with constantly updating databases.

The Library offers two study rooms that can be scheduled during normal operating hours by students for general studying in private, preparing for exams, tutoring, and test proctoring. We provide a computer in each

of the study rooms for users who need Internet access for research and programs to produce papers or to fill out documents. Also one of our Circulation staff serves as a test proctor which averages five tests per week with peak periods of time where that numbers triples. Our testing rooms average 110 uses per month with both rooms seeing activity each day. For security purposes most of the tests require a lock down browser which requires an up to date work station. In addition, many of the tests that do not require lock down browsers require systems that are compatible with newer testing software. As a result, we feel it necessary to replace these aging units to better serve our users.

A secondary use of the test rooms has been as a focal point for home school families seeking to use the Library's home school kits or to hold classes. Much of the time they use the computers in the testing rooms to research topics and to complete their lessons thus adding to the use of the workstations and the need to ensure families that we have the capability to support their online needs. There are over 300 home school families in the south Baldwin County area and we serve many of those with materials, hands on science and math skills kits and with the computers we have in the testing rooms. Many of those parents have come to depend on those work stations as much as they depend on story time in our children's area and the text supporting materials that we hold on our shelves.

In the end, there are numerous specific reasons mentioned above that task us to replace our aging computers throughout our facility. None of those reasons is more important than our obligation to provide much needed services to a growing patron base. Many of our users that come in to the Library to use the computers do so because they have no opportunities at home or at any other facilities in our community. We are their link to the world and in order to continue to provide that access we must insure the readiness of our computer work stations. This grant will allow us to do just that.

2. **Intended Outcomes:**

   a. Select up to **three** intended outcomes for your project from the choices below:

INTENDED OUTCOMES (CIVIC ENGAGEMENT):
(Improve user engagement through their library that furthers the common or community good; OR Improve users' ability to engage in their community)

☐ Improve users' ability to participate in community conversations around topics of concern

☐ Improve users' ability to participate in their community

INTENDED OUTCOMES (EMPLOYMENT & ECONOMIC DEVELOPMENT): *(Improve users' ability to apply information that furthers the status of their jobs and/or business)*

☐ Improve users' ability to use and apply business resources

☐ Improve users' ability to use resources and apply information for employment support

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INTENDED OUTCOMES (HUMAN SERVICES):
(Improve users' ability to apply information that furthers their personal, family or household circumstances)

☐ Improve users' ability to apply information that furthers their parenting and family skills

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☐ Improve users' ability to apply information that furthers their personal, family, or household finances
☐ Improve users' ability to apply information that furthers their personal or family health & wellness
INTENDED OUTCOMES (INFORMATION ACCESS): *(Improve access to information)*
☒ Improve users' ability to discover information
☐ Improve users' ability to obtain information resources
INTENDED OUTCOMES (INSTITUTIONAL CAPACITY): *(Add, improve or update a library function or operation in order to further its effectiveness)*
☒ Improve library operations
☐ Improve the library workforce
☒ Improve the library's physical and technological infrastructure
INTENDED OUTCOMES (LIFELONG LEARNING): *(Improve users' knowledge or abilities beyond basic access to information)*
☐ Improve users' formal education
☐ Improve users' general knowledge and skills

b. Why were these outcomes selected for this project? (Be specific.)

Improve Users Ability to Discover Information

This LSTA Technology Grant will allow patrons to gain information through direct means as in the use of the PACS and the study room computers. It will also improve the ability of Circulation staff members to assist patrons with information discovery at the four Circulation work stations. Through the computer upgrades, patrons who do not have computers at home or alternate access to computers outside the Library can search for Library materials held by the Foley Library or any other Library within the Baldwin County Cooperative. Once found, that title can be placed on hold, located on the shelves, or, if not owned by the Library, can be requested for purchase. That same information can be gathered by patrons using one of the PACS, if they feel confident enough to use these work stations without Circulation assistance. The study room computers allow patrons to conduct research on the Internet or seek out web based databases for their studies. They can also apply for jobs via online applications and conduct online interviews through our Skype capabilities. Patrons interested in family history or general research on Baldwin County and the Gulf Coast region can do so by accessing our two genealogy computers which provide access to web based databases in addition to our own database that contains thousands of scanned materials held in our facility. All of these work stations can be upgraded and maintained at peak efficiency through this grant.

Improve Library Operations

The replacement of aged computer work stations will allow the Foley Library to continue serving patrons at a high level for years to come. The upgrade to the four Circulation Department computers will directly

affect the ability of Library staff to provide excellent service to the numerous patrons that use our facility each day. Check-out and check-in of materials will remain swift and accurate. Our search capabilities will be enhanced as will our ability to provide reference information. Self-serve systems such as the PACS and, to a certain degree, the study room computers will provide patrons a stable and dependable platform to conduct their research and complete exams. As our patron numbers increase, as has been the case over the past year, we will have the foundation of a solid computer infrastructure to better serve our growing community.

Improve the Library's physical and technological infrastructure

During the FY2017-18 year the Foley Library upgraded its 28 work station computer lab as a means of providing proper service to its patrons. The lab work stations were approaching ten years old for most units and were requiring more maintenance to keep them operational. We have the opportunity to complete the institution-wide computer upgrade with the replacement of the work stations at Circulation, the PACS, study room computers, and those located in our genealogy department. This grant will allow us to insure that we offer patrons the best service possible electronically for the next five to ten years. As a result we can devote more resources to expanding our physical and electronic titles collection thus improving our service to the community even farther.

3. **Goals and Activities:**

a. How does the proposed project support your library's mission and goals of your five-year plan? (Include specific goals and objectives, if possible.)

The primary mission of the Foley Public Library is to "provide members of the Foley community with the resources necessary to fulfill their evolving informational, educational, recreational and cultural needs in an environment that encourages lifelong habits of reading, community engagement and self-expression." In order to achieve our mission we seek to, among other things, "provide access to the internet and help patrons gain the skills necessary to use computer hardware and software." Furthermore, as a means of meeting our mission we strive to "serve as a reference center by securing or locating authoritative sources for information needs." Last year's computer lab upgrade provide the first part of a complete computer upgrade that will create a strong foundation for our electronic future and will allow us to continue providing excellent service to our patrons. The proposed upgrade to the PACS, the genealogy department computers, the Circulation department work stations and the study room computers will certainly aid us in meeting our prescribed mission for the Foley community.

Among the Library's goals is the continued enhancement of our Genealogy/Alabama History Room. To meet that goal we will "continue to scan documents to be uploaded to our online collections database which provides data and scanned copies of documents held by the Foley Library." Our upgrade to the computers stationed in the genealogy department will help us to meet this goal for the near future by providing computers with the memory capacity to allow exploration of our database and web based resources needed to complete any patron project.

Also as part of our Technology initiative we seek to provide "any technology for in-house and external circulation that our community deems necessary or needed." Our upgrade to the PACS will meet our goals in this regard as will the newly installed study room computers. They will aid home schoolers as well as members of the community that use our site to study for or take exams or those that seek out and apply for jobs online.

b. How does the proposed project support Goal #3 of the [APLS LSTA Five-Year Plan](#) (i.e. "Provide information access to all populations through the provision ")?

Our planned computer upgrade will allow the Foley Library to continue open access to information for its many patrons in the years to come. All of the work station replacements will enhance our ability to provide one on one service to patrons through the Circulation staff and self-serve access through the new PACS, the genealogy department work stations, and the study room computers. All of those stations are in place now yet outdated, however, with the needed upgrades that this grant will provide we can ensure exceptional access for years to come. These stations are open to all and are a great assistance to those patrons who have no computer access at home nor any viable alternatives outside of the Foley Library.

c. Describe how you will accomplish your goals for the project. What specific activities will be involved?

The Foley Library Will work in conjunction with the City of Foley's IT Department to order the equipment needed to fulfill the parameters of the grant. Once the equipment needed to assemble the work stations are delivered, the Library and the City of Foley IT Department will coordinate with one another to set appropriate times for installation. We will most likely settle on Thursday mornings as we are closed to the public until 1:00PM on that day. We will install the Circulation computers initially as it will be the most time consuming aspect of the install. We will test two of the work stations to ensure proper working conditions prior to installing the other two units. Once the Circulation Department work stations are installed we will systematically install the other areas on Thursday mornings to minimize the impact on use of the Library facility by patrons. No additional training will need to be conducted on any of the new equipment as they will be replacements for the old units already in place. This will greatly increase the speed at which we can get up and running with the new work stations. Once the initial order is made and delivered we expect to complete the installation within one month. At that time we will submit the invoice for the project cost to be reimbursed.

4. **Project Planning**:

a. Describe the planning for this project. Provide a timeline that includes planning and implementation. **REMEMBER**: funds are not available before **October 1, 2019** and request for final payment must be requested by **June 15, 2020**.

Pre-planning for this project has already taken place. In meetings between myself and Gary Schrader, City of Foley IT Director, we have determined what type of components will be needed at each of the work stations to make sure each works as efficiently as possible and allows for growth in all areas. We have that plan in place as well as a cost estimate from a reputable vendor that is used by the City of Foley in hand to move forward when the grant funds are made available. At that time we will proceed with the component purchase. Once the components arrive we will then follow our plan of installation which will take place on Thursday mornings due to our facility being closed to the public until 1:00PM on those days. The installation phase should be complete within one month's time at the latest at which point we will request the reimbursement and finalize the project.

b. Provide a list of the project personnel, their duties for this project and qualifications as they relate to the project.

John A. Jackson - Foley Public Library Director (direct overall project), Kate Norris - Foley Library Computer Lab Director (Assist with installation of components), Gary Schrader, City of Foley IT Director (direct purchase and installation of equipment)

    c. Will there be institutional partners? What role will each of the partners play? [Complete Section J. (Partnering Libraries or Agencies) and include a letter of support from each partner.]

    Support from Baldwin County Library Cooperative (please see attached letter)

    d. How will the targeted audience participate in or use this project? How will you publicize this project?

    Patrons of the Foley Library will have direct access to all of the work stations involved in this project as they will be utilized either hands-on or through the assiatance of Library staff. We will publicize the project through the local media outlets as well as our website and Facebook pages.

    e. Who will provide the required local match?

    The Foley Public Library.

    f. What will happen to the project after the funding period has ended? How will the library sustain the expanded services for library users? Will additional local funding be requested from your governmental municipality in the future based on the results of this project?

    The Foley Public Library will work in conjunction with the City of Foley IT Department to maintain the installed equipment and replace all components as is necssary in order to maintain our level of service.

   3. Evaluation:

    a. How will you document and measure the success of this project in meeting the needs identified in #1 and the intended outcomes in #2? (i.e. number of materials circulated, number of program participants, test scores, patron feedback, etc.)

    We will continue to document the statistics based on use. In addition, we will conduct informal surveys of users as to their satisfaction level based on the improved equipment.

    b. Describe the methods that will be used to gather information and determine whether or not the library has achieved the project goals (i.e. surveys, interviews, observation, usage/circulation statistics, etc.).

    We will continue to monitor our usage statistics in addition to interviews with users to guage their satisfaction with the intended upgrades.

    c. How will you illustrate whether the project reached or moved toward the intended outcomes? What changes are expected in the target audience's behavior, attitudes, skills, knowledge, status or life condition?

    We will include the results in our FY2019 Annual Report which will be published on our website. We will examin the interviews with patrons as to their reaction to the upgrade in equipment. Our target audience should experience an elevated level of service whether that is assisted or self-serve. The speed at which they access information should be increased as well and we plan to document this and relate the outcomes of the overall project in the previously mentioned annual report.

  G. BUDGET INFORMATION:. Enter the totals for each category in Section B. (Budget Summary) on page 1. <mark>Round all figures to the nearest dollar</mark>. (Attach additional pages if needed.)

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1. Salaries: Project-related salaries may be used for 25% of required local match amount.

PROJECT-RELATED TASKS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
		$	$
		$	$
		$	$
		$	$
		$	$
TOTALS		$	$

2. Travel: All LSTA eligible travel must be directly related to furthering the purpose of the project.

TRIPS FROM/TO	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
TOTALS	$	$	$

3. Equipment: Describe all equipment (including hardware and software) to be purchased for the project. [**NOTE:** If an individual item costs $5,000 or more, its technical specifications must be attached to the signature page.]

EQUIPMENT ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Lenovo ThinkCentre M625q	$3,000.00	$1,000.00	$4,000.00
Lenovo ThinkCentre M720q	$3,500.00	$1,000.00	$4,500.00
Lenovo ThinkCentre M910q	$3,500.00	$200.00	$3,700.00
Lenovo Monitors 22"	$1,400.00	$600.00	$2,000.00
Lenovo Monitors 24"	$600.00	$200.00	$800.00
TOTALS	$12,000.00	$3,000.00	$15,000.00

4. Supplies: Include all supplies to be purchased for the project.

EQUIPMENT ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	$	$	$
	$	$	$
	$	$	$

	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	$	$	$
	$	$	$
TOTALS	$	$	$

5. Contractual: Contractual includes services from a company or agency, such as training.

SERVICES PROVIDED	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
TOTALS	$	$	$

6. Library Materials: List by subject and format categories. Costs may include preprocessing packets.

MATERIAL TYPES	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
TOTALS	$	$	$

H. **CHILDREN'S INTERNET PROTECTION ACT:** **All applicants must answer the following question:**

Will federal funds be used in this project 1) to purchase computers used by a public library or a public school library to access the Internet or 2) to pay for direct costs associated with a public library or a public school library accessing the Internet?

☒ Yes   ☐ No

I. **LETTERS FROM SYSTEM OR NETWORK DIRECTORS:** Required only for members of public library systems and/or cooperative library networks (see the instructions).

☒←Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

J. **PARTNERING LIBRARIES OR AGENCIES:** If you are partnering with one or more libraries or agencies, enter the number below. If not, skip this section.

Number	Type or Kind	Number	Type or Kind
	Public Libraries		Academic/College
	Schools		Other

List all partnering agencies, including the name, address and phone number of each:
(Attach additional pages if needed.)

Name	Address	Phone Number
		( ) -
		( ) -
		( ) -
		( ) -
		( ) -

Attach their endorsement letters to the signature page.

☐ ←Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

If applicable, (1) show how cash-sharing arrangements and formulas were developed, and (2) show the anticipated budget expenditures by each library or agency:

K. **STATE AID COMPLIANCE CHECKLIST:**

☒ Current State Aid contract on file at APLS

☒ Current by-laws on file at APLS

☒ Current policy and procedures manual on file at APLS

☒ Current list of Board of Trustees on file at APLS

☒ Current Five-Year Plan on file at APLS

☒ Current statistical report on file at APLS

☒ Current audit or financial statement on file at APLS

FY2020 LSTA TECHNOLOGY GRANT APPLICATION

L. **AUTHORIZATION OF REQUEST:** We, the undersigned, (1) understand the conditions and requirements set forth in the "Federal Public Library Programs" section of the Alabama Public Library Service Administrative Code effective January 24, 2019, (2) on behalf of the state agency or city and/or county governments which support this library, agree to adhere to them, and (3) certify that this application has been approved by the Board of Trustees of the Library or, if a library agency or department, by the appropriate governing authority. We understand the following conditions:

➢ Failure to include required information in the application or failure to submit any required attachments with the signed signature page of the application may cause the application to not be funded.

➢ To be **on time** the application(s) must be submitted **by email** to kralya@apls.state.al.us by April 8, 2019 **and** one (1) paper application with original signatures and any attachments **must also** be submitted (postmark deadline: April 8, 2019).   Send to: LSTA Grants, 6030 Monticello Dr., Montgomery, AL 36130. **A faxed signature page or attachments shall not be accepted**.

Library: Foley Public Library   Grant Program: Library Technology and Info

(Signed) _____   4-8-19
Project administrator   Date
        Printed Name: John A. Jackson

(Signed) _____   4-8-19
  Library director   Date
        Printed Name: John A. Jackson

(Signed) _____   _____
        Governmental official authorized to receive Date
        and disburse funds, if different from the above
        Printed Name: _____

(Signed) _____   4-8-19
  Chair or Vice-Chair, Board of Trustees   Date
        Printed Name: Julia Jones

APPENDIX: FOR LIBRARY TECHNOLOGY AND AUTOMATION APPLICATIONS ONLY

M. TECHNOLOGY INFORMATION:

Table 1	Yes	No
Are you applying for e-rate for equipment and/or wiring to support this project?	☐	☒
Will you apply for e-rate to continue services put in place by this project?	☐	☒
Is your library a member of a system or network? If yes, enter its name below:	☒	☐
System or Network: Baldwin County Cooperative		
Technical maintenance is the responsibility of: (☒) library director, (☒) library staff member, (☐) part-time technical staff, (☐) full-time library technical staff, (☐) local computer dealer, (☒) city/county technical staff		

Table 2 Equipment	Number currently in place	Number LSTA project will place	Total number in place by end of project
PCs used by the public	43	15	43
PCs used by staff only	10	0	10
Total PCs (public and staff)	53	0	53
Printers	8	0	8
Servers	4	0	4
Other (Identify):			

Table 3 Connection, Network, and Software Information	Library has?			Will project place?	
	Yes	No		Yes	No
Basic dial-in connection	☐	☒		☐	☒
DSL/Cable	☐	☒		☐	☒
T1 connection	☐	☒		☐	☒
Other connections (Identify): Fiber	☒	☐		☐	☒
Local area network	☒	☐		☐	☒
Wide area network	☒	☐		☐	☒
Public access catalog software	☒	☐		☐	☒
Web catalog software	☒	☐		☐	☒
Cataloging software	☒	☐		☐	☒
Circulation software	☒	☐		☐	☒
Other software (Identify):	☐	☐		☐	☐

A diagram of the proposed overall network configuration can be included with the submitted application. Attach one (1) copy of the diagram or diagrams to the signature page. See the instructions for more information.

☐ ←Check this box to indicate that a diagram (or diagrams) has been attached to the signature page.

INSTRUCTIONS

Submission requirements:

Each application must be submitted **by email** to kralya@apls.state.al.us by April 9, 2018 **and** one (1) paper application with original signatures and any attachments **must also** be submitted (postmark deadline: April 9, 2018). Send to: LSTA Grants, ATTN: Kelyn Ralya, 6030 Monticello Drive, Montgomery, AL 36130. **A faxed signature page or attachments shall not be accepted**.

Instructions for completing the form:

CONTACT INFORMATION: Enter the information as requested.

A. **GRANT PROGRAM:** Select only one program per application. [REMEMBER: You cannot submit more than one application for the same program.]

B. **BUDGET SUMMARY:** Enter the budget totals in the summary table after completing the budget detail tables in Section G. (Budget Information). Round all figures to the nearest dollar.

C. **POPULATION INFORMATION:**
   1. Name of county or counties served: Enter the **name** of the county or counties to be served.
   2. Age(s) of the targeted group(s): Select the **age(s)** of the targeted group(s) from the choices given.
   3. Estimated total number of persons to be served by this project: Enter the **estimated** number of persons to be served. This estimate must be realistic and isn't always the same as the entire service area.

D. **DISTRICT INFORMATION:** Enter the Congressional, State House, and State Senate districts in which the project activities will take place.
   [Go to Find My Legislator and enter your address or 9-digit zip code and click "Go".]

E. **PROJECT SUMMARY:** Give a brief description of the project including project purpose and objectives. Limit response to 150 words or less.

F. **PROJECT NARRATIVE:** The narrative is the **most crucial** portion of the application because it contains your reasons for why the project would be beneficial to your community. Keep in mind that applications are evaluated by a separate LSTA Advisory Council **not** APLS staff. The Council is comprised of librarians representing academic, public, and special libraries around the state who may or may not be familiar with your community. It is up to **YOU** to effectively explain the need for the project.

A FEW POINTERS …

Adequately describe the needs of your community so that [the Council] will want to help you succeed.

Describe the need with enough detail so the reviewer gets an idea of the demographics of the library service area (see examples below). Sometimes the need can be the underlined main weighing factor in the scoring process.

COMMUNITY PROFILE 1:

"ABC is the county seat of XYZ County and has a population of 1,530. XYZ County is located in the southwestern area of Alabama and has a population of 27,867. The ABC Public Library served an estimated 9,252 total number of people in 2013. Changes in technology and the reduction in the work force have devastated the economy of the county, leaving the county with an unemployment rate of 10% and a poverty rate of 28.9%. Nearly 65% of the public school students receive free lunches. With the median income for ABC being $22,778 and about half of the county's population not having Internet access at home, patrons rely on the library to provide this service. In 2013 the library recorded 4,338 computer uses on eight public workstations. The library is located less than one block from XYZ County High School making for easy access for students. After school about 56% of the students come to the library to do work on computers. We have an estimated 22% of job seekers applying on-line for jobs and or certificates for their work."

COMMUNITY PROFILE 2:

"According to "*Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries*" (2010), nearly 32% (77 million) of Americans accessed the Internet via a library computer in the past year. Library Internet use is highest among "impoverished people and the working poor." ABC Library is located in XYZ, AL. The population of XYZ is approximately 6,600 with more than 24% living below the poverty line. The library is located next to a Title 1 elementary school and within walking distance of the Housing Authority. Patrons from surrounding communities also access our computers regularly. The library experiences heavy computer use averaging around 1,000 computer logins monthly. We provide the sole point of access to computers and the Internet for many patrons who cannot afford a computer or monthly Internet charges."

COMMUNITY PROFILE 3:

"ABC has a growing Hispanic community comprising 15% of the population. Members of the Latino community have difficulty operating in daily life because they do not speak English. English speaking residents also have communication difficulties with this community because they are unable to speak Spanish. Approximately 40% of the enrollment at the local elementary school is Latino. Language has proven to be a barrier for this community both for Spanish speakers as well as English speakers. In addition, ABC is becoming much more ethnically and culturally diverse and a number of different nationalities now reside in the area. Though Spanish is the predominant primary language of local ESL students, the XYZ County Board of Education lists twenty different languages used in ESL classrooms."

Include a **population breakdown** of the targeted group(s) you wish to serve.

> QuickFacts Alabama
>
> FactFinder Alabama
>
> CensusViewer
>
> Kids Count Data Center Alabama
>
> AL Free/Reduced Lunch

Have someone **proofread** the application and be sure to **check your math**. Numerous editing mistakes makes the application look rushed and not thoroughly thought out.

Make sure **all questions are answered** even if it seems a bit redundant.

Include all information requested. If directions are not followed at the application stage, chances are the grant will not be administered correctly.

Be **specific** regarding intended outcomes (i.e. how will the project make a difference in your community?). You may select **up to three** intended outcomes from **any** of the choices given in question 2a. Be sure to refer to the definitions included in each category for guidance.

Try to make your application **stand out** when compared with others in the same category.

If you are submitting an application for a project that had been denied previously, **be sure to include an explanation of why the project is still needed**.

Have APLS staff review your draft application(s) and make suggestions, if needed. We may be able to help you flesh out your community profile.

G. BUDGET INFORMATION: There are six budget detail tables. Please complete the one(s) <u>applicable</u> to your project. Be sure to fill out the <u>description</u> area as well as the funding areas.

1. Salaries [NOTE: Complete <u>only</u> if using project-related salaries as 25% of required local match amount]
2. Travel
3. Equipment [NOTE: If an individual item costs $5,000 or more, attach specifications for it to the signature page]
4. Supplies
5. Contractual
6. Library Materials

The local match grand total must be equal to 25% of the LSTA grand total and project personnel salaries may comprise **up to** 25% of match. [Example: $4,000 (LSTA) x .25 = $1,000 (local) for a grand total of $5,000. Using salaries as match: $1,000 (local) x .25 = $250 (salaries match) for a cash match balance of $750.]

H. <u>CHILDREN'S INTERNET PROTECTION ACT</u>: <u>All applicants must respond to the question on the form.</u> If federal funds will be used in this project 1) to purchase computers used by a public library or a public school library to access the Internet or 2) to pay for direct costs associated with a public library or a public school library accessing the Internet, then any participating public library or public school library will have to be in compliance with the Children's Internet Protection Act (CIPA) before a contract will be issued.

I. <u>LETTERS FROM SYSTEM OR NETWORK DIRECTORS</u>: Submission of these letters is required <u>**only**</u> for members of public library systems or cooperatives. (This applies to libraries that receive their State Aid disbursement from another library entity rather than directly from APLS.) Enter an X in the box provided to indicate that copies of the required letter(s) have been attached to the signature page. <u>REMEMBER</u>: Incomplete applications may not be funded.

The letter from the system or network director should include the following information:

a. a statement that the director has read your application.

b. a statement of the extent to which the director has participated in the preparation of the application, including a statement as to whether any meetings were held between the headquarters director and member library director to formally plan for the project.

c. a statement of the extent to which the application helps to meet the long-range plan of the system or network, along with a statement of the plan's objectives and tasks which will be met if the application is funded.

d. a statement of the extent to which the director supports the application.

e. if the system or network headquarters or other members are also applying for a grant, a statement as to whether any meetings were held with all directors present to formally plan for methods of cooperation and implementation if the applications should be funded. If such meetings were held, the letter will state how the libraries will cooperate and implement the projects if some or all the applications should be funded.

J. <u>PARTNERING LIBRARIES OR AGENCIES</u>: Enter the information requested where applicable and attach required endorsement letters. <u>REMEMBER</u>: Incomplete applications may not be funded.

K. <u>STATE AID COMPLIANCE CHECKLIST</u>: Use the checklist to verify that all of the required documents are on file at APLS.

FY2020 LSTA TECHNOLOGY GRANT APPLICATION

L. **AUTHORIZATION OF REQUEST**: To qualify for consideration, you must complete this section. **No application will be considered for funding without the required signatures**.

Failure to include required information in the application or failure to submit any required attachments with the signed signature page of the application (Section L.) may cause the application to lose points and/or not be funded.

To be **on time** the application(s) must be submitted **by email** to kralya@apls.state.al.us by April 8, 2019 **and** one (1) paper application with original signatures and any attachments **must also** be submitted (postmark deadline: April 8, 2019). Send to: LSTA Grants, ATTN: Kelyn Ralya, 6030 Monticello Drive, Montgomery, AL 36130. **A faxed signature page or attachments shall not be accepted**.

The application must be signed by (1) the project administrator, (2) the library director (if the library director is also the project administrator he or she must sign on both lines), (3) government official authorized to receive funds (required only if different from the project administrator or library director), and (4) chair or vice-chair of the library board.

M. **APPENDIX: FOR LIBRARY TECHNOLOGY AND AUTOMATION APPLICATIONS ONLY**

1. Complete Tables 1, 2, and 3.

2. A diagram may be provided of the proposed overall network configuration (including all locations which will be part of the project) showing the existing equipment that will be retained for use and the equipment that will be placed by the new project (and equipment that will be placed by any current project(s)). Be sure to include workstations, servers, routers, and any other pertinent information related to the project as well as the function of each equipment item (i.e. electronic reference, OPAC, circulation). The diagram is optional and is intended as a supporting document.

EVALUATION CRITERIA

1. **Project description, purpose, target population, and benefits** (20 points)
   Does the project description include all of the required information?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 4 = \rule{2cm}{0.4pt}$$

2. **Basic need** (20 points)
   Is the need for the project clearly established and will the proposed services satisfy the need of the target population?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 4 = \rule{2cm}{0.4pt}$$

3. **Activities and planning** (20 points)
   Are the activities clearly identified, achievable, and measurable? Does the description of each activity include needed resources? How will the project be promoted? Has sufficient planning gone into the application?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 4 = \rule{2cm}{0.4pt}$$

4. **Evaluation and continuation** (15 points)
   Does the application explain how the project will be evaluated? Are there adequate provisions for continued services? If the project will not be continued, is there an explanation?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 3 = \rule{2cm}{0.4pt}$$

5. **Outcome(s)** (15 points)
   Does each outcome clearly explain a change expected to occur in the target population, such as a change in their skills, attitudes, knowledge, behaviors, or life condition? Is each outcome directly related to the need?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 3 = \rule{2cm}{0.4pt}$$

6. **Resources** (15 points)
   Are the project personnel qualified to meet the needs and activities of the project? Are the proposed equipment, supplies, materials, and/or contractual services appropriate to meet the needs and activities of the project?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 3 = \rule{2cm}{0.4pt}$$

7. **Budget** (20 points)
   Are the financial resources described adequate and appropriate? Are the items or services to be acquired stated clearly and with enough detail to be understood?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 4 = \rule{2cm}{0.4pt}$$

8. **Comparative need within a grant category** (15 points)
   How great is the need for the project compared to all other applications within its grant category?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 3 = \rule{2cm}{0.4pt}$$

9. **Overall application evaluation** (10 points)
   Is the project clearly within the intent of federal and state regulations for use of LSTA funds? Does the application present a clear and convincing case for funding of the project?

   $$0\ \ 1\ \ 2\ \ 3\ \ 4\ \ 5\ \ \ x\ \ \ 2 = \rule{2cm}{0.4pt}$$

10. **Total review score** (max. score 150 points) $\rule{2cm}{0.4pt}$