

**CALIFORNIA STATE LIBRARY
FISCAL YEAR 2015-2016
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
PITCH AN IDEA GRANT APPLICATION**

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

- | | | | | | | | | | |
|---|---------------------------------|--------------|--------------|------------|-----------------|-------------|----|-------|--|
| <p>1. Library/Organization
Nevada County Library</p> <p>3. Internet Web Site Address
www.mynevadacounty.com/nc/library</p> <p>4. Project Coordinator Name & Title
Laura Pappani, County Librarian</p> <p>6. Business Phone Number
(530) 265-7078</p> <p>8. Mailing Address</p> <table border="0"> <tr> <td>PO Box or Street Address</td> <td>City</td> <td>State</td> <td>Zip</td> </tr> <tr> <td>980 Helling Way</td> <td>Nevada City</td> <td>CA</td> <td>95959</td> </tr> </table> <p>9. Check the Appropriate Library Type</p> <p><input checked="" type="checkbox"/> Public Library <input type="checkbox"/> Academic <input type="checkbox"/> K-12 <input type="checkbox"/> Multi-Type <input type="checkbox"/> Special/Other</p> | PO Box or Street Address | City | State | Zip | 980 Helling Way | Nevada City | CA | 95959 | <p>2. Library's DUNS Number
010979029</p> <p>5. Email Address
laura.pappani@co.nevada.ca.us</p> <p>7. Fax Number
(530) 265-9863</p> |
| PO Box or Street Address | City | State | Zip | | | | | | |
| 980 Helling Way | Nevada City | CA | 95959 | | | | | | |

Project Information

- 10. Project Title** Mobile Technology Center: Access to Technology and Learning for a Rural County
- 11. LSTA Funds Requested** \$51,000
- 12. Cash Contributions** \$0
- 13. In-Kind** \$25,547
- 14. Total Project Cost** \$76,547
- 15. California's LSTA Goals** (*Check one goal that best describes the project*)
- | | | |
|--|--|---|
| <input type="checkbox"/> Literate California | <input type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Bridging the Digital Divide | <input checked="" type="checkbox"/> Ensuring Library Access for All |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Information Connections | |
- 16. Number of persons served** (*The number of persons who use or will benefit directly from this project*) 8,600
- 17. Primary Audience for project** (*Select all that apply.*)
- | | |
|---|--|
| <input checked="" type="checkbox"/> Adults | <input checked="" type="checkbox"/> Pre-School Children |
| <input checked="" type="checkbox"/> Families | <input checked="" type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Immigrants/Refugees | <input checked="" type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input checked="" type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input type="checkbox"/> Statewide Public |
| <input checked="" type="checkbox"/> Low Income | <input type="checkbox"/> Suburban Populations |
| <input checked="" type="checkbox"/> Non/Limited English Speaking Persons | <input checked="" type="checkbox"/> Unemployed |
| <input checked="" type="checkbox"/> People with Disabilities | <input type="checkbox"/> Urban Populations |
| <input checked="" type="checkbox"/> People with Limited Functional Literacy | <input checked="" type="checkbox"/> Young Adults and Teens |
- 18. This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Laura Pappani **Title:** County Librarian

Mailing Address
(if different from above) <same> **City** _____ **Zip** _____

Library Director Signature: _____ **Date:** _____

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY (please see application instructions for additional information)

Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical info to support the project.

Nevada County is a rural county of 958 square miles. It is a long county, with the main towns of Nevada City and Grass Valley about 5 miles apart on the western side and Truckee way at the eastern end, 50 miles away from Nevada City through the Tahoe National Forest. The County library system has 3 circulating branches and 2 library stations. In 2013, the Collaborative Technology Center (CTC) was built as an addition to the Madelyn Helling Library, the main branch located in Nevada City. The CTC offers dozens of PCs and Macs for library patrons to use, Skype-enabled meeting rooms, a modern classroom equipped with laptops and Macbooks, two 3-D printers, and various other technologies to use and explore. It is a very popular and well-used place and has received numerous accolades and awards since its creation.

The success of the CTC has made the space and technology short-comings of the other branches and stations more glaring. The Truckee Library is particularly poorly-served, with very limited space for programs and technology, no space for expansion, and its distance from the Madelyn Helling Library. The Grass Valley Library will turn one hundred years old in 2016 and, like the Truckee Library, has no space for updated technology. The Penn Valley Station is located in a shopping center and is a storefront. The Bear River Station is a joint-use facility located in the Bear River High School, so the County's ability to set up a technology center is limited, at best.

In addition, there are several rural communities that are too small to support a library branch and far enough away to make it a challenge to get to a library. A few examples are North San Juan, the Little Town of Washington, and Donner Lake. There are also many areas in Nevada County that only receive dial-up internet service. The Library hears regularly from Nevada County residents who long to be able to have a facility like the CTC closer to them. Over the eighteen-plus months since the CTC opened in Nevada City, Library staff has often pondered the question of how to bring the excellent technology opportunities and services that are available in Nevada City to the other branches of the library system and to the underserved rural communities in our county. The mission statement of the Nevada County Library system is "to encourage a community of readers and lifelong learners by providing access to information, materials, and technology that enrich, inform, entertain, and empower our County's diverse population." In addition, a few of the key objectives from the Library's 2015 Library Management Plan (see Attachment A) are Programs and Services, Customer Service, Access, Public Awareness, and Technology. All of the objectives are being unevenly achieved currently.

Our solution is to envision a Mobile Technology Center equipped with tools, technology, and a wireless hotspot that we could take out into the community, instead of requiring the community to come to us. It would be big enough to enter and accessible to those with disabilities. The interior would be flexible enough to serve different purposes, with tables that fold down when not in use, for example. The Mobile Technology Center will provide three specific service points for our County. First, it will make regularly scheduled stops at branches and stations that cannot accommodate a technology center, as well as community centers and similar facilities in underserved communities. In this capacity, it will provide internet access, education about the online services provided by the Library, help with technology questions (including personal technology), and books that have been requested through our circulation system. Second, the Mobile Technology Center will serve as a mobile classroom for library programs for all ages, enabling us to bring our popular classes in 3-D printing, online job search techniques, and basic computer literacy out into the community. Third, the Mobile Technology Center will be used for outreach to schools and preschools, as well as at the Nevada County Fair and other special events. In this capacity, the Mobile Technology Center will showcase library services, host maker programs, and provide access to creative technology.

Some of the key activities that will be financed through this project are the purchase and outfitting of an appropriate vehicle (see Appendix A for more details), the purchase of technology and equipment, the training of staff on the vehicle and equipment, publicity for the schedule and capabilities of the Mobile Technology Center, and the development and implementation of programs for schools and the general public. We plan to spend the first six months of the grant period getting a vehicle purchased and outfitted, as well as developing promotional materials and programs. The second six months will see the Mobile Technology Center in operation, running a regular schedule plus class visits and special events. We will know that the project is successful by the number of library patrons using the Mobile Technology Center, the number of special events attended and the number of people entering the Mobile Technology Center during those events, the number of school visits requested by teachers and educators, and the evaluation of surveys filled out by Mobile Technology Center users.

To create our Mobile Technology Center, we will use the excellent online how-to guide posted by a mobile makerspace for kids based at Stanford University called the Sparktruck. We will reach out to them for advice as needed, and will also consult with other libraries that have put together related projects, such as the Techmobile of the Free Library of Philadelphia and the outreach van of the Palmdale City Library. We will also refer to TechSoup's Edge Benchmarks on mobile computer labs.

ELEMENT 3: PLANNING AND EVALUATION (please see application instructions for additional information)

Please answer each area concisely and completely. **For section A-F limit to four pages.**

A. Project Intent (Check only one that best describes the project)

Institutional Capacity

- Improve the library workforce
- Improve the library's physical and technology infrastructure
- Improve library's operations

Information Access

- Improve users' ability to discover information
- Improve users' ability to obtain information resources

Lifelong Learning

- Improve users' formal education
- Improve users' general knowledge and skills

Human Services

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

Employment & Economic Development

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

Civic engagement

- Improve users' ability to participate in their community
- Improve users' ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

The Nevada County Library will outfit a vehicle with equipment, tools, and a wireless hotspot and establish a regular schedule of stops throughout the County. We will promote this new community asset, develop programs for all-age as well as school-age outreach and events, and run several successful events and special programs.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.

- The Mobile Technology Center will be purchased and outfitted.
- A route and schedule for regular stops will be determined (using input from communities and schools), publicized, and implemented.
- Publicity materials will be created to inform the public of this new resource.
- Programs and classes appropriate for the Mobile Technology Center will be designed and implemented.
- At least six months of scheduled activities will be held.
- 25 new library cards will be issued each month as part of the Mobile Technology Center's services.

D. Anticipated Project Outcome(s) – What change is expected in the target audience's skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)

- 75% of Mobile Technology Center users will report increased knowledge of library technological resources and online resources
- 75% of Mobile Technology Center users will report increased knowledge of library resources and services available to them through the program.
- 6 Library staff members will increase their knowledge on how to use the technology in the Mobile Technology Center
- 75% of teachers who arrange class visits from the Mobile Technology Center will increase their knowledge of library programs and services.

E. Briefly describe how this project will be financially supported in the future.

Anticipated ongoing costs include maintenance, fuel, staff time, updating existing technology, and purchasing new technology for the Mobile Technology Center. Future financial support will come from the Library's annual budget.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

- I. **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
- Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - Presentation - Formal interaction and passive user engagement (e.g., an author's talk),
 - Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.

Description: Devising school and public technology programs. Working with the public to help with technology and the Library's online resources.

- II. **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*
- Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
 - Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
 - Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
 - Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
 - Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

Description: Purchasing technology and equipment for the Mobile Technology Center.

- III. **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description)*
- Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
 - Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

- IV. **Procurement** - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description: Purchasing the vehicle that will be transformed into the Mobile Technology Center.

ELEMENT 4: GRANT TIMELINE/ACTIVITIES (please see application instructions for additional information)

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	2015/2016											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Purchase vehicle for Mobile Technology Center	X	X	X									
Purchase furniture and structural materials for interior			X	X								
Outfit and equip vehicle			X	X	X							
Purchase technology and equipment	X	X	X	X								
Train staff on technology, equipment, and vehicle		X	X	X	X	X						
Devise schedules for regular stops		X	X	X								
Design and print promotional materials (i.e., brochure with schedule)				X	X							
Conduct publicity and public awareness campaign					X	X	X	X	X	X	X	X
Develop school programs			X	X	X	X						
Develop programs for general public (i.e., non-school)			X	X	X	X						
Schedule school programs and special events						X	X	X	X	X	X	X
Design and produce surveys for Mobile Technology Center users					X	X						
Distribute, collect, and evaluate surveys							X	X	X	X	X	X
Run regular schedule, class visits, and special events							X	X	X	X	X	X

ELEMENT 5: BUDGET (please see application instructions for additional information)

The budget should clearly identify the amounts requested and from what sources. (please do not unlock the application form, if additional space is needed contact Mickie Potter at mickie.potter@library.ca.gov)

Budget Category	LSTA	Cash Contributions	In-Kind	Total
Salaries/Wages/Benefits				
County Librarian (\$62 per hour)	\$0	\$0	\$6,448	\$6,448
Librarian II (\$43 per hour)	\$0	\$0	\$2,064	\$2,064
Library Technician (\$34 per hour)	\$0	\$0	\$6,800	\$6,800
Librarian I (\$38 per hour)	\$0	\$0	\$1,216	\$1,216
Library Assistant (\$27 per hour)	\$0	\$0	\$6,372	\$6,372
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$22,900	\$22,900

Description:

The County Librarian (104 hours) will manage the grant, oversee the projects associated with it, oversee the purchase and refitting of the vehicle, oversee the purchase of any capital assets, and work with the community to devise the regular route and schedule. The Librarian II (48 hours) will oversee purchasing the equipment, furniture, and other smaller items. The Library Technician (200 hours) will develop programs for the public and help staff the MTC. The Librarian I (32 hours) will develop, schedule, and run programs for children and teenagers. The Library Assistants (236 hours) will design the printed materials and help staff the MTC.

Equipment (\$5,000 or more per unit)				
Vehicle, including outfitting	\$20,000	\$0	\$0	\$20,000
Laser cutter with air compressor and exhaust pump	\$19,000	\$0	\$0	\$19,000
Subtotal	\$39,000	\$0	\$0	\$39,000

Description:

Vehicle: A used step truck, bus, bookmobile, camper, or similar vehicle that allows people to stand upright inside and does not require a commercial truck license to drive. Outfitting will include modifying the interior with flooring, pegboard walls, hinged fold-down tables, and secure storage, as well as putting identifying decals or paint on the exterior. See Attachment B for more detailed cost estimates.

Laser cutter et al: This equipment enables the Library to provide "instant gratification" technology programs for children (and others), as the designs they produce on a tablet or computer can be easily created in a variety of materials.

Operating Expenses: Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Operating Expenses: Consultant Fees				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Budget Category	LSTA	Cash Contributions	In-Kind	Total (B+C+D = E)
Operating Expenses: Travel				
Travel expenses: gas, mileage, maintenance	\$0	\$0	\$1,342	\$1,342
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$1,342	\$1,342

Description: Travel expenses: Determined using an estimate of the number of miles driven in the six months of planned operation multiplied by the current federal mileage rate of 57.5 cents per mile.

Operating Expenses: Supplies/Other				
Furnishings	\$120	\$0	\$320	\$440
Technology	\$7,800	\$0	\$985	\$8,785
Small tools and materials	\$2,880	\$0	\$0	\$2,880
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$10,800	\$0	\$1,305	\$12,105

Description:

Furnishings: To be purchased through grant - pop-up awning; In-kind - folding chairs. Technology: To be purchased through grant - laptop for staff, 3-D printer, 3-D scanner, 3D printing pens, vinyl cutter, gaming system and games; In-kind - lightboards, Lego Mindstorm robots, Makey-makey kits, Raspberry Pis, iPads, laptops for public. Small tools and materials: Filament for 3-D printer and 3-D printing pens; materials for vinyl cutter; small hand-held tools; crafting and creating materials. For more details, see Attachment C.

Operating Expenses: Contracted Services				
Wireless hotspot - monthly charges	\$1,200	\$0	\$0	\$1,200
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$1,200	\$0	\$0	\$1,200

Description: A wireless hotspot will be required to provide internet access for the Mobile Technology Center. Typically, the equipment is free with a contract for monthly charges.

Project Total	\$51,000	\$0	\$25,547	\$76,547
Indirect Cost Rate Applied 0 % Indirect Cost	\$0	\$0	\$0	\$0

Check one: (please see application instructions for additional information)

No Indirect Federally negotiated indirect cost rate * Indirect proposed cost rate *

* please attach supporting documentation if required

Description:

Grand Total	\$51,000	\$0	\$25,547	\$76,547
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ELEMENT 6: ATTACHMENTS (please see application instructions for additional information)

If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2015/16

(please see application instructions for additional information)

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (*check only one of the following boxes*)

A. An individual applicant that is CIPA compliant.

The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. Not Subject to CIPA Requirements.

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Nevada County Library
Library/Organization

Mobile Technology Center: Access to Technology and Learning
for a Rural County
Project Name

Laura Pappani
Library Director Name

County Librarian
Title

Library Director Signature

Date