

**LSTA 2019 Application****Organization Information**

Library Name  
Cochise County Library District

Library Address  
PO Drawer AK  
100 Clawson Ave.

City	State	Zip Code
Bisbee	AZ	85603

Website Address  
<http://cochise.lib.az.us>

DUNS Number  
020126041

**Project Contacts**

Prefix	First Name	Last Name
Ms	Amadee	Ricketts

E-mail	Phone	Fax
<a href="mailto:aricketts@cochise.az.gov">aricketts@cochise.az.gov</a>	520-432-8935	

Prefix	First Name	Last Name
<None>		

E-mail	Phone	Fax

**Request Information**

Please Read First!

**This is the application for LSTA general grants. Follow the links below for LSTA mini-grants:**

**[Collections and Programming \(CAP\) Grants](#)**  
**[STEAM In Your Library](#)**

**Read the [LSTA Grant Guidelines](#) before completing this application.**

Choose One Category

Informal Education

Project Title

Mobile Technology Lab

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 increase the digital literacy skills of our rural population, including those who are older, are less served, and have lower levels of technology literacy. Funds will be used to assemble a mobile technology lab and to offer basic technology literacy classes, as well as individual technology help and support. This program will provide education to older, lower socioeconomic residents who do not otherwise have adequate access to technology training. Community members will benefit through increases in digital literacy skills which will assist them in terms of economic development, social connections, and civic participation.

Select a Primary Project Intent. Please Check one.

Improve users' general knowledge and skills (Lifelong Learning)

Amount of grant funds you are requesting:

24430

For your library, is this project New or Continuing?

New

What audiences are you targeting with this project and why?

We are targeting our rural residents who are older, have lower levels of technology literacy, and often find it difficult to obtain training or technical support services. In particular, the area of Sunsites (zip code 85625) is being targeted, with services also being delivered to the rural communities of Elfrida and Bowie.

What community need or opportunity does your project address?

The population of the communities identified here is much older than that of surrounding areas, with a median age of 60, compared to a median age of 37.1 in the state as a whole. Nearly 50% percent of residents are 60 or older, and more than 25% of the residents are 65-74. (Arizona State Demographic Viewer)

These older residents often express feeling "left behind" by current technology. However, in modern society, technology use is required for basic tasks like obtaining government services, seeking employment, gaining information and access to health care, and staying in touch with loved ones. This is especially true in extremely rural areas like ours where face-to-face access to services or help is often not available.

Unfortunately, rural residents who want to learn about technology are hampered by limited access.

According to the 2018 Arizona Statewide Broadband Strategic Plan, only 34% of rural areas in the state have access to broadband as defined by the FCC (25 Mbps down/3 Mbps up). The rural library branches are among the only broadband access points in their communities. This program would enable more residents to become active, confident users of this technology.

How do you know this is a need?

Our older patrons often ask for technology help and classes, and we have not been able to satisfy the demand for these services. Occasional classes in the past offered in partnership with Sierra Vista Public Library have consistently been full. In Sunsites, each class also has had a waiting list of people hoping to attend.

Branch staff have worked to meet this need by offering basic classes and one-on-one support, but limitations on staff time and public computers have not made this possible.

In other parts of the county where technology literacy classes have been offered at libraries, they have been well attended and favorably received. These classes have also helped draw new patrons into the libraries.

In a recent survey regarding this need, 83% of respondents at the locations targeted here expressed a very high or high interest in basic computer literacy classes.

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

The mission of the Cochise County Library District is to serve "the joy of reading, the discovery of ideas, and the power of information." This project will enhance the mission and activities of the library by allowing more residents to access information through improved technology skills. In addition, the Mobile Technology Lab hardware that is purchased as a part of this grant will be available for use at any of the county's branches to increase access to technology, as well as to serve other classes and projects.

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

Through this program, we would like everyone who participates to be more comfortable with using technology to meet their own needs. We hope that each participant can address their own particular digital literacy needs in a way that is individually meaningful to him or her.

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

We know that our patrons need and want to improve their technology skills, but also that each person may have different needs, different skills levels, and different hardware and software platforms of their own. Given that, we hope to be able to individualize the learning for each participant to meet their own needs. This will be done through small class sizes that will allow individual customization, as well as one-on-one help sessions.

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.

Through this project, we will offer both small group technology literacy classes, as well as one-on-one help sessions.

A total of 15 two-hour classes will be held. Most of these will be done at the Sunsites Community Library, but a couple will also be done at the Elfrida Library and Bowie's Jimmie Libhart Library. It is expected that 8-10 people will attend each class.

The topics for these classes will be determined by a patron survey conducted at the start of the project. Topics may include:

- Using the Internet
- Critical media literacy (evaluating web sites, etc.)
- Online safety
- Password management
- Email
- Social media
- Word processing
- Google Docs
- Photos on your phone
- How to use the online library catalog
- Downloading and installing ebooks and audiobooks
- Creating a resume and other job search tips
- How to make a web page
- Photo editing

In addition to that, one-on-one tech help sessions will be scheduled. We plan to schedule 15 days of those with a capacity to serve 8-10 patrons each day.

This project will also include the procurement of a Mobile Technology Lab, which will include eight laptops with Microsoft Office and other software, two tablet computers, and two smartphones. This lab will be used for the classes described above and will also be available for checkout by any of the five county library branches, as well as by the district. It is anticipated that this lab will be used for additional classes conducted by library staff, for general computer use, for special projects, and for professional development activities.

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

To prepare for this project, we have evaluated our patrons needs in this area and designed a program that meets those needs. We have identified the curriculum, hardware, software, and physical space we will need to accomplish these goals.

We have also made arrangements with a consultant, K12 Handhelds, who has developed expertise with delivering this content to our target population and who has already developed curriculum that we can use for this project. They have also taught similar classes and facilitated individualized tech support elsewhere in our county, as well as nationally.

Why did you choose this approach for your project? Did you consider any alternative approaches?

Because of the sparse population in the more rural parts of our county, the number of participants in these classes is not as high as in more populated cities, thereby increasing the cost per participant.

As such, it is tempting to consider holding classes in more populated areas or using alternative delivery mechanisms such as online training. However, we know that many of our patrons have limited transportation, and that their already limited technology skills makes technology-mediated delivery frustrating and ineffective.

For those reasons, we have chosen locally-delivered, small group and individualized face-to-face training as the most effective approach.

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 core activity of this project is the classes, which will use a curriculum that is flexible and tailored

to specific participant needs.

The classes will include demonstration of various skills, tailored to those in attendance, with questions answered throughout. Participants will receive "quick start" handouts and will have opportunity for hands-on practice.

As a part of each class, participants will be given a choice of activities to practice what they have learned. (They may also bring personal projects to work on.) Finally, participants will be invited to attend one-on-one help sessions to further their skills and request additional support.

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

The evaluation for this project will include class sign-in sheets, class assessments, pre- and post-user surveys, and observations completed by facilitators. These tools will be used to assess specific skills as well as general comfort level and technology literacy.

In addition, the creation of artifacts such as word processed documents and resumes, will be monitored to see how participants' skills are progressing.

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. If the project will require a consultant, provide a brief resume for any consultant for whom you are requesting LSTA funds and upload below.

Amadee Ricketts, Director of the Cochise Library District

Amadee will manage the overall project and will be the administrative contact. She will also provide oversight and evaluation activities and manage the check-outs of the Mobile Technology Lab hardware.

Karen Fasimpaur, President, K12 Handhelds, Inc.

Karen will conduct the classes and the one-on-one help sessions, as well as professional development activities for library staff.

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

The Project Director for this project is Amadee Ricketts, Director of the Cochise Library District. As the library's administrator, she can ensure that project goals and deadlines are met, keep project related records, and prepare the final report.

If special skills or expertise are necessary for project personnel, briefly list their qualifications.

The person conducting the classes and one-on-one help sessions needs to have curriculum for this as well as a skill set that spans a wide variety of hardware and software platforms to meet a variety of end user needs.

### **Partners**

If you are partnering with other organizations for this project, describe each partner's role. Enter N/A if not applicable. Provide a letter of support from each partnering organization and upload below.

The Sunsites Community Library will be the primary site for classes for this project.

The Friends of the Pearce-Sunsites Library will help promote this program to the community.

K12 Handhelds will provide curriculum, facilitate the classes and drop-in tech support, and market and manage the overall project.

### Upload Consultant Resumes and Letters of Support

Please combine all consultant resumes and letters of support into one document to upload.

[LSTA 2019 CCLD BACKUP DOCS.pdf](#)

Provide a timeline that includes planning, implementation and evaluation, and indicates when funds will be spent. Remember, funds are not available before May 17, 2019, and must be spent by September 4, 2020.

Funds available; work begins - June 1, 2019

Project announcement made; marketing begins - June 1, 2019

Hardware acquired July 1, 2019

Mobile Technology Lab available for checkout - August, 2019

Classes and one-on-one sessions conducted - September, 2019 - July, 2020

Project complete; funds spent out - September 1, 2020

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

This project will continue after the grant period has ended. The Mobile Technology Lab hardware will be available for checkout to branch locations on an ongoing basis. It is planned that this equipment will be used by library staff for additional classes, general computer use, special projects, and professional development activities.

Branch managers and other library staff will participate in professional development during the grant period to ensure that they can continue offering technology training and help at their locations.

### Budget Information

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

Consultant fees and services are detailed in K12 Handhelds proposal #K0219-022.

Travel is for travel to Phoenix for grant recipients meeting and includes approximately 576 miles roundtrip and one overnight stay.

Supplies include:

- 8 laptops @ \$740 each
- 8 software packages including Windows 10 LTSC, Microsoft Office, and Reboot Restore RX Pro @ \$100 each
- 2 tablet computers @ \$125 each
- 2 smartphones @ \$125 each
- 1 LCD projector @ \$360
- Additional supplies including charging cart and carrying totes @ \$600

**Project Budget Form**

- **Complete the budget form below for the project described in this application.**
- **Some matching in-kind services or funds are required, but there are no set amounts or percentages.**
- **Use only numerals in the budget fields in order to calculate totals; any non-numeric elements (commas, periods, etc.) will not calculate correctly.**
- **This budget form is designed for online use and does not print well. If you need a printed copy of your budget, use a separate form.**

\$ Salary/Benefits Requested	\$ Local Match	Salary, Wage and Benefits Description	Total Salary Wages and Tips 0.00
\$ Consultant Fees Requested 15750	\$ Local Match 11250	Consultant Fees Description See K12 Handhelds proposal #K0219-022	
Total Consultant 27000.00			
\$ Travel Requested 500	\$ Local Match	Travel Description initial grant recipients conference	Total Travel 500.00
\$ Supplies/Materials Requested 8180	\$ Local Match	Supplies Description See above.	Total Supplies and Materials 8180.00
\$ Equipment Requested A single item valued at \$5,000 or more	\$ Local Match	Equipment Description	Total Equipment 0.00
\$ Services Requested	\$ Local Match	Services Description	Total Services 0.00
\$ Indirect Costs Requested	\$ Local Match	Indirect Total 0.00	
\$ Total Grant Budget	\$ Total Local Match		Total Budget

Click on calculator icon to total the amounts  
24430.00

Click on calculator icon to total the amounts  
11250.00

Click on calculator icon to total  
the amounts  
35680.00

## Beneficiaries

Age Group  
All Ages

Population Served (Optional)  
Intergenerational

Ethnicity (Optional)  
Multi

## Risk Self-Assessment

How many years of experience does the project manager have specifically managing grants?  
More than 5 years

When was your library's most recent reorganization?  
1-3 years ago

How many years has the project manager been employed in the applying library's system?  
1-3 years

Does your accounting system identify and track expenditure and receipt of program funds separately for each grant award?  
Yes

## Certification

**To complete your application, the Certification of Application form must be postmarked by March 8, 2019. Registered or certified mail is recommended. Please fill out the certification form, print it, sign it and mail to:**  
**Grants Consultant**  
**Arizona State Library, Archives & Public Records**  
**1919 W. Jefferson St.**  
**Phoenix, AZ 85009**

**Keep a copy of the signed certification for your records.**

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