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## Organization Information

### Organization Information

Library Name

Prescott Valley Public Library

Library Address

7401 E Civic Circle

City

Prescott Valley

State

AZ

Zip Code

86314

Website Address

pplib.net

DUNS Number

122982911

## Project Contacts

### Project Administrator

Prefix

Mrs.

First Name

Michele

Last Name

Hjorting

E-mail

[mhjorting@pvaz.net](mailto:mhjorting@pvaz.net)

Phone

928-759-6196

Fax

**Legal Administrator (if different from Project Administrator)**

Prefix

Mr.

First Name

Stuart

Last Name

Mattson

E-mail

[smattson@pvaz.net](mailto:smattson@pvaz.net)

Phone

928-759-3041

Fax

Request Information

**Project Category**

Choose One Category

Learning

**Needs Assessment**

What community need or opportunity does your project address?

Prescott Valley Public Library (PVPL) is seeking funding for a digital literacy program using the curriculum developed by Oasis Connections. OCLC defines digital literacy as

"the ability to use information and communication technologies to find, evaluate, create, and communicate information." (OCLC, 2016) Developing this ability necessitates skills in the use of digital tools and managing online security and privacy. (Pew, 2015)

Providing free and open access to information classes and educational technologies is an essential component of the role public libraries play as "digitally inclusive communities" (Information Policy And Access Center. University Of Maryland College Park, 2014).

Libraries are considered digitally inclusive if they meet the following four methods:

- Provide free access to the Internet and computers
- Provide access to digital content
- Provide digital literacy classes
- Provide community needs programs and services such as health, workforce development, and education.

(Information Policy And Access Center. University Of Maryland College Park, 2014).

Although PVPL meets 3 of the 4 suggested methods, it does not currently provide digital literacy services. This project will help the community of Prescott Valley become more digitally literate by providing relevant, engaging, and informative computer and technology training classes.

#### How do you know this is a need?

In last FY 2015, PVPL staff has received feedback from programming surveys suggesting we offer a variety of computer classes. We also received suggestions via our public service desks, as well as from our Ask a Librarian link on the library website.

Overwhelmingly, the suggestions are related to technology. PVPL currently offers only two computer classes, Microsoft Word and Internet Basics, in addition to an open computer lab. These volunteer-led classes are offered on a drop-in basis and are limited in scope and assessment. We also provide occasional workshops on downloading e-books, but our audience regularly requests more general assistance -- usually related to social networking, e-commerce, how to use mobile devices , and applications.

#### What audiences are you targeting with this project and why?

The Town of Prescott Valley has an estimated current population of 41,075 (2014) which is an increase of 9% since the 2010 census. Males make up 48.5 % of the population, females 51.5 %, with the median age of 41. Persons age 45 and older make up 45.6% of the total population and within this group the largest age ranges are 45-55 (12.4%) and 65-74 (11.5%) (U.S. Department of Commerce, n.d.).

Digital literacy is now required as part of many everyday activities. According to statistics from The Internet is Important to Everyone, the likelihood of individuals having internet access at home significantly decreases with age, low income, lack of education, and disability (Siefer, 2013). Prescott Valley has a high percentage of adults and seniors (45.6%) and many lack basic computer and technology skills. Oasis classes are primarily designed for adults and seniors, but will be open to anyone who wants to increase their digital literacy skills. Classes will be taught by trained and knowledgeable instructors, staff, and volunteers. By providing classes and hands on technology training in the library, this project will increase individual confidence with technology, provide them with marketable skills, and the ability to stay connected with family and friends.

Integrating digital literacy as a core component of library programming will enrich the

value we add to the community.

How does this project relate to your library's mission or other plans (such as a technology plan)?

The Mission of Prescott Valley Public Library is to deliver exceptional library services to meet the diverse needs of our community and to provide excellent library services that provide lifelong learning in partnership with our community. Learning for life in the 21st century revolves around digital literacy, which is the focus of this project. Additionally, no institution carries out their mission in isolation. Success requires teamwork, which requires collaboration, another key element of this project.

## **Project Outcomes**

What specific change do you intend to achieve with this project?

Projected outcomes for this project include: new computer and technology skills; ability to self-manage more aspects of daily life requiring digital literacy; positive change in attitude regarding technology; greater career potential due to increased knowledge and skills; and improved quality of life due to increased civic participation.

Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided.

More and more, people need computer and technology skills to complete job applications, prepare for and take the GED test, access health and government information, and remain connected to their families, friends and communities. By expanding and enhancing services for learning and improving access to information and educational resources, the library is supporting the mission of lifelong learning. This project will ensure that learners of all ages have the opportunity to develop digital literacy skills and knowledge. Lastly, this project will help establish the library as a technological learning center that provides quality computer classes, taught by knowledgeable instructors.

Why is this project the best approach?

Oasis Connections has taught over 92,000 adults to build digital literacy skills and increase confidence using computers, the Internet, and portable devices. Oasis partners with various organizations and groups including public libraries. The program is affordable and is designed to meet the needs of the instructor and student. Most classes are tailored to the needs of older learners in the local community. Purchasing a yearly subscription includes access to the curriculum, student handbooks, and training for staff

and volunteers. The curriculum is written for adult learners, with step-by-step instructions containing plenty of illustrations, and offers train-the-trainer options through monthly instructor webinars.

Writer Megan Knapp discusses the Oasis Connections program in a WebJunction article titled Technology Skills You Can Take to the Bank ... and the Next Job Interview. She states, "Libraries partner with Oasis Connections to provide essential technology skills for older adults....As budgets shrink and resources are spread thin, maintaining a rich course curriculum -- and even sourcing and training the volunteers needed to teach technology classes -- can be challenging. In the recent Amp Up Your Technology Training webinar, facilitators discussed approaches to adult education, and the unique benefits of partnering with subject matter experts at Oasis Connections, to provide technology training in the library environment" (Knapp, 2013).

How will the general public participate or use this product? Who will participate, and how many will directly participate in the first year? How will you publicize this activity or product?

Over the yearlong implementation of the Oasis Connections program, the library has the potential to register 180 patrons and community members. Classes will be promoted in the same manner as other library programs -- press releases, PSA's for radio, listings on local newspaper events calendars, posters and flyers displayed in the library, articles in the library newsletter - in addition to contacting local senior housing facilities and workforce development office. Classes will require registration, with a maximum of 10 participants per class.

## **Project Activities**

What steps has your library taken to prepare for this project?

In researching various computer and technology training curriculum, it was discovered that several libraries are currently implementing the Oasis Connections program. I spoke with the National Connections Program Manager regarding the program and pricing and inquired if any of the participating libraries would be willing to provide feedback. I contacted a few librarians and discussed if and how Oasis Connections adds value to their library and community and received positive comments from these librarians. Evidence supports the conclusion that this program would be a cost efficient, proven, valuable resource to offer our patrons and community. Additionally, Prescott Valley Public Library's PC Lab recently received 25 new laptops and is equipped with a projector and a screen. Classes will be held in the PC Lab.

What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

Course lengths vary from four to six weeks in duration and multiple courses can be offered simultaneously. On average class length is 2 hours, which includes 1 1/2 hour of

instruction and ½ hour of hands on training. For instruction to be the most effective, class size should be limited to 8-10 students. The current projection is to offer two classes per month for 9 months, for a total of 18 classes. Two trained instructors (one contractual, one staff), plus one library assistant and volunteers are required to ensure successful course delivery. This project will run monthly from September 2016-June 2017 (fiscal year).

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 following is a course description of one of the classes offered by Oasis:

The Complete Job Search, Resumes and Cover Letters

Connections offers two courses that can help your students in their job search. The Complete Job Search includes two chapters on resumes which are available as a separate manual Resumes and Cover Letters.

Looking for a job can be a frightening experience, especially for older adults. This course is about preparation and planning, finding your interests and skills, and the computer skills you need to succeed in finding a job in today's environment. This course will introduce students to the realities of online searches, email communication, social media networking, and cleaning up public social media accounts that might prove embarrassing as a job applicant.

This course is linked to the project outcomes of new computer and technology skills, ability to self-manage more aspects of daily life requiring digital literacy, and greater career potential due to increased knowledge and skills.

## **Project Evaluation**

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.

Upon completion of each course, participants will be surveyed to gain feedback. We will also track attendance numbers and new user registrations to see if there is an increase in door counts and registered library users as a result of these computer and technology training courses.

## **Project Personnel**

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.

Ted Johnson --Prescott Valley Public Library Assistant Library Director. Administration support. Ted will provide administration support, assist with hiring the contractual instructor, and may serve as one of the staff instructors.

Megan Hammond -- Prescott Valley Public Library, Adult Services Librarian. Megan will serve as one of the staff instructors.

Casey Van Haren -- Prescott Valley Public Library, Library Supervisor, Circulation. Casey

will provide administration support, assist with hiring the contractual instructor, and may serve as one of the staff instructors.

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

Michele Hjorting - Adult Services Librarian, Programming & Outreach  
Michele has successfully co-written and received a 2015-16 LSTA programming grant, participated in the Arizona State Library, Archives and Public Records 2014-15 Excelling Grantwriting Group, and has recently completed a Project Management course. Additionally, in her capacity as Adult Services Librarian Michele coordinates library programs and performs outreach to the community.

If special skills or expertise are necessary for a participant, briefly list his or her qualifications.

Provide a brief resume for any consultant for whom you are requesting LSTA funds.

### **Partners**

If you are partnering with other organizations for this project, describe each partner's role. Enter N/A if not applicable.

N/A

Include a letter of support from each institutional partner.

### **Timeline/Schedule of Activities**

What are the major steps you'll take to reach the outcomes you've listed?

Hire a knowledgeable and capable instructor. Train staff. Promote classes. Survey participants. If necessary, adjust the time classes are offered or instruction method as needed. Offer classes of interest which will also address outcomes of new knowledge and skills.

Provide a timeline that includes planning, implementation and evaluation, and indicates when funds will be spent. Remember, funds are not available before May 20, 2016, and must be spent by August 4, 2017.

Receive grant funds in July. Block out PC Lab in July for future classes. Hire contractual instructor in August. Purchase Oasis subscription in August. Train instructors, assisting staff, and volunteers in August. Purchase printer, supplies, and flash drives in August. Promote classes in August. Begin classes in September. Mid program evaluation in January. Concluded classes at the end of June. Complete and submit evaluation forms in June.

Provide specifics about each public program activity, including the date and location. Enter N/A if not applicable.

N/A

### **Sustainability**

If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

Based on participant interest and feedback, Prescott Valley Public Library will enhance its current program of classes and workshops by developing an emerging technologies librarian position. Duties for this position will include teaching computer and technology classes.

### **Summary Project Information**

Project Title

Digital Literacy Training: Oasis Connections at Prescott Valley Public Library

Briefly summarize the project, by completing the following: The goal of this project is \_\_\_\_\_; Funds will be used to \_\_\_\_\_; Community members will benefit because \_\_\_\_\_.

The goal of this project is to provide digital literacy classes.

Funds will be used to hire one contractual instructor, purchase a one year subscription to Oasis Connections Computer and Technology Training, purchase a dedicated printer and supplies for printing out student handbooks, and purchase flash drives for students to save their work.

Community members will benefit by improving their computer and technology skills, which in turn can help with job assistance, attain higher educational achievement, become knowledgeable about internet safety and security, and stay connected with

family members and friends via social media. Oasis Connections strives to supply adults and older adults with the tools and learning they need to confidently use technology at work or at home.

Select a Primary Project Intent. Please Check one.

Improve users' general knowledge and skills (Lifelong Learning)

Amount of grant funds you are requesting:

9141.32

For your library, is this project New or Continuing?

New

### Budget Information

#### **Project Budget**

Provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.

LSTA grant funds requested for this project total \$9141.32. Local/in kind contributions are valued at \$23680

1 instructor - \$25/hr - based on Bureau of Labor Statistics for Continuing Education Instructor hourly rate average. ( \$100 per week. 4 hrs per week for 9 months - 144 hours) = \$ 400 per month for a total of \$3600

Yearly subscription fee to purchase Oasis Connections Computer and Technology Training curriculum totals \$800

Collection Development monies will be used to update computer and technology collection, total amount requested is \$1500

Dedicated printer and supplies will be used to print student handbooks fro each class (40 page manuals, 10 students, 18 classes = 7200 pages total minimum). Flash drives will be purchased for each student to save class work. All items are taxed at the local rate of 9.18%. This section totals \$3241.32

HP Color LaserJet Pro M252dw - @299.00

6 - HP 201A Black Original LaserJet Toner Cartridge @\$66.99 -- 1500 pages per cartridge

7 - HP 201A Yellow Original LaserJet Toner Cartridge @\$78.99 -- 1400 pages per cartridge

7 - HP 201A Magenta Original LaserJet Cartridge(\$78.99) -- 1400 pages per cartridge

7 -HP 201A Cyan Original LaserJet Cartridge (\$78.99) -- 1400 pages per cartridge

18 reams HP LaserJet Paper(9.99) -500 sheets per ream

Staples for handouts 2 boxes @\$6.09/1000

36- 5p Swivel Design USB 2.0 Flash Drive Memory Stick @ 12.08 (enough for 180

students)

**Project Budget Form**

- **Complete the budget form below for the project described in this application.**
- **In-kind services or funds are not required, but are encouraged.**

\$ Salary/Benefits Requested

\$ Local Match

10200

Salary, Wage and Benefits Description

Librarian, Library Assistant, and Volunteer 5 hours per week for 10 months

Total Salary Wages and Tips

10200

\$ Consultant Fees Requested

\$ Local Match

Consultant Fees Description

Total Consultant

0

\$Travel Requested

0

\$ Local Match

90

Travel Description

Total Travel

90

\$ Supplies/Materials Requested

4741.32

\$ Local Match

980

Supplies Description

Printer, supplies, library materials, flash drives

Total Supplies and Materials

5721.32

\$ Equipment Requested

A single item valued at \$5,000 or more

\$ Local Match

Equipment Description

Total Equipment

0

\$ Services Requested

4400

\$ Local Match

Services Description

Contracted Instructor and Oasis Connections subscription

Total Services

4400

\$ Indirect Costs Requested

\$ Local Match

12500

Indirect Total

12500

\$ Total Grant Budget

Click on calculator icon to total the amounts

9141.32

\$ Total Local Match

Click on calculator icon to total the amounts

23770

Total Budget

Click on calculator icon to total the amounts

32911.32

### Beneficiaries

#### Beneficiaries

Age Group

All Ages

Population Served (Optional)

Ethnicity (Optional)

### Certification

**To complete your application please fill out the certification form, print it, sign it and mail to:**

**Grants Consultant  
Arizona State Library, Archives & Public Records  
1700 W. Washington St., Suite 200  
Phoenix, AZ 85007**

[Click here to open the certification form](#)