

FY2019 ALASKA INTERLIBRARY COOPERATION GRANT APPLICATION

DUE: April 2, 2018

1. Project Name: COMPUTER LAB UPGRADE
2. Library Name: COFFMAN COVE COMMUNITY LIBRARY
3. Address: 108 Denali Alley, Coffman Cove, AK 99918
4. Contact Person: JULIE SNODGRASS 5. Phone No: 907- 329-2080
6. Fax No: 907-329-2212 7. E-mail: djeffreys@coveconnect.com
8. Check Mailing Address: City of Coffman Cove, Attention Coffman Cove Community Library, P.O Box 18135, Coffman Cove, AK 99918

9. **In the section below, check any priorities that apply and double-check the most important one.**

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- Develop library services that provide people access to information through local, state, regional, national and international electronic networks
- Provide electronic and other linkages among and between all types of libraries
- Develop public and private partnerships with other agencies and community based organizations
- Target library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to people with disabilities, and to people with limited functional literacy or information skills
- Target library and info. services to people who have difficulty using a library and to underserved urban and rural communities, including children up to age 18 from families with incomes below the poverty line
- Other. Please explain:

10. Budget Summary for this Project:	Local Funds For Grant Project	Grant Funds Needed for Project	Total Project Budget
a. Personnel			
1. Salaries and Wages			
2. Benefits			
b. Collection (Library Materials)			
1. Books			
2. Subscriptions			
3. Audiovisuals			
4. Electronic Materials			
5. Other Materials			
c. Other Expenditures			
1. Building Operations			
2. Furniture & Equipment			\$2,084.55 See attached order forms
3. Travel			
4. Supplies			
5. Services			
6. All Other Unreported Expenditures			
d. In – Kind Donations (Pg. 5 of <i>Handy Guide</i>)		Not applicable	
e. Indirect Costs at _____% rate (Pg. 5 of <i>Guide</i>)	Not applicable		
f. Total			\$2,084.55

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11. In FY2017, what was the total amount your agency expended for library services? See attached FY 2017 Library Budget.

12. Did your library receive a Universal Service Discount (E-Rate) for FY2017? Yes

Has your library applied for the Universal Service Discount (E-Rate) for FY2018? Yes

Does your library have a current approved E-Rate Technology Plan in place? Yes

Does your library have a CIPA-compliant Internet Yes

13. Grant Proposal: On individual pages attached to this grant application, write your grant proposal. This section MUST include the following elements:

❖ **Statement of need:** What problems experienced by your library patrons or staff will be addressed by this grant project?

Coffman Cove library has a computer lab that includes four computers. One has died and we need a new one to put in its place. We only have one PC computer and most people choose to use that one so there is often a waiting line. We want to replace the donated dead apple with a good PC. During the summer months the sun shines right in on our computers. The windows behind the computers do not have window shades. We are asking for window shades for these windows to help keep our patrons and our computers healthy. We have patrons who cannot read the screen of the computers through the glare.

❖ **Goal(s) of the grant project:** Describe the objectives of this grant project. To replace a dead computer and block the sun from hurting our computers and our patrons eyes.

❖ **Intended outcomes:** Describe how the grant project will result in changes in skills, knowledge, attitude, behavior, or quality of life for the target audience(s). We are a public library and want to provide our patrons with the ability to reach the world out side of Coffman Cove. This new

computer and the window shades will help our patrons do this in an environment that is glare free. Our patrons use our computers to look for jobs, record fish catches, attend classes, do research, do homework, and the list goes on. We want our patrons to reach out into the world and fulfill their individual needs.

❖ **Target audience(s) of the grant project:** Who will be served by the grant project? All patrons of Coffman Cove Community Library. All community members from our youth to adults use our computer lab alike.

❖ **Activities and timeline to be undertaken:** Describe the activities that need to be performed to complete this grant project. Organize these activities into a timeline or schedule and indicate dates for each activity

1. As soon as the grant is approved and the funds received the computer, headphones and shades will be ordered.
2. As soon as the orders arrive and the blinds and computer will be installed by volunteers.

Justification of all budget line items: Read pages 4-5 of the attached *Handy Guide*. Provide details about each section of the budget summary (personnel, collections/library materials, other expenditures, in-kind donations, and indirect costs). Be sure to describe the types and value of cash (local or other funders) and in-kind donations to be made to this grant project. Clarify whether local funding is secured or unsecured. If it is unsecured, please state when you will know whether the local funding will be available for the project. Describe the type of indirect cost rate you are using for this grant budget and state your indirect cost rate, per pages 5-6 of the *Handy Guide*. Be specific and complete. Check your math!

When I spoke to Patience and Tracy about this grant I was told to just include an order page for the three items that Coffman Cove Community Library needs and not to worry about the rest of the budget so that is what I have done☺ See enclosed.

3. **Purchases of Single Items of More Than \$5,000:** Are you planning to use grant funds to buy any single item at more than \$5,000 in cost? If yes, please include narrative about the item that you are planning to buy with \$5,000 or more in grant funds.

4. **An evaluation plan:** Read the evaluation section on page 2 of the *Handy Guide*. Describe how you will:
1. Count the number of participants, programs, products, or activities included in this project.

The library volunteers keep a logbook that shows the number of computer users. This will be reported on our PLA grant final.

2. Find out what impact the grant project made in the lives of participants.

We will put a card next to the computers and have people explain how this computer and the blinds have improved their experience at the Library. This will be collected and sent in with our PLA grant in the fall.

3. Collect anecdotes or comments from patrons or staff impacted by the project See note above.

❖ **Activities This Grant Supports in *Library Services and Technology Act***

Alaska State Plan 2018 – 2022: Review the *State Plan* at

http://library.alaska.gov/pdf/libdev/grants/LSTA_Alaska_State_Plan_2018_2022.pdf .

What activities listed in the *State Plan* will be supported if this grant is funded? For example: Grant project supports Activity 1.6 Encourage and support author visits and cultural programming...

Activity 1.1: Assist libraries in determining and meeting the needs of people of all ages, who are disabled, or who have special needs.

Patrons and volunteer staff will report what they experienced in changes in knowledge, skills, attitude, behavior, or life condition.

Measuring Success focal area: Information access

Activity 1.5: Develop and publicize the early childhood resource center and train library staff and other service providers who work with children from birth through pre-K in appropriate techniques.

Evaluation: Patrons will report they experienced a change in knowledge, skills, attitude, behavior, or life condition.

Measuring Success focal area: Human services

Activity 2.3: Support SLED, the Statewide Library Electronic Doorway.

Evaluation: Number of SLED users each year. Measuring Success focal area: Information access

Activity 3.2: Become centers for workforce development by providing assistance with employment searches, vocational education, certification, job hunting, and career management.

Evaluation: People who attended workforce development classes will report they experienced a change in knowledge, skills, attitude, behavior, or life condition.

Measuring Success focal area: Economic and Employment Development

Activity 3.6: Provide computers, software and peripheral equipment for collaborative spaces to create and use digital and emerging media.

Evaluation: Number of computers and software purchased for these spaces.

Measuring Success focal area: Institutional capacity

- ❖ **Past Grant Accomplishments:** If this grant has been funded annually, provide a few sentences on the number(s) of people served and the impact of the grant project over time.

The last ILC Grant our library received was the grant to get our computer that has Follett on it. Library volunteers use this computer to tract all library data including checking in and out of books how many patrons check out books and movies, the different genre we have and more.... Thank You so much for getting us this administrative computer.

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- ❖ **Duns Number:** Please supply the Duns Number for your agency. As of 2011, this is a legal requirement for grants funded with federal Library Services and Technology Act funds.

Dunns: # 027982912.

5. Eligibility of library to receive ILC grant as per criteria outlined in Part III of attached ILC cover memo.

Does your library meet these eligibility criteria? Special libraries and school libraries should be sure to address these questions.

Coffman Cove Community Library has received ILC grants in the past and we continue to meet all the criteria.

6. **School library applicants:** To what address should the grant packet, including the award letter and grant agreement, be mailed during the summer?
7. **Continuation plan:** If this will be an ongoing project, describe how the project will be supported after the grant period is over.
8. **Dissemination plan:** If this project is innovative (a pilot project) or will generate information useful to other librarians, state how you plan to publicize the results of this project.

Thank you notes will be written and sent to the Alaska State Library for their continued support of our library. An article announcing the instillation of our new computer and blinds will be put in the Coffman Cove City News Letter.

9. **Letters of Support from Cooperating Libraries and Partners:** If other libraries or partners will be involved in this project, who are they and how will they be involved?

Attached you will find meeting minutes from the Coffman Cove Community Library Commission and the Coffman Cove City Council supporting this grant application.

Note: This grant application is a legal document committing your library to a specific course of action. This application MUST have two signatures from two different people.

For the Library:

For the Legal Entity:

Print or Type Name

Print or Type Name

Signature

Signature

Title

Date

Title

Date