

Grant Application Cover Sheet

Current Status: Incomplete Application

Date Certification Received:

None

General Project Information

Gila County Library District

Guerrero Building

1400 E Ash St

Globe, AZ 85501-1414

DUNS Number: 74462102

Password: gila

Does the applicant meet all the eligibility criteria for a library? Yes No

If no, what criteria is the applicant missing?

Project Contact Information

Contact Name Jacque Griffin

E-mail Address jgriffin@gilacountyaz.gov

Use Library Address as Contact Address

Mailing Address Guerrero Building

1

Mailing Address 1400 E Ash St

2

City Globe

State AZ
Zip Code 85501-1414
Phone 928-402-8770
Fax 928-425-3462

Legal Administrator Information

The Project Contact is the Legal Administrator

Title Assistant County Manager

First Name Jacque

Last Name Griffin

E-mail Address jgriffin@gilacountyaz.gov

Mailing Address 1 Guerrero Building

Mailing Address 2 1400 E Ash St

City Globe

State AZ

Zip Code 85501-1414

Phone 928-402-8770

Fax 928-425-3462

**If this grant is
awarded, what
entity should
the award
check be made
out to?**

Gila County

LSTA Application Worksheet

Project Name Adult Literacy Materials

Project Summary
Please limit to 120 words or less.

The goal of this project is to provide resources for adults who want to improve their reading and writing skills. There is a lot of focus on early literacy in Gila County, but often the parents struggle with reading.

Primary Project Intent

- Institutional Capacity: Enhance library's workforce
- Institutional Capacity: Improve library's physical and technology infrastructure
- Institutional Capacity: Improve library's operations
- Information Access: Improve users' ability to discover information
- Information Access: Improve users' ability to obtain information resources
- Lifelong Learning: Improve users' formal education
- Lifelong Learning: Improve users' general knowledge and skills
- Human Services: Improve users' ability to apply information that furthers their personal, family or household finances
- Human Services: Improve users' ability to apply information that furthers their personal or family health and wellness
- Human Services: Improve users' ability to apply information that furthers their parenting and family skills
- Economic and Employment Development: Improve users' ability to use resources and apply information for employment support
- Economic and Employment Development: Improve users' ability to use and apply business resources
- Civic Engagement: Improve users' ability to participate in community conversations around topics of concern

Amount of grant funds you are requesting \$18,700.00

For your library, is this project: New Continuing

Please select one of the guideline categories for which you are applying.

2015 Learning ▼

Identify the beneficiaries to be directly served by your project. (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Library workforce (including volunteers and trustees) | <input checked="" type="checkbox"/> 26-49 years | <input checked="" type="checkbox"/> Black or African American |
| <input type="checkbox"/> Urban population | <input checked="" type="checkbox"/> 50-59 years | <input checked="" type="checkbox"/> Hispanic or Latino |
| <input checked="" type="checkbox"/> Rural population | <input checked="" type="checkbox"/> 60-69 years | <input type="checkbox"/> Native Hawaiian or other Pacific islander |
| <input type="checkbox"/> All ages | <input checked="" type="checkbox"/> 70+ years | <input checked="" type="checkbox"/> Families |
| <input type="checkbox"/> 0-5 years | <input checked="" type="checkbox"/> Unemployed | <input checked="" type="checkbox"/> Intergenerational groups (excluding families) |
| <input type="checkbox"/> 0-5 years | <input checked="" type="checkbox"/> People living below the poverty line | <input checked="" type="checkbox"/> Immigrants/refugees |
| <input type="checkbox"/> 6-12 years | <input checked="" type="checkbox"/> American Indian or Alaska native | <input checked="" type="checkbox"/> People with disabilities |
| <input type="checkbox"/> 13-17 years | <input checked="" type="checkbox"/> Asian | <input checked="" type="checkbox"/> Limited functional literacy or informational skills |
| <input checked="" type="checkbox"/> 18-25 years | | |

List partners for this project

Eight affiliate libraries in Gila County.

Adult Literacy Gila County

Project Summary:

The goal of this project is to provide resources for adults who want to improve their reading and writing skills. There is a lot of focus on early literacy in Gila County, but often the parents struggle with reading. Funds will be used to provide adult basic education materials, low-level/adult-interest reading materials, and access to online learning and testing resources. Community members will benefit because adult learners will be able to find free materials and assistance through their local libraries and information on adult education programs that are available. This will help them improve their skills and contribute more to the community.

Project Description:

a. What will you do, and how will you do it?

Each of the eight public libraries in Gila County will receive a collection of 220 books for adult learners. These books will be purchased and cataloged by the Gila County Library District (GCLD) and delivered to each library. The collection will include easy reading adult-interest fiction, biographies, history, classics, money help, job help, US government information, dictionaries, a thesaurus, and books to read with children. There will also be brochure displays and a display/collection box for surveys. An adult literacy page will be added to the GCLD website with links to county-owned databases and many other free resources, and an online version of the survey. Brochures highlighting the collections will be designed, printed, and distributed to the libraries and other locations in the community. A survey will be designed in print and online.

b. What role will each of the institutional partners play?

The eight affiliate libraries will each house a collection of adult literacy materials and provide computer access to online resources. Staff will be instructed on the goals of the project and the many resources available. They will assist patrons in finding and using materials and will encourage them to fill out a survey, either paper or online.

c. How will the general public participate or use this product?

Materials will be available for in-library use or checkout. The online materials can be accessed at the libraries or elsewhere. Users will be able to find books for pleasure reading on their own or reading with their children. They can research topics of interest, learn about educational programs, find study helps and practice tests, and learn about the GED and citizenship.

Justification:

a. What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?

This project will address the need for literacy resources for adult non-readers, low-level readers, and ESL learners in Gila County. According to the Arizona Department of Education, in 2012-2013 16% of adults 18 or older in Gila County did not have a high school credential. 50% of 16- to 19-year-olds were not enrolled in school and did not have a high school credential. There is one literacy program in northern Gila County. A previous program in the southern part of the county has closed. The Gila County Adult Education program provides literacy and education services to many residents. However, there are many who do not attend these programs because of fear, embarrassment, or family patterns of non-reading. The library can be a familiar and welcoming place where they can read or check-out materials at their reading level, and also receive information on other programs and resources in the community.

b. What audiences are you targeting with this project and why?

The project will target adult non-readers, low-level readers, and ESL learners in Gila County who are not currently attending school. Many of these do not know where to go if they want to improve their reading skills. The eight libraries of Gila County can be a source of materials and information, and we can work with others in the community to develop new programs.

c. How does this project relate to your library's mission?

The mission statement of Gila County Libraries includes "to provide access to informational, educational, and recreational resources" and "to promote lifelong learning now and for future generations." It is the goal of this project to provide a collection of materials and resources for adult learners to use, and to be a bridge to current and future adult literacy programs.

Outcomes/Activities/Evaluation:

a. What specific change do you intend to achieve with this project? Briefly explain why you have selected this outcome, tying it to the justification provided.

The goal of this project is to encourage adults at any reading level to improve their skills. This may mean learning to read with their children, learning English as a second language, adding to their current reading skills, working on their GED, or pursuing further education. It is hoped that this core collection can grow and be used by other agencies in the community as part of adult literacy programs.

b. List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.

The library collections and the webpage will provide many resources for adult learners. The brochures will announce the collections and explain their purpose. The surveys will help evaluate the program to guide its use and make future improvements.

c. Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Examples include pre- and post-assessments, surveys, benchmarks, and observations.

A survey will be designed to gather information about current reading levels, interest in the collection, goals of the user, usefulness of the materials, and other needs. Library staff and others in the community will be asked to note any comments they receive about the collections.

Project Personnel:

a. Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.

Pam Beerens	Gila County Library District	Public Services Librarian	Grant Coordinator
Marion Steele	Globe Public Library	Library Director	Coordinator
Mary Helen Lopez	Hayden Public Library	Library Manager	Coordinator
Becky Waer	Isabelle Hunt Memorial Library	Library Manager	Coordinator
Delvan Hayward	Miami Memorial Public Library	Library Manager	Coordinator
Emily Linkey	Payson Public Library	Library Director	Coordinator
Emma Victor	San Carlos Public Library	Library Manager	Coordinator
Kathy Womack	Tonto Basin Public Library	Library Manager	Coordinator
Elizabeth Hutton	Young Public Library	Library Manager	Coordinator

b. Identify the project director, and explain why he or she is appropriate for this project.

Jacque Griffin	Gila County Library District	County Librarian	Project Director
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Jacque, in her capacity of Gila County Librarian, is the obvious best choice to lead this Adult Literacy grant as project director. Jacque and the affiliate libraries have always partnered on LSTA Grants for the good of the whole.

Timeline/Schedule of activities:

- May 2015: Prepare book and materials orders. Finalize designs for brochures and survey. Design a page on the website to gather all appropriate databases and links for Adult Literacy. Keep libraries updated on the process.
- Late May: Attend grant recipients workshop. Place book and materials orders. Order brochures and surveys.

- June: Catalog and process books as they arrive.
- July: Deliver materials to the eight libraries. Distribute brochures to libraries, partners, and other locations in the community.
- September: Evaluate effectiveness of surveys. Meet with partners to discuss progress. Plan additional methods of evaluation, as needed.
- October: Visit libraries to evaluate the project and determine additional needs.
- January 2016: Continue discussions with partners. Determine future needs and goals. Order any additional materials needed if there are funds remaining.
- July: Complete evaluation process.
- August: Complete final report.

Budget Justification:

There are eight affiliate libraries in Gila County. \$15,456.84 will provide a core set of 220 books for each library, including shipping. These have been selected from catalogs and online websites of companies that specialize in adult interest, low-level readers. They include fiction, biographies, history, money help, job help, literature, dictionaries, a thesaurus, and *We Both Read* books for parents to read with their children. Travel includes one round trip to each library (730 miles @ .445 cents/mile) for delivery. Printing will include 12,500 brochures explaining the collection (quoted from Print Place) and 24 lb paper to print surveys and signs/posters (from Office Depot). Other supplies will include ten survey boxes and 12 brochure stands, prices quoted from Amazon.com. The Public Services Librarian will be responsible for ordering, cataloging, and delivering books, designing promotional materials, and adding a page to the current website that pulls together free resources for adult learners. The in-kind cost is based on 600 hours. Costs at the libraries are for shelf space, computer usage, and patron assistance. The cost of the webpage is a percentage of the annual cost for the website. Cataloging materials include barcodes, spine labels, and label covers.

Application Fiscal Report

Budget Category	Description	LSTA Funds	Local Match	Total	
Salaries & Benefits ▼					Add
Salaries & Benefits	Public Services Librarian	\$0.00	\$9,972.00	\$9,972.00	Edit Delete
		\$0.00	\$9,972.00	\$9,972.00	
Travel	Roundtrip delivery to each of eight libraries	\$325.00	\$0.00	\$325.00	Edit Delete
		\$325.00	\$0.00	\$325.00	
Supplies & Materials	24 lb paper	\$32.99	\$0.00	\$32.99	Edit Delete
Supplies & Materials	Books	\$15,456.84	\$0.00	\$15,456.84	Edit Delete
Supplies & Materials	Brochure stands	\$40.00	\$0.00	\$40.00	Edit Delete
Supplies & Materials	Cataloging supplies	\$0.00	\$300.00	\$300.00	Edit Delete
Supplies & Materials	Survey boxes	\$53.17	\$0.00	\$53.17	Edit Delete
		\$15,583.00	\$300.00	\$15,883.00	
Services	Library space & personnel	\$0.00	\$8,000.00	\$8,000.00	Edit Delete
Services	Printing brochures	\$1,092.00	\$0.00	\$1,092.00	Edit Delete
Services	Webpage	\$0.00	\$100.00	\$100.00	Edit Delete
		\$1,092.00	\$8,100.00	\$9,192.00	
Indirect Costs		\$1,700.00	\$0.00	\$1,700.00	Edit Delete
		\$1,700.00	\$0.00	\$1,700.00	
		\$18,700.00	\$18,372.00	\$37,072.00	

Certification of Application

I certify this application to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, guidelines and requirements pertinent to the application and to the use of award funds. Funds will not be used for indirect or administrative costs. The applicant agrees to submit a final report, which will include a narrative, budget and certification by the final report deadline. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

Library Name: Gila County Library District

Project Name: Adult Literacy Materials

Authorizing Official's Name: Jacque Griffin

Authorizing Official's Title: Assistant County Manager/County Librarian

Mailing address:

Gila County Library District
1400 E Ash St
Globe, AZ 85501

Authorizing Official Signature for Gila County Library District

Date

[View Grant Application Report](#)

IMPORTANT

This form **MUST** be postmarked by the due date in order to be eligible for consideration. Please type or print clearly.

MAIL COMPLETED APPLICATION TO:

Grants Administrator
Library Development Division
Carnegie Center
1101 W. Washington
Phoenix, AZ 85007

Arizona State Library, Archives and Public Records

Date

Approved as to form

Bryan Chambers, Deputy County Attorney/Civil Bureau Chief
