

**APPLICATION**  
**Extending Library Service to the Unserved Grant Program**  
**Library Services and Technology Act FFY 2010**

Use 12 point Times New Roman, with one inch margins. The deadline for receipt of the Application is **5:00 pm on Friday August 13, 2010.**

**Part I: General Information**

1. **Project title:** Libraries ROCC! (Rural Outreach in Clatsop County)
2. **Applicants:** Astoria Public Library & Seaside Public Library
3. **Address:**

Astoria Public Library	Seaside Public Library
450 10 <sup>th</sup> Avenue	1131 Broadway
Astoria, OR 97103	Seaside, OR 97138
4. **Contact person:**

Jane Tucker (Astoria)	Reita Fackerell (Seaside)
(503) 325-7323	(503) 738-6742
<a href="mailto:jtucker@astoria.or.us">jtucker@astoria.or.us</a>	<a href="mailto:rfackerell@cityofseaside.us">rfackerell@cityofseaside.us</a>
5. **Fiscal agent** (if different than applicant):  
The City of Astoria.
6. **U.S. Congressional District:**  
Congressional District 1
7. **Identify currently unserved population that will be served by the project:**  

This project will serve all children, birth through high school graduation, who currently to not have access to library services. Currently, in Clatsop County, there are four public school districts, several private schools and approximately over 200 students schooled at home. Approximately 3450 students who attend these schools live outside of the cities' limits that provide library service to their residents. This grant would also provide services to the families of these children which would increase the total number served to approximately 7935.
8. **Brief paragraph describing proposed project:**  

Working with the school districts, Seaside and Astoria Public Libraries will offer public library cards to all Clatsop County children regardless of residence location. Children will be allowed a library card at the public library of their choice for one full year.
9. **List partnering organizations. All partnering organizations must also sign part IV.1.**

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The project has the full support of the Seaside School District No. 10, Astoria School District No. 1, Clatsop County Head Start and the Northwest Regional ESD servicing Clatsop County.

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE  1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT  
 2<sup>nd</sup> YEAR  TWO YEAR  
 3<sup>rd</sup> 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.

**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)

	Local Cash	Local In-Kind	LSTA	TOTAL
Personnel		\$15,600	\$15,600	\$31,200
Benefits		\$1,560	\$1,560	\$3,120
Travel		\$2,300	\$2,400	\$4,700
Equipment				\$0
Supplies			\$2,000	\$2,000
Contractual			\$25,000	\$25,000
Library Materials				\$0
Total Direct Charges	\$0	\$19,460	\$46,560	\$66,020
Indirect Charges				\$0
<b>Total Budget</b>	\$0	\$19,460	\$46,560	\$66,020

Proposed second year LSTA amount: \$46560 Proposed third year LSTA amount: \$\$30,000

**Part III: Project Narrative**

(Attach additional pages. See the criteria for grant proposal evaluation in the General Information and Grant Guidelines)

**A. Background of Applicant (describe the agency's ability to undertake this project)**

The Seaside Public Library and the Astoria Public Library both have strong support in their jurisdictions. Although they are two independent municipal libraries, they have worked together for the last fifteen years on a multitude of projects, in efforts to increase and enhance library services to the citizens of Clatsop County. These project include Clatsop County One Book (the first community public book club in the state), two attempts at forming a library District, coordinated county programming for Oregon Reads, and selected an ILS that could be integrated seamlessly for future merging of

databases. They have been fully committed as library partners in an otherwise divided county.

**B. Detailed statement of problem**

Both Seaside and Astoria Public Libraries are stand alone, independent libraries. They are surrounded by Clatsop County, which does not offer tax supported library services. When both libraries are in the schools promoting programs like Summer Reading, the classes inevitably have children who want library services. While Seaside offers free cards during the summer, Astoria does not, requiring families to purchase cards, and purchasing those services may or may not happen. Much of the time, these families come to Seaside for their summer cards, putting an added burden on resources of library staff and the families who must now drive an extra 40 miles round trip for services. Putting a library card into the hands of each student in the respective school districts will address this inequity, assist these parents and the schools in educating the children, and demonstrate the power of the library card to the families and the political entities that must eventually fund the program.

During the school year, these children and their families have no free library services at all.

**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)**

Goal: Every child in the Seaside and Astoria school districts who wants a public library card will have one.

Activities:

- Work with the school districts to distribute library card applications.
- School staff verifies the parent's signatures on the applications.
- Public Library staff issue the library cards and mail them to the home of the child with promotional materials describing the grant program and the individual libraries hours and activities.

Goal: Insure that collections are sufficient to absorb new users.

- Establish and maintain courier service between the two public libraries.

Activities:

- Maintain interlibrary loans throughout the school year and between the public libraries during the summer months.

Goal: Secure sustainable funding with local funds

- Hire a consultant to work with the political governments
- Consultant will work with the public libraries and the cities of Astoria and Seaside to identify ways in which to sustain the partnerships created and maintained over the three years by the city libraries and the school districts.

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- Consultant will work with the stakeholders to encourage involvement of the Warrenton Public Library

### ***D. Budget narrative***

Although the initial, first year priority will be to provide library services to the underserved children and their families within the county, the entire scope of the project is wider. Our ultimate goal, after three years will be to form a more intensive partnership, eventually merging collections and forming an intergovernmental agreement between all the libraries in the county to share collections and services.

We realize that this is best done gradually, so the first year has a two-pronged purpose

1. to immediately provide library services where needed on an individual library basis
2. and to lay the groundwork for future collaboration

While the first part is not finance-intensive, we do extra part-time personnel to coordinate services, including meeting with the schools, handling publicity, coordinating couriers. The project also requires supplies for cards, applications and misc.

The second part requires more planning. After the grant is approved, we plan to place links on each library's web site encouraging patrons to browse each other's collection. This would initiate an Interlibrary Loan service for Astoria and allow Seaside residents to access the rich and varied genealogy resources of Astoria.

The second purpose requires a consultant, as both the Astor Library and the Seaside Library realize that the obstacles presented need a qualified advocate to manage the more intensive issues of merging collections and resources.

After the first year, if it seems feasible to combine these library resources, costs of the merge and associated technology cost will increase and the consulting expenses should decrease.

In-kind expenses will be provided by the staff of both libraries, and the Northwest ESD who will provide courier services during the school year.

### ***E. Evaluation method***

Measures of success:

- # of library cards issued to non-city resident students
- # of materials used or checked out by same
- # of public library visits by same
- # participating in Summer Reading the summer following year one, year two, and year three of the project

**Part IV: Certification of Application**

1. Documentation of project support. Partners listed in part I.9 must sign. The grant applicant signs part IV.4. If the fiscal agent is different than the applicant, they sign part IV.5.

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.

*Name*                                      *Library/Organization*                                      *Signature*                                      *Date*

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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.	<b><i>(for consortia only)</i></b> 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.

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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