

## Texas State Library and Archives Commission

### Special Projects FY2016

#### Organization Information

Type: Nueces County Keach Family Library  
 Legal Entity: Nueces County  
 Address: 1000 Terry Shamsie Blvd  
 City, State Zip: Robstown, TX 78380-3872  
 Employer Identification Number: 746000585  
 DUNS Number: 078495025  
 SAM Exp. Date: 2015-10-14

#### Grant Information

Type: Special Projects  
 Fiscal Year: 2016  
 Application ID: 1798  
 Term: 09-01-2015 to 08-31-2016  
 Federal Award Number: LS-00-15-0044-15  
 CFDA Number: 45.310

Please submit your grant application electronically using the TSLAC Grant Management System, <http://gms.tsl.texas.gov>.

March 11, 2015

### Organization Information

SAM (System for Award Management) Registration Expiration Date: 2015-10-14

U.S. Congr. Distr No.: 27

State Senate Distr. No.: 20

State House Distr. No.: 34

### Contact Persons

	Name	GMS User Role	E- mail
Director/ Coordinator	Laura Chapa	Program Manager	Laura.Chapa@nuecesco.com
Financial Contact	Laura Chapa	Program Manager	Laura.Chapa@nuecesco.com

### Proposed Funding Sources

a. TSLAC grant: 74719  
 b. Other federal gov't funds: 0  
 c. Other state funds: 0  
 d. Local funds: 0  
 e. Miscellaneous: 0  
 TOTAL: 74719

Is the applicant delinquent on any Federal debt? NO

### Signature

I certify, to the best of my knowledge, that the statements made in this application are true, that the information provided is correct, and that I am authorized to enter into legally binding commitments on behalf of the applicant organization.

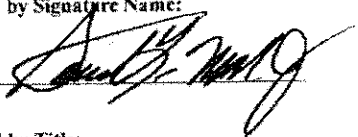
#### Application Completed by:

Laura Chapa Date:03-11-15

#### Application Approved by:

Date:

Approved by Signature Name:



Date: 3/11/15

Approved by Title:

Nueces County Judge

**Budget Table for Fiscal Year 2016****(20 points)**

Capitalization Level: 5000

Budget Category	Grant Funds	Other Funds(if applicable) (\$)	Description	Total Costs (\$)
Personnel	0	0		0
Fringe Benefits	0	0		0
Travel	704	0	Program Director will travel to Bishop Branch to conduct reference assistance to youth. January 1, 2016 – August 31, 2016 32 Trips * 34.2 miles = 1094.4 miles * .49 cents a mile = \$536.25 IT Tech will travel to set up computers and monthly computer maintenance. November 1, 2015 – August 31, 2016 10 Trips * 34.2 miles = 342 * .49 cents a mile = \$167.58	704
Equipment/Property	18833	0	Computer Flex station 60 inch: \$348.39 x 10 = \$3483.90 + shipping TLC (The Library Store) Computer Flex station 72 inch: \$394.34 * 3 = \$1,183.02 + shipping TLC (The Library Store) Computer Chairs: \$116.90 x 24 = \$2805.60 + shipping TLC (The Library Store) Staff Desk: \$786.87 x 2 = \$1573.74 + shipping TLC (The Library Store) Storage cabinet: \$489.72 + shipping TLC (The Library Store) Headphones with volume control: 28 * 14.40 = \$403.20 + shipping TLC (The Library Store) 1 Heavy Duty Electric Wall Screen = \$217.95 + shipping TLC (The Library Store) 1 Ceiling Mount = \$305.98 1 HDMI Cable = \$6.99 2 TLC Scanners = \$876 2 TLC License and Support = \$1,500 Surge Protectors: \$14.88 x 13 = \$193.44 + shipping TLC (The Library Store) Mousepads: \$15.00 * 24 = \$360 Barracuda Network Internet/ Firewall Filter: \$3,500 Total shipping for The Library Store is \$1933.72	18833
Supplies (incl. Library Materials)	6500	0	Ink: \$3,000 Paper: \$1,000 Print Shop: \$2,500	6500
Supplies-Equipment	44262	0	10 XPS 8700 Desktop "Gaming" Computers = \$1,627.98 * 10 = \$16,279.80 11 Inspiron Small Desktop 3000 Series Computers = \$1,230.34 * 11 = \$13,533.74 1 Projector = \$774.00 1 Printer/ Scanner Combo = \$324.00 Digital Camera \$300.00 Video recorder \$250.00 4 AWE Computers (2 Early Literacy AWE Computers 2 AfterSchool Edge Computers = \$6300 + 200 Shipping = \$12,800	44262
Services	1220	0	Newspaper Ads \$1,220 \$305 * 4 Ads between Sept 1 2015 and July 2016.	1220
Consultant Fees	3200	0	\$25 per hour (1 hour class time plus 1 prep time) 2 weekly class + 2 prep hours = 4 hours per week 4 * \$25 = \$100 a week for needed for independent contractor \$100 * 4 = \$400 a month \$400 * 8 = \$3,200 for January 2016 – August 2016	3200
Total Direct Costs	74719	0		74719
Indirect Costs	0			0
Rate:				
Base:				
Totals	74719			74719

**Expected program income:**

There will be no income received.

## Narrative

### Project Location:

- Nueces County Library System: Keach Family Library and Bishop Branch

### Project Title:

- Tech You're It! @ the Library

### Project Director:

- Laura Chapa

### If the TSLAC Library Development Consulting Staff has reviewed a draft of this application, please provide the Consultant's Name.:

- Erica McCormick

### Program Abstract:

- Although smart phones, tablets, laptops, and personal computers have increased access to the Internet over the past several years, considerable numbers of youth in Nueces County do not have basic access to computers, technology, and the Internet. Even more youth lack access to crucial online resources. Most youth use some form of information technology when they visit the Keach Family Library (KFL), a Nueces County Library. With funding from the Special Projects Grant, the Nueces County Library System (NCLS) would like to create the Tech You're It! @ the Library program. The program targets lower income and at-risk youth 2 to 19 years of age. The program will create the Youth Learning Center (YLC) and the Youth Technology Center (YTC) to provide more access to computers and the Internet. The program will also provide instructional classes and materials to expand informational literacy and help the youth of our community become lifelong learners.

**1. Needs Assessment (15 points):** Describe why the program is needed, the program goals and the audience. Describe the greater community to be served using demographic statistics, library records, or surveys to support these statements. Email or mail letters of cooperation demonstrating commitment to the project from agencies involved. See guidelines.

- The Nueces County Library System (NCLS) consists of two branches: the Keach Family Library (KFL), the main site located in Robstown, and a smaller satellite branch located in Bishop about 17 miles away. The KFL plays a vital role at the heart of the community and is located in the main entrance to the RMB Regional Fairgrounds. KFL serves a high need area with many English language learners, economically disadvantaged, and "at risk" students. According to the United States Census Bureau, 18.4% of Nueces County is living below the Federal Poverty Guidelines (2009 – 2013), which is higher than the 17.6 % for the state of Texas as a whole. NCLS provides professional service for all users and offers equal access to an extensive collection of materials and a range of services to meet educational, recreational, cultural, and informational needs to all Nueces County residents. Last year the NCLS received an Impact Grant to add three Peek- A- Book stations to our children's area. These stations/ programs have been met with great success exponentially increasing the numbers of young patrons served. This year the NCLS would like to continue our commitment to offer more services and programs to our youths by creating "Tech You're It! @ the Library." The program goals seek to add more youth computers, access to Internet, online resources, information literacy, and technology to area youth with the additional goal of providing instruction and materials to increase proficiency in using technology.

Currently KFL has 16 computer stations for Internet access and wireless Internet. Only four of the computers are designated for youth. The smaller Bishop Branch has only four computers for public use. The Special Projects Grant funds will purchase 21 desktop computers (19 for KFL and 2 for Bishop) and 4 Advanced Workstations in Education (AWE) computers, color printer, scanner, digital camera (with tripod), and video camera (with tripod). "Tech You're It! @ the Library" program allows for the creation of the Youth Learning Center and the Youth Technology Center to add more computers designated for youth and offer instructional classes at KFL. The YLC will be an enclosed room that will provide the privacy needed to hold instructional classes. The YTC will be an open space in the library that will be designated to accommodate the youth computers. The Bishop Branch will receive youth computers but unfortunately because of lack of space there will be no instructional classes offered. Instead the Program Director will be available for 2 hours once a week to help youth one-on-one to answer any reference/ homework/ technology questions.

"Tech You're It! @ the Library" targets youth 2-19 to enhance their cognitive and social abilities. For children age 2-12 the educational content of the AWE computers build on the skills of reading, writing, and mathematics and are a valuable resource that can be utilized in a number of ways to directly foster literacy, especially with some of our under-served groups, such as those just learning to read, reading below their level, or wishing to improve their reading skills. As measured by the TAKS test, reading has dropped slightly while math test scores have risen over the past four academic years for the State and for the six largest school districts in Nueces County. However, for three of these school districts, Corpus Christi, Robstown, and West Oso, representing a majority of the students in the county, the proportion passing has been lower than the state. In addition, the proportions passing for CCISD, Robstown, and West Oso have been below the State level for reading. (SOURCE: City of Corpus Christi Commission on Children and Youth, 2014)

In a parent survey conducted by the Corpus Christi Independent School District (CCISD), more than 40% of the campus students have no access to the Internet at home. (SOURCE: CCISD application for Texas Education Agency 2014-2016 Technology Lending Program Grant.) The Driscoll Independent School District (DISD) serves a population of 79.8% economically disadvantaged, 29.7% at-risk, 10.3% limited English proficient, and 92.1% Hispanic students. Many families reside in nearby colonias, substandard housing developments that lack basic services such as drinking water, sewage treatment and paved roads, and most certainly no Internet access. (SOURCE: DISD application for Texas Education Agency 2014-2016 Technology Lending Program Grant.)

An additional goal of the "Tech You're It! @ the Library" program is to increase the youth attendance by offering programs that interest them. From 2011-2014 NCLS has had 6,139 children and teens attend library programs. This includes the "D'A de los NiÃ±os" annual event and the Summer Reading Programs-- the busiest times in the library. In 2014 NCLS hosted 204 library youth programs which 2,992 children and teens attended. During these high traffic times youth computers are limited. "Tech You're It! @ the Library" will add computers and create a designated space dedicated to youth at the library or during the school year when they need to work on homework and projects.

**2. Program Design (20 points):** Thoroughly describe the services, programs, and activities and the locations where they will be offered. Explain how these services will attract shared library users. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.

- Services:

According to the American Library Association "information technology skills enable an individual to use computers, software applications, databases, and other technologies to achieve a wide variety of academic, work-related, and personal goals. Information literate individuals necessarily develop some

technology skills.” NCLS recognizes the need for literacy and information technology programs as they provide parents and their children an educational advantage to prepare them for school and beyond. The process of incorporating these programs and resources lives up to the library’s mission, ‘an education will take you to lands unknown.’ The “Tech You’re It! @ the Library” program goals offer a multitude of resources to address the growing technological needs of our communities.

#### Keach Family Library Program Activities:

The Keach Family Library (KFL) has two spaces that will be transformed into the Youth Technology Center (YTC) and the Youth Learning Center (YLC) with the awarding of the grant. A former room intended for a gift shop will house the YLC and a library space that is currently used as a seating area will be transformed into the YTC.

The Youth Technology Center will be available everyday during library hours. The Center will include 8 desktop computers and 2 Advanced Workstations in Education (AWE) computers. The desktop computers will be loaded with Microsoft Products (Word, Excel, Publisher, PowerPoint), Adobe Photoshop, have access to the Internet, color printing, and scanner. The AWE computers will consist of 1 Early Literacy Computer Stations and 1 Afterschool Edge computer stations. The computers are designed for children between the ages of 2 – 12 years old. The goal provides a range of activities that build on the skills of reading, writing, and mathematics. Each station includes a computer, a colored key board, a mouse, and the software which is already uploaded onto the computer.

##### 1. Youth Technology Center

- Provide access to 8 desktop youth computers with access to the Internet, Microsoft programs, Adobe Photoshop, TexShare Databases, color printing and scanner (for school projects)
- Access to literacy provided by AWE computers– 1 Early Literacy Computer Stations and 1 Afterschool Edge Computer Station
- Require use of a library card for computers. Library cards are free and available to all Texas residents. Guest passes are available for out- of- town guests

##### 2. Youth Learning Center

- Provide access to 11 desktops that will have access to the Internet, Microsoft programs, Adobe Software (Photoshop, Lightroom, Illustrator, InDesign, Premiere Pro, After Effects, Dreamweaver, Adobe Muse, Flash Professional), Video Editing software, TexShare Databases, color printing and scanner (for school projects)
- Provide instruction classes that will include topics ranging from basic Internet use to research to Microsoft programs. During these times YLC will only be available to class participants.
- During the school year the YLC will be open from 3:00 pm – 7:30 pm Monday through Thursday; closed Friday, Saturday, and Sunday.
- Staff will provide reference and troubleshooting. During these times the YLC will be open to all youth working on school projects, homework, or instruction classes. For those wanting to just browse the Internet or play games, they will be directed to the YTC. The Center will be kept locked when not in use.
- YLC will be available to our Homeschooling Families if requested. Families will have to make arrangements with Ms. Chapa to setup instructional appointments.
- A video camera (with tripod) and digital camera (with tripod) will be available for youth to use in the library only.

Microsoft, internet, and research instructional classes will be designed and taught by two staff librarians. Ms. Chapa will concentrate on teaching classes that will focus on elementary children up to age 12. Mrs. Drillen will focus on children ages 13-19. Each librarian will hold two weekly classes in the Youth Learning Center, ranging from an hour to two hours. Each class will be limited to 10 students, include instructional time and hands- on practice. Photoshop and video editing instructional classes will be taught by an independent contractor familiar with the programs. Classes will be offered afterschool and free to all library cardholders. Registration will be required. More classes may be added if interest is high. The library’s Homeschooling Families can make arrangements for special class instruction to be held at a time convenient for both the instructor and family. Instruction classes to be offered include but are not limited to:

- Introduction to Computers – offer basic to advanced class topics.
- Introduction to Internet Research – Using educational and homework websites to do research examples: Online Dictionary, Online Encyclopedias, [www.Homeworkspot.com](http://www.Homeworkspot.com)
- Introduction to Databases – TexShare Youth Databases ex: EBSCO Kids Search, Searchasaurus
- Introduction to Microsoft Programs – offer basic to advanced class topics on each of the Microsoft programs
- Internet and Cyber Security – will coordinate with Texas A&M AgriLife Extension office
- Social Networks and Safety - will coordinate with Texas A&M AgriLife Extension office
- College related workshops - will coordinate with Texas A&M University- Corpus Christi Financial Aid Department and Academic Advisors
- Job Development – will coordinate with Workforce Solutions of the Coastal Bend ; TexShare Databases
- Adobe Photoshop Instruction – Classes will range from basic to advanced – a digital camera will be purchased and available for use
- Video Editing – classes will range from basic to advanced – a video recorder will be purchased and available for use

#### Bishop Branch Program Activities

The Bishop Branch new youth computers will be placed in the small Computer Lab. Bishop will receive 2 desktop youth computers and 2 AWE computers– 1 Early Literacy Computer Station and 1 Afterschool Edge Computer Station

- Provide access to 2 desktop youth computers with access to the Internet, Microsoft programs, TexShare Youth Databases, color printing and scanner (for school projects)
- Access to literacy provided by AWE computers– 1 Early Literacy Computer Stations and 1 Afterschool Edge Computer Station
- Require use of a library card for computers. Library cards are free and available to all Texas residents. Guest passes are available for out- of- town guests
- Program Director will be available for 2 hours once a week to help youth one- on- one to answer any reference/ homework/ technology questions.

#### Partnerships:

KFL will continue its partnership with Methodist Children’s Home (MCH) Family Outreach. MCH provides supportive services to strengthen families to help them provide a safe, stable, and healthy family environment. MCH is currently conducting Nurturing Parenting classes at the KFL for parents, grandparents, and caregivers. With the awarding of the grant, MCH and KFL plan on offering classes for both parents and their children. The parents or caregivers will attend class with the MCH Case Manager in the library’s meeting room and the children will attend a technology program in the Youth Learning Center. Class will be taught by Program Director.

KFL will continue its partnership with Workforce Solutions of the Coastal Bend. Career Counselors will be available to assist in overcoming barriers to education and employment to high school students.

By using technology to captivate children, NCLS hopes to augment our existing literacy programs and tools. “Tech You’re It! @ the Library” will benefit all youth but especially the low- income families who do not have access to computers, scanners, and printers at home that can utilize the library for these free services.

**3. Project Impact (15 points):** Describe the impact your project will have on library services and users locally, as well as regionally, or statewide. This may include how the proposed project is a model program that would benefit other communities.

- "Tech You're It! @ the Library" offers a multitude of resources to address the growing technological needs of our communities. In this age of computers, children are attracted to computers and the Internet. Whether it's to do a search on Google or social media, their daily life is touched by technology. NCLS wants to address this by outfitting our youth with the access, skills, and learning framework required to fully benefit from the latest information technologies and literacy. The library is seeing more of a demand for age specific activities to enhance a child's educational needs. The AWE computer stations will offer a variety of games that enhance children's motor skills and build literacy for children ages 2- 12. The instructional classes will offer a variety of classes and workshops that will address different areas of their lives. Whether it's continuing their education or entering the workforce NCLS will serve as a community hub and gateway for area youth to be technologically empowered to succeed in school and as they grow into adulthood and become active residents in our community.

We believe that our project can be a model to other libraries that are looking to implement better access to computers and technology programming services to youth. Especially to those libraries that service rural or underserved populations. The program will raise awareness in the community that the library is not just a place for books, but rather that the library is keeping up with technology and the needs of the community, especially our youth.

**4. Personnel (5 points):** Identify who will administer the funds and which positions will provide the services. List how much time will be spent in each position on assigned duties; list how the qualifications of each position relate to their job duties. Full job descriptions are required for new hires.

- Laura Chapa is the Youth Services and Reference Librarian for the NCLS with seven years of youth programming and reference experience. She received her Master's in Library Science from the University of North Texas in 2008 and is always looking for ways of improvement. Ms. Chapa will attend the Tech Camp 2015 at this year's Texas Library Association Conference (TLA) in Austin and will share her new knowledge with the rest of the library staff. Ms. Chapa is currently in charge of planning and implementing all youth activities and programs for both library branches. This includes NCLS's annual DÁ de los NiÑos Celebration and the Summer Reading Program. Ms. Chapa is currently the Program Director of the Peek- A- Book at the library program funded by the 2015 Impact Grant from TSLAC. If NCLS is awarded the grant, Ms. Chapa will be the Project Director and will submit reports, perform outreach, and grant requirements.

Crystal Drillen graduated from University of North Texas in 2014 with a Master's in Library and Information Science with a certificate in Digital Content Management. Mrs. Drillen is the current Library Catalogue Assistant, helps staff the circulation desk, provides ready reference, reader's advisory, pays bills, and orders supplies. Mrs. Drillen helps the Library Director maintain the library operating budget. Mrs. Drillen will be the Financial Manager for the grant and will be in charge of the budget and ordering all equipment, software, hardware, and supplies.

David Garcia is the IT Computer Specialist for NCSL and is housed at KFL. Mr. Garcia has worked in the computer industry for 15 years and has experience with Windows and Unix/ Linux operating systems. He will be in charge of setting up all equipment and computer maintenance. At the beginning of the grant cycle Mr. Garcia will spend about 15 hours setting up and loading all the appropriate programs on the computers. After the initial setup, he will spend about 5 hours a week on computer maintenance.

Both Ms. Chapa and Mrs. Drillen will teach classes. Ms. Chapa will focus on elementary age children up to 5th grade. Mrs. Drillen will concentrate on Junior High and High School age students. Both will spend about 10 hours a week planning, implementing, marketing, reporting, and record keeping for the Tech You're It! @ the Library program.

An independent contractor will be hired to teach the Photoshop and Video editing instructional classes. This person will be familiar with the Adobe Software programs that library will purchase for the program. They will spend about 4 hours a week planning and teaching classes. Pay rate will be \$25 an hour.

**5. Timetable (5 points):** Present a timetable for project activities within the fiscal year (i.e., a list of actions with a date by which they will be accomplished); provide verification that facilities will be available, equipment and materials delivered; and explain how the staff will be hired and trained in time to carry out the services as planned.

- August 2015 – Receive Official notification and contracts issued to award recipients.

September 2015 – Order computers, workstations, software, desk, chairs etc...by September 15th

October 2015 – Print flyers and schedules by October 15th have flyers and schedule printed. (Will include class descriptions)

November 2015 – Promote Tech You're It! @ the Library

- All equipment, software, desks, chairs have been set up
- Continue to market and advertising program.
- All library staff instructed about the program
- Hire Contractual personnel to teach instructional classes.

December 2015 - The Youth Technology Center will open

January 2016 - August 2016

- Youth Learning Center will open
- Conduct 8 instructional classes each month at the Youth Learning Center located in the Keach Family Library.
- Program Director will travel to Bishop once a week to help youth one-on-one to answer any reference/ homework/ technology questions.
- Keep monthly statistics of class attendance, new library cards added, computer usage.

August 2016 - Submit final report.

**6. Evaluation (10 points):** Set achievable, measurable outcomes and present a reasonable method to collect data. Present a method to count users of the services, as well as the effectiveness of the service. Applicants are encouraged to use the IMLS Outcomes Logic Model.

- With the awarding of the grant we expect to offer 8 instructional classes a month between January 2016 and August 2016 at the Keach Family Library. Each class can accommodate about 10 participants. Overall, we anticipate reaching/ educating 150 youth through the instructional classes, with 50 youth attending 3 or more classes.

Outcome #1: Present 64 classes between January and August 2016.

Outcome #2: 150 youth will be educated.

Outcome #3: 50 youth will attend 3 or more classes.

Outcome #4: 100 % of youth will have access to computers, color printer, scanner, Microsoft Programs, Adobe Programs, digital camera, video camera.

Outcome #5: 75% of participants will have better understanding of basic Microsoft Programs, Adobe Photoshop, Video Editing, Internet Research, TexShare Databases, Social Media Safety.

Outcome #6: 50% of participants grades and research skills will improve.

Surveys provided by TSLAC will be made available after each instructional class to each participant. Feedback will help Program Director better plan and modify classes presented. Feedback will also measure how their grades and research skills have improved after taking an instructional class. Hardcopies of the surveys will be kept by the Program Director to use for reporting purposes.

By utilizing program attendance comparisons and circulation information, we will be able to keep count of how many youth participated in the instructional classes at the Youth Learning Center and used computers in the Youth Technology Center. Monthly statistics will also measure how many new library cards for youth were created.

Other outcomes not easily measured are the confidence and sense of accomplishment each participant will receive after attending a class. The skills learned will be something that will stay with them as they continue their education or enter the workforce.

**7. Sustainability (10 points):** Describe the resources that will be used to support the services developed during the grant year in the future. A written commitment of future support from governing bodies is desirable, but not required.

- The NCLS has received full support from our County Judge Lloyd Neal, Commissioner Oscar Ortiz, Precinct 3, and Commissioner Joe A. Gonzalez, Precinct 2 for continuing the services of the Tech You're It! @ the Library after the grant cycle ends. The library staff will continue to offer instructional classes beyond the grant cycle and will continue to do outreach in the community to let the public know about the program.

The Special Projects grant allows for funding for each of the two years following the initial grant award. NCLS will apply for more funding if needed to further improve Tech Your It! to better serve our youth. We anticipate the overall number of youth who visit our library to increase. The more time spent in our library will foster a greater familiarity with our services and in combination with an increased circulation of books, will directly correlate to more hands-on book experience, more reading, and our ultimate goal to increase literacy skills.