

**Review - (218) External Review Stage (Default)**

|                         |                         |
|-------------------------|-------------------------|
| <b>Request</b>          |                         |
| <b>Name</b>             | Elfrida Library         |
| <b>Project Title</b>    | Skill Sessions @Elfrida |
| <b>Requested Amount</b> | \$16,850.00             |
| <b>First Name</b>       | Stephanie               |
| <b>Last Name</b>        | Fulton                  |

**Review**

|                        |  |
|------------------------|--|
| <b>Project Summary</b> | The goal of this project is to assist low income individuals and families in job search, computer skill building and foster positive family engagement opportunities; Funds will be used to purchase the needed furnishings, technology and instruction to make this project a success. Community members will benefit because we will make new skill training opportunities available now as well as in the future. |
|------------------------|--|

|                       |  |
|-----------------------|--|
| <b>Community Need</b> | <p>What community need or opportunity does your project address? Elfrida has a population of low income household, people with limited English skills, limited computer skills. The Elfrida Library will help to further educate the community by developing partnerships with Cochise College instructors to assist in offering Computer Courses, ESL courses and Job employment training. There is no other center available in Elfrida to help with this problem and there is no other center will to hold these events. The second part of this proposal is to offer free family engagement activities. How do you know this is a need? People come into the library on a regular basis, asking for job assistance and asking for help in computer training. The library is the center of the Elfrida community we would like to focus on the needs of the community by providing more services to the people who need it. People come in and talk about their struggles in finding food, shelter and jobs.</p> <p>The families in Elfrida have very limited opportunities (like none) to join others in a safe positive environment like the library. What audiences are you targeting with this project and why? The project will be geared towards families with small children and teenagers, young adults, and older adults looking for work. It will also target the immigrant population wanting to improve their literacy skills. 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, Elfrida being one of the branches, is to look for ways to provide essential support services to the branch libraries. The mission goes on to state its'primary goal is to serve rural residents and provide leadership services to the branch libraries countywide. As the Elfrida branch manager, it is my duty to strive to meet the needs of this community.</p> |
|-----------------------|--|

|                     |  |
|---------------------|--|
| <b>Goals Impact</b> | <p>What specific change do you intend to achieve with this project? As the library expands on important needed services the future will be a little brighter for the people in the Elfrida community. We would increase the membership of our library in a positive way by giving people the opportunity to better their lives:</p> <p>*Increase computer skills</p> |
|---------------------|--|

\*Family fun time and community members socializing in a positive way.

\*Increase literacy among residents

\*Collaborating and expanding avenues for Cochise College  
Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided. Currently, in Elfrida there are no computer classes, or job training or family fun nights being offered in the community. The Elfrida library will be a beacon of hope for many of its residents. Why is this project the best approach? The Elfrida library will offer services that are not available to community members within a thirty mile radius. We want to start with services that will provide the necessary opportunities to make positive changes in peoples lives: better job opportunities, better computer skills, needed family fun time and increasing opportunities to further the educational and literacy needs of the community. 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? The general public can participate in two six-week offerings of computer classes and six job-skill workshops depending upon the schedule of the instructor. The library will provide three movie nights in the summer and and ten family engagement opportunities through out the year.

The Elfrida Library will publicize these events chiefly through social media, as well as taking fliers around town; events will be posted on othe web site, and the library will get the information out to the schools.

### **Project Description**

What steps has your library taken to prepare for this project? The library manager has contacted Marty Havarty from Cochise College, who will be the job training coordinator and the liaison between the library and Cochise College for the other workshops.

The library has canvassed the Elfrida community verbally as to what events are needed within the community. 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. The library will have prospective participants sign up in advance for the workshops and courses. We plan to provide skill-building packets for the participants in addition to the materials that Cochise College will provide. The library will provide the space and computer stations with additional lap tops available for a maximum of 8 participants at each workshop. We will offer 1 adult skill session per month from September 2016 to May 2016. We will have ten family engagement opportunities. We will make available family friendly feature films through out the summer and holiday times, both for leisure and educational purposes. List at least one product or activity that will help you meet the outcome. All products and activities that are a part of

|                   |   |
|-------------------|---|
|                   | <p>your project should be linked to an outcome. The products that will ensure the success of this proposal would be to purchase:</p> <ul style="list-style-type: none"> <li>*Having qualified instructors sharing their expertise with the Elfrida community.</li> <li>*A locking AV Computer cart to hold lap top computers provided by the County Library and a new projector.</li> <li>*Five computer tables, 5 computer chairs</li> <li>*A screen mounted on the wall for easy access</li> <li>*A multi-media projector with</li> <li>*Purchase ten family appropriate DVD's</li> </ul>   |
| <b>Evaluation</b> | <p>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. The library will hand out program participation surveys with every event. We will publicize our success stories in Social Media and in local news papers. The library will be ever conscious of customer feedback. The library manager will make observations during the programs and workshops and report on the discoveries.</p>   |
| <b>Personnel</b>  | <p>Branch Manager: Stephanie Fulton, will make recommendations on purchases, coordinate events, and over see the project,publicize the and workshops and events, publicize and evaluate the outcomes.</p> <p>Library Services: Judith Stafford will write and submit the grant.</p> <p>Library Director: Lise Gilliland, ultimately, responsible for everything. Stephanie Fulton Branch manager for the Elfrida Library, is the project director because of her understanding of the needs of her library community. If special skills or expertise are necessary for a participant, briefly list his or her qualifications. All life skill workshops will be taught by Arizona certified learning instructors from Cochise College.</p> <p>The Family Engagement nights will be coordinated by Elfrida Branch Manager Stephanie Fulton.</p> |
| <b>Partners</b>   | <p>Cochise College, Sierra Vista Campus. They will provide a series of customized workshops focusing on job skill development, English as a second language and computer skills.</p> <p>Valley Recreation Council, Elfrida. They will help provide advertizing and restroom facilities.</p>   |
| <b>Timeline</b>   | <p>What are the major steps you'll take to reach the outcomes you've listed? The library will become the learning center in the</p>   |

Elfrida community by creating the space and purchasing the materials needed and offering educational and job skill classes as well as a family orientated event space. 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. June/July 2016

- Purchase equipment
- Assemble equipment
- Formalize curriculum with Cochise College
- Publicity
- Purchase movie license and family movies

June/July/August 2016

- Three Family Engagement movie nights

September 2016

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

October 2016

- Computer Skills workshop
- 1 Family Engagement Night

November 2016

- ESL Skills workshop
- 1 Family Engagement Night

December 2016

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

January 2017

- Computer Skills workshop
- 1 Family Engagement Night

February 2017

- ESL Skills workshop

- 1 Family Engagement Night

March 2017

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

April 2017

- Computer Skills workshop
- 1 Family Engagement Night

May 2017

- ESL Skills workshop
- 1 Family Engagement Night

June/July 2017

- Three Family Engagement Nights

August 2017

- Project completed
- Begin post project evaluation
- Complete final LSTA report
- Funds fully expended

September 2017

- Final Report submitted to Arizona State Library staff

Provide specifics about each public program activity, including the date and location. Enter N/A if not applicable. All activities will take place at Elfrida Library.

Dates of programs and events will be confirmed upon award of LSTA grant monies.

**Sustainability**

The implementation of a movable computer area and screen with a multimedia projector will fit into the long range plans for the Elfrida Library.

With these added electronics and furnishings, we can continue to offer computer classes or small business development

|   |   |
|---|---|
|   | workshops in the future and improve economic growth in our community. After the pilot program is completed, we will look to continue in partnership with Cochise College if funds are available from other resources. |
| <b>Salary and Benefits Grant Request</b>    | \$300.00  |
| <b>Salary and Benefits Local Match</b>      |   |
| <b>Total Salary and Benefits</b>            | \$300.00  |
| <b>Consultants Grant Request</b>            | \$10,000.00   |
| <b>Consultants Local Match</b>              |   |
| <b>Total Consultants</b>                    | \$10,000.00   |
| <b>Travel Grant Request</b>                 | \$0.00  |
| <b>Travel Local Match</b>                   |   |
| <b>Total Travel</b>                         | \$0.00  |
| <b>Supplies and Materials Grant Request</b> | \$6,360.15  |
| <b>Supplies and Materials Local Match</b>   |   |
| <b>Total Supplies and Materials</b>         | \$6,360.15  |
| <b>Equipment Grant Request</b>              | \$0.00  |
| <b>Equipment Local Match</b>                |   |
| <b>Total Equipment</b>                      | \$0.00  |
| <b>Services Grant Request</b>               | \$0.00  |
| <b>Services Local Match</b>                 |   |
| <b>Total Services</b>                       | \$0.00  |
| <b>indirect grant Amount</b>                | \$0.00  |
| <b>indirect local Amount</b>                |   |
| <b>Indirect Total</b>                       | \$0.00  |
| <b>Total Grant Budget</b>                   | \$16,660.15   |
| <b>Total Local Budget</b>                   | \$0.00  |
| <b>Total Budget</b>                         | \$16,660.15   |
| <b>Budget Justification</b>                 | 3 x full day Job Skills workshops<br>\$4,500.00   |
|   | 3 x 4 hour computer skill workshops<br>\$2,250.00   |
|   | 3 x 4 hour English as second language workshops<br>\$2,250.00   |
|   | Computer desks on wheels<br>\$1700.85   |
|   | AV Projector<br>\$399.99  |
|   | Screen<br>\$120.00  |
|   | Speakers  |

\$189.99

AV cart with lockable compartment  
\$507.00

2 folding tables for extra students  
\$570.00

Computer Desk chairs  
\$1108.31

Stackable chairs for folding tables  
\$350.00

Headphones for computers  
\$124.00

Books (job skills, computer, ESL)  
\$500.00

Office supplies  
\$200.00

Movie License  
\$341.00

10 Family movies  
\$250.00

Wages  
\$300.00

Total:  
\$14,552.83

All costs are estimates and include tax.

| Feedback         |             |
|------------------|-------------|
| Yes/No           | Yes         |
| Suggested Amount | \$14,770.14 |

3/3/2016

Arizona State Library  
Library Services & Technology Act  
Attn.: Janet "Jaime" Ball  
1700 W Washington St, Suite 300  
Phoenix, AZ 85007

Dear Ms. Ball,

This is a letter of support on behalf of Elfrida Community Library's proposed 2016 LSTA Grant, "Skill Sessions @ Elfrida".

This program is focused on developing a series of job skills needed in today's technological world, along with English as a second language workshops and computer skills workshops in order to further their proficiency in these subjects. There is also a very important family and community at large part of the grant, which Elfrida Library is the perfect place to hold these events.

The Valley Recreation Council is pleased to establish a special partnership with this project. We own the building that the library is situated in and were original members of a local consortium to open the library in Elfrida.

We believe this collaboration is mutually beneficial and supports the goals of all the partnering organizations. There are very limited opportunities for further education and recreational activities in Elfrida, and the library is an integral part of offering services to our low-income citizens.

We think it is important to foster these kinds of activities to empower learners to be at the center of their learning, to give participants the kind of real-world skills they need to succeed and to strengthen the community in Elfrida, since there is a lack of such opportunities as described above.

We look forward to this partnership with Elfrida Library. Thank you.

Sincerely,



Sandra Overfield  
President, Valley Recreation Council  
Elfrida, Arizona



**COCHISE COLLEGE**

901 North Colombo Avenue • Sierra Vista, AZ 85635-2917 • 520-515-0500 • [www.cochise.edu](http://www.cochise.edu)

3/1/2016

Arizona State Library  
Library Services & Technology Act  
Attn: Janet "Jaime" Ball  
1700 W Washington St, Suite 300  
Phoenix, AZ 85007

Dear Ms. Ball,

This is a letter of support on behalf of Elfrida Community Library's proposed 2016 LSTA Grant, "Skill Sessions @ Elfrida".

Our portion of this program is focused on developing a series of job skills needed in today's technological world, along with English as a second language workshops and computer skills workshops in order to further their proficiency in these subjects. Cochise College is pleased to enter into and establish a special partnership with the Library on this project.

As a part of this project, we would provide a series of customizable workshops to ensure we meet the needs of this rural community. Funding from this grant will enable expert instructors from the College to personally conduct these much needed workshops to further develop skills and improve quality of life in rural Arizona. We believe this collaboration is mutually beneficial and supports the goals of all the partnering organizations.

We think it is important to foster these kinds of activities to empower learners to be at the center of their learning, to give participants the kind of real-world skills they need to succeed and to strengthen the community in Elfrida, since there is a lack of such opportunities as described above.

We look forward to this partnership with Elfrida Library. Please contact me at your convenience if you have any questions regarding our full-fledged support of this initiative.

Sincerely,

Martin D. Haverty  
Workforce Training Coordinator  
Cochise College

520-255-3630  
[havertym@cochise.edu](mailto:havertym@cochise.edu)

**LSTA 2016 Application**

**Organization Information**

**Organization Information**

Library Name

Elfrida Library

Library Address

10552 North Highway 191

PO BOX 98

City

Elfrida

State

AZ

Zip Code

85610

Website Address

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

DUNS Number

136660060

**Project Contacts**

**Project Administrator**

Prefix

Mrs.

First Name

Stephanie

Last Name

Fulton

E-mail

[sfulton@cochise.az.gov](mailto:sfulton@cochise.az.gov)

Phone

520-642-1744

Fax

520-642-1744

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

Prefix

First Name

Lise

Last Name

Gilliland

E-mail

[lgilliland@cochise.az.gov](mailto:lgilliland@cochise.az.gov)

Phone

520-432-8935

Fax

520-432-7339

## Request Information

### Project Category

Choose One Category

Community

### Needs Assessment

What community need or opportunity does your project address?

Elfrida has a population of low income household, people with limited English skills, limited computer skills. The Elfrida Library will help to further educate the community by developing partnerships with Cochise College instructors to assist in offering Computer Courses, ESL courses and Job employment training. There is no other center available in Elfrida to help with this problem and there is no other center will to hold these events. The second part of this proposal is to offer free family engagement activities.

How do you know this is a need?

People come into the library on a regular basis, asking for job assistance and asking for help in computer training. The library is the center of the Elfrida community we would like to focus on the needs of the community by providing more services to the people who need it. People come in and talk about their struggles in finding food, shelter and jobs.

The families in Elfrida have very limited opportunities (like none) to join others in a safe positive environment like the library.

What audiences are you targeting with this project and why?

The project will be geared towards families with small children and teenagers, young adults, and older adults looking for work. It will also target the immigrant population wanting to improve their literacy skills.

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, Elfrida being one of the branches, is to look for ways to provide essential support services to the branch libraries. The mission goes on to state its primary goal is to serve rural residents and provide leadership services to the branch libraries countywide. As the Elfrida branch manager, it is my duty to strive to meet the needs of this community.

### Project Outcomes

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

As the library expands on important needed services the future will be a little brighter for the people in the Elfrida community. We would increase the membership of our library in a positive way by giving people the opportunity to better their lives:

\*Increase computer skills

\*Family fun time and community members socializing in a positive way.

\*Increase literacy among residents

\*Collaborating and expanding avenues for Cochise College

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

Currently, in Elfrida there are no computer classes, or job training or family fun nights being offered in the community. The Elfrida library will be a beacon of hope for many of its residents.

Why is this project the best approach?

The Elfrida library will offer services that are not available to community members within a thirty mile radius. We want to start with services that will provide the necessary opportunities to make positive changes in peoples lives: better job opportunities, better computer skills, needed family fun time and increasing opportunities to further the educational and literacy needs of the community.

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?

The general public can participate in two six-week offerings of computer classes and six job-skill workshops depending upon the schedule of the instructor. The library will provide three movie nights in the summer and and ten family engagement opportunities through out the year.

The Elfrida Library will publicize these events chiefly through social media, as well as taking fliers around town; events will be posted on othe web site, and the library will get the information out to the schools.

### **Project Activities**

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

The library manager has contacted Marty Havarty from Cochise College, who will be the job training coordinator and the liaison between the library and Cochise College for the other workshops.

The library has canvassed the Elfrida community verbally as to what events are needed within the community.

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.

The library will have prospective participants sign up in advance for the workshops and courses. We plan to provide skill-building packets for the participants in addition to the materials that Cochise College will provide. The library will provide the space and computer stations with additional lap tops available for a maximum of 8 participants at each workshop. We will offer 1 adult skill session per month from September 2016 to May 2016. We will have ten family engagement opportunities. We will make available family friendly feature films through out the summer and holiday times, both for leisure and educational purposes.

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 products that will ensure the success of this proposal would be to purchase:

- \*Having qualified instructors sharing their expertise with the Elfrida community.
- \*A locking AV Computer cart to hold lap top computers provided by the County Library and a new projector.
- \*Five computer tables, 5 computer chairs
- \*A screen mounted on the wall for easy access
- \*A multi-media projector with
- \*Purchase ten family appropriate DVD's

### **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.

The library will hand out program participation surveys with every event. We will publicize our success stories in Social Media and in local news papers. The library will be ever conscious of customer feedback. The library manager will make observations during the programs and workshops and report on the discoveries.

### **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.

Branch Manager: Stephanie Fulton, will make recommendations on purchases, coordinate events, and over see the project,publicize the and workshops and events, publicize and evaluate the outcomes.

Library Services: Judith Stafford will write and submit the grant.

Library Director: Lise Gilliland, ultimately, responsible for everything.

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

Stephanie Fulton Branch manager for the Elfrida Library, is the project director because of her understanding of the needs of her library community.

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

All life skill workshops will be taught by Arizona certified learning instructors from Cochise College.

The Family Engagement nights will be coordinated by Elfrida Branch Manager Stephanie Fulton.

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.

Cochise College, Sierra Vista Campus. They will provide a series of customized workshops focusing on job skill development, English as a second language and computer skills.

Valley Recreation Council, Elfrida. They will help provide advertizing and restroom facilities.

Include a letter of support from each institutional partner.

Letters of Support for LSTA Elrida Grant.pdf

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

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

The library will become the learning center in the Elfrida community by creating the space and purchasing the materials needed and offering educational and job skill classes as well as a family orientated event space.

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.

June/July 2016

- Purchase equipment
- Assemble equipment
- Formalize curriculum with Cochise College
- Publicity
- Purchase movie license and family movies

June/July/August 2016

- Three Family Engagement movie nights

September 2016

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

October 2016

- Computer Skills workshop
- 1 Family Engagement Night

November 2016

- ESL Skills workshop
- 1 Family Engagement Night

December 2016

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

January 2017

- Computer Skills workshop
- 1 Family Engagement Night

February 2017

- ESL Skills workshop
- 1 Family Engagement Night

March 2017

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

April 2017

- Computer Skills workshop
- 1 Family Engagement Night

May 2017

- ESL Skills workshop
- 1 Family Engagement Night

June/July 2017

- Three Family Engagement Nights

August 2017

- Project completed
- Begin post project evaluation
- Complete final LSTA report
- Funds fully expended

September 2017

- Final Report submitted to Arizona State Library staff

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

All activities will take place at Elfrida Library.

Dates of programs and events will be confirmed upon award of LSTA grant monies.

### **Sustainability**

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

The implementation of a movable computer area and screen with a multimedia projector will fit into the long range plans for the Elfrida Library.

With these added electronics and furnishings, we can continue to offer computer classes or small business development workshops in the future and improve economic growth in our community. After the pilot program is completed, we will look to continue in partnership with Cochise College if funds are available from other resources.

### **Summary Project Information**

Project Title

Skill Sessions @Elfrida

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 assist low income individuals and families in job search, computer skill building and foster positive family engagement opportunities; Funds will be used to purchase the needed furnishings, technology and instruction to make this project a success. Community members will benefit because we will make new skill training opportunities available now as well as in the future.

Select a Primary Project Intent. Please Check one.

Improve users' ability to use and apply business resources (Economic Employment Development)

Amount of grant funds you are requesting:

16850.00

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.

3 x full day Job Skills workshops \$4,500.00

3 x 4 hour computer skill workshops \$2,250.00

3 x 4 hour English as second language workshops \$2,250.00

Computer desks on wheels \$1700.85

AV Projector \$399.99

Screen \$120.00

Speakers \$189.99

AV cart with lockable compartment \$507.00

2 folding tables for extra students \$570.00

Computer Desk chairs \$1108.31

Stackable chairs for folding tables \$350.00

Headphones for computers \$124.00

Books (job skills, computer, ESL) \$500.00

Office supplies \$200.00

Movie License \$341.00

10 Family movies \$250.00

Wages \$300.00

Total: \$14,552.83

All costs are estimates and include tax.

**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

300.00

\$ Local Match

Salary, Wage and Benefits Description

Assembly of equipment

\$ Consultant Fees Requested

10,000.00

\$ Local Match

Consultant Fees Description

Cochise College Instructor

\$ Travel Requested

0.00

\$ Local Match

Travel Description

included in Consultant Fees

\$ Supplies/Materials Requested

6360.15

\$ Local Match

Supplies Description

AV equipment, furnishings, books, DVDs, Movie License

\$ Equipment Requested

\$ Equipment Requested

0.00

\$ Local Match

Equipment Description

\$ Services Requested

0.00

\$ Local Match

Services Description

\$ Indirect Costs Requested

0.00

\$ Local Match

## Beneficiaries

### Beneficiaries

Age Group

All Ages

Population Served (Optional)

Limited functional literacy or informational skills

Ethnicity (Optional)

Multi

## Certification

**<b>To complete your application</b><br> please fill out the certification form, print it, sign it and mail to: <br> Grants**

Consultant  
Arizona State Library, Archives & Public  
Records  
1700 W. Washington St., Suite 200  
Phoenix, AZ 85007  
**[Click here to open the certification form](http://www.azlibrary.gov/sites/azlibrary.gov/files/libdev_microedge_certofapp.pdf)**

**LSTA 2016 Application**

**Organization Information**

**Organization Information**

Library Name

Elfrida Library

Library Address

10552 North Highway 191

PO BOX 98

City

Elfrida

State

AZ

Zip Code

85610

Website Address

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

DUNS Number

136660060

**Project Contacts**

**Project Administrator**

Prefix

Mrs.

First Name

Stephanie

Last Name

Fulton

E-mail

[sfulton@cochise.az.gov](mailto:sfulton@cochise.az.gov)

Phone

520-642-1744

Fax

520-642-1744

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

Prefix

First Name

Lise

Last Name

Gilliland

E-mail

[lgilliland@cochise.az.gov](mailto:lgilliland@cochise.az.gov)

Phone

520-432-8935

Fax

520-432-7339

## Request Information

### Project Category

Choose One Category

Community

### Needs Assessment

What community need or opportunity does your project address?

Elfrida has a population of low income household, people with limited English skills, limited computer skills. The Elfrida Library will help to further educate the community by developing partnerships with Cochise College instructors to assist in offering Computer Courses, ESL courses and Job employment training. There is no other center available in Elfrida to help with this problem and there is no other center will to hold these events. The second part of this proposal is to offer free family engagement activities.

How do you know this is a need?

People come into the library on a regular basis, asking for job assistance and asking for help in computer training. The library is the center of the Elfrida community we would like to focus on the needs of the community by providing more services to the people who need it. People come in and talk about their struggles in finding food, shelter and jobs.

The families in Elfrida have very limited opportunities (like none) to join others in a safe positive environment like the library.

What audiences are you targeting with this project and why?

The project will be geared towards families with small children and teenagers, young adults, and older adults looking for work. It will also target the immigrant population wanting to improve their literacy skills.

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, Elfrida being one of the branches, is to look for ways to provide essential support services to the branch libraries. The mission goes on to state its primary goal is to serve rural residents and provide leadership services to the branch libraries countywide. As the Elfrida branch manager, it is my duty to strive to meet the needs of this community.

### Project Outcomes

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

As the library expands on important needed services the future will be a little brighter for the people in the Elfrida community. We would increase the membership of our library in a positive way by giving people the opportunity to better their lives:

\*Increase computer skills

\*Family fun time and community members socializing in a positive way.

\*Increase literacy among residents

\*Collaborating and expanding avenues for Cochise College

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

Currently, in Elfrida there are no computer classes, or job training or family fun nights being offered in the community. The Elfrida library will be a beacon of hope for many of its residents.

Why is this project the best approach?

The Elfrida library will offer services that are not available to community members within a thirty mile radius. We want to start with services that will provide the necessary opportunities to make positive changes in peoples lives: better job opportunities, better computer skills, needed family fun time and increasing opportunities to further the educational and literacy needs of the community.

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?

The general public can participate in two six-week offerings of computer classes and six job-skill workshops depending upon the schedule of the instructor. The library will provide three movie nights in the summer and and ten family engagement opportunities through out the year.

The Elfrida Library will publicize these events chiefly through social media, as well as taking fliers around town; events will be posted on othe web site, and the library will get the information out to the schools.

### **Project Activities**

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

The library manager has contacted Marty Havarty from Cochise College, who will be the job training coordinator and the liaison between the library and Cochise College for the other workshops.

The library has canvassed the Elfrida community verbally as to what events are needed within the community.

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.

The library will have prospective participants sign up in advance for the workshops and courses. We plan to provide skill-building packets for the participants in addition to the materials that Cochise College will provide. The library will provide the space and computer stations with additional lap tops available for a maximum of 8 participants at each workshop. We will offer 1 adult skill session per month from September 2016 to May 2016. We will have ten family engagement opportunities. We will make available family friendly feature films through out the summer and holiday times, both for leisure and educational purposes.

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 products that will ensure the success of this proposal would be to purchase:

- \*Having qualified instructors sharing their expertise with the Elfrida community.
- \*A locking AV Computer cart to hold lap top computers provided by the County Library and a new projector.
- \*Five computer tables, 5 computer chairs
- \*A screen mounted on the wall for easy access
- \*A multi-media projector with
- \*Purchase ten family appropriate DVD's

### **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.

The library will hand out program participation surveys with every event. We will publicize our success stories in Social Media and in local news papers. The library will be ever conscious of customer feedback. The library manager will make observations during the programs and workshops and report on the discoveries.

### **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.

Branch Manager: Stephanie Fulton, will make recommendations on purchases, coordinate events, and over see the project,publicize the and workshops and events, publicize and evaluate the outcomes.

Library Services: Judith Stafford will write and submit the grant.

Library Director: Lise Gilliland, ultimately, responsible for everything.

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

Stephanie Fulton Branch manager for the Elfrida Library, is the project director because of her understanding of the needs of her library community.

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

All life skill workshops will be taught by Arizona certified learning instructors from Cochise College.

The Family Engagement nights will be coordinated by Elfrida Branch Manager Stephanie Fulton.

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.

Cochise College, Sierra Vista Campus. They will provide a series of customized workshops focusing on job skill development, English as a second language and computer skills.

Valley Recreation Council, Elfrida. They will help provide advertizing and restroom facilities.

Include a letter of support from each institutional partner.

Letters of Support for LSTA Elrida Grant.pdf

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

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

The library will become the learning center in the Elfrida community by creating the space and purchasing the materials needed and offering educational and job skill classes as well as a family orientated event space.

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.

June/July 2016

- Purchase equipment
- Assemble equipment
- Formalize curriculum with Cochise College
- Publicity
- Purchase movie license and family movies

June/July/August 2016

- Three Family Engagement movie nights

September 2016

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

October 2016

- Computer Skills workshop
- 1 Family Engagement Night

November 2016

- ESL Skills workshop
- 1 Family Engagement Night

December 2016

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

January 2017

- Computer Skills workshop
- 1 Family Engagement Night

February 2017

- ESL Skills workshop
- 1 Family Engagement Night

March 2017

- Job Skills for the 21st Century workshop
- 1 Family Engagement Night

April 2017

- Computer Skills workshop
- 1 Family Engagement Night

May 2017

- ESL Skills workshop
- 1 Family Engagement Night

June/July 2017

- Three Family Engagement Nights

August 2017

- Project completed
- Begin post project evaluation
- Complete final LSTA report
- Funds fully expended

September 2017

- Final Report submitted to Arizona State Library staff

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

All activities will take place at Elfrida Library.

Dates of programs and events will be confirmed upon award of LSTA grant monies.

### **Sustainability**

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

The implementation of a movable computer area and screen with a multimedia projector will fit into the long range plans for the Elfrida Library.

With these added electronics and furnishings, we can continue to offer computer classes or small business development workshops in the future and improve economic growth in our community. After the pilot program is completed, we will look to continue in partnership with Cochise College if funds are available from other resources.

### **Summary Project Information**

Project Title

Skill Sessions @Elfrida

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 assist low income individuals and families in job search, computer skill building and foster positive family engagement opportunities; Funds will be used to purchase the needed furnishings, technology and instruction to make this project a success. Community members will benefit because we will make new skill training opportunities available now as well as in the future.

Select a Primary Project Intent. Please Check one.

Improve users' ability to use and apply business resources (Economic Employment Development)

Amount of grant funds you are requesting:

16850.00

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.

- 3 x full day Job Skills workshops \$4,500.00
- 3 x 4 hour computer skill workshops \$2,250.00
- 3 x 4 hour English as second language workshops \$2,250.00
- Computer desks on wheels \$1700.85
- AV Projector \$399.99
- Screen \$120.00
- Speakers \$189.99
- AV cart with lockable compartment \$507.00
- 2 folding tables for extra students \$570.00
- Computer Desk chairs \$1108.31
- Stackable chairs for folding tables \$350.00
- Headphones for computers \$124.00
- Books (job skills, computer, ESL) \$500.00
- Office supplies \$200.00
- Movie License \$341.00
- 10 Family movies \$250.00
- Wages \$300.00
- Total: \$14,552.83

All costs are estimates and include tax.

**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

300.00

\$ Local Match

Salary, Wage and Benefits Description

Assembly of equipment

\$ Consultant Fees Requested

10,000.00

\$ Local Match

Consultant Fees Description

Cochise College Instructor

\$ Travel Requested

0.00

\$ Local Match

Travel Description

included in Consultant Fees

\$ Supplies/Materials Requested

6360.15

\$ Local Match

Supplies Description

AV equipment, furnishings, books, DVDs, Movie License

\$ Equipment Requested

\$ Equipment Requested

0.00

\$ Local Match

Equipment Description

\$ Services Requested

0.00

\$ Local Match

Services Description

\$ Indirect Costs Requested

0.00

\$ Local Match

**Beneficiaries**

**Beneficiaries**

Age Group

All Ages

Population Served (Optional)

Limited functional literacy or informational skills

Ethnicity (Optional)

Multi

**Certification**

**<b>To complete your application</b><br> please fill out the certification form, print it, sign it and mail to: <br> Grants**

Consultant  
Arizona State Library, Archives & Public  
Records  
1700 W. Washington St., Suite 200  
Phoenix, AZ 85007  
**[Click here to open the certification form](http://www.azlibrary.gov/sites/azlibrary.gov/files/libdev_microedge_certofapp.pdf)**

3/3/2016

Arizona State Library  
Library Services & Technology Act  
Attn.: Janet "Jaime" Ball  
1700 W Washington St, Suite 300  
Phoenix, AZ 85007

Dear Ms. Ball,

This is a letter of support on behalf of Elfrida Community Library's proposed 2016 LSTA Grant, "Skill Sessions @ Elfrida".

This program is focused on developing a series of job skills needed in today's technological world, along with English as a second language workshops and computer skills workshops in order to further their proficiency in these subjects. There is also a very important family and community at large part of the grant, which Elfrida Library is the perfect place to hold these events.

The Valley Recreation Council is pleased to establish a special partnership with this project. We own the building that the library is situated in and were original members of a local consortium to open the library in Elfrida.

We believe this collaboration is mutually beneficial and supports the goals of all the partnering organizations. There are very limited opportunities for further education and recreational activities in Elfrida, and the library is an integral part of offering services to our low-income citizens.

We think it is important to foster these kinds of activities to empower learners to be at the center of their learning, to give participants the kind of real-world skills they need to succeed and to strengthen the community in Elfrida, since there is a lack of such opportunities as described above.

We look forward to this partnership with Elfrida Library. Thank you.

Sincerely,



Sandra Overfield  
President, Valley Recreation Council  
Elfrida, Arizona



**COCHISE COLLEGE**

901 North Colombo Avenue • Sierra Vista, AZ 85635-2917 • 520-515-0500 • [www.cochise.edu](http://www.cochise.edu)

3/1/2016

Arizona State Library  
Library Services & Technology Act  
Attn: Janet "Jaime" Ball  
1700 W Washington St, Suite 300  
Phoenix, AZ 85007

Dear Ms. Ball,

This is a letter of support on behalf of Elfrida Community Library's proposed 2016 LSTA Grant, "Skill Sessions @ Elfrida".

Our portion of this program is focused on developing a series of job skills needed in today's technological world, along with English as a second language workshops and computer skills workshops in order to further their proficiency in these subjects. Cochise College is pleased to enter into and establish a special partnership with the Library on this project.

As a part of this project, we would provide a series of customizable workshops to ensure we meet the needs of this rural community. Funding from this grant will enable expert instructors from the College to personally conduct these much needed workshops to further develop skills and improve quality of life in rural Arizona. We believe this collaboration is mutually beneficial and supports the goals of all the partnering organizations.

We think it is important to foster these kinds of activities to empower learners to be at the center of their learning, to give participants the kind of real-world skills they need to succeed and to strengthen the community in Elfrida, since there is a lack of such opportunities as described above.

We look forward to this partnership with Elfrida Library. Please contact me at your convenience if you have any questions regarding our full-fledged support of this initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Haverty", written over a horizontal line.

Martin D. Haverty  
Workforce Training Coordinator  
Cochise College

520-255-3630  
[havertym@cochise.edu](mailto:havertym@cochise.edu)

**PROPOSAL SUMMARY**

**Elfrida Library**

**Program Officer:** JBALL  
**Request Date:** 3/7/2016  
**Request Amount:** \$16,850.00  
**Recommended Amount:** \$0.00

| <b>Recipient</b>   | <b>Contact</b>                              |
|--|---|
| Elfrida Library<br>10552 North Highway 191<br>PO BOX 98<br>Elfrida, AZ 85610 | Mrs. Stephanie Fulton<br><br>(520) 642-1744 |

| <b>Project Title</b>    |
|-------------------------|
| Skill Sessions @Elfrida |

| <b>Background</b>         |        |
|---------------------------|--------|
| <b>Prior Grants</b>       |        |
| <b>Total:</b>             | \$0.00 |
| <b>Number:</b>            | 0      |
| <b>Span:</b>              |        |
| <b>Last Grant Amount:</b> |        |
| <b>Last Grant Date:</b>   |        |

| <b>Classifications</b>      |           |
|-----------------------------|-----------|
| <b>Program Area Served:</b> | Community |
| <b>Support Type:</b>        |           |
| <b>Geographic:</b>          |           |

## **Project Description**

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

The library manager has contacted Marty Havarty from Cochise College, who will be the job training coordinator and the liaison between the library and Cochise College for the other workshops.

The library has canvassed the Elfrida community verbally as to what events are needed within the community.

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.

The library will have prospective participants sign up in advance for the workshops and courses. We plan to provide skill-building packets for the participants in addition to the materials that Cochise College will provide. The library will provide the space and computer stations with additional lap tops available for a maximum of 8 participants at each workshop. We will offer 1 adult skill session per month from September 2016 to May 2016. We will have ten family engagement opportunities. We will make available family friendly feature films through out the summer and holiday times, both for leisure and educational purposes.

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 products that will ensure the success of this proposal would be to purchase:

- \*Having qualified instructors sharing their expertise with the Elfrida community.
- \*A locking AV Computer cart to hold lap top computers provided by the County Library and a new projector.
- \*Five computer tables, 5 computer chairs
- \*A screen mounted on the wall for easy access
- \*A multi-media projector with
- \*Purchase ten family appropriate DVD's