



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

Memorandum

To: Hon. Mark D. Boughton via the Common Council
From: Dena Diorio, Director of Finance and Personnel *Dena*
Date: 3/24/2006
Re: RESOLUTION-LIBRARY NON-ENGLISH SPEAKING PROGRAM

Attached for your review is a resolution that allows the Danbury Public Library to apply for and accept funding in the amount of \$12,550 from the Connecticut State Library to assist in providing programs for the non-English speaking population. The required 25 percent in-kind match of \$3,138 will be met by the time of current library staff.

Attached also is a copy of the grant application and budget for your review. The Common Council is requested to consider this resolution at its next meeting.

If you have any questions, or require any further information, please contact my office at 203-797-4652.

Attach.

Cc: E. McDonough

February 28, 2006

Dear Honorable Council Members,

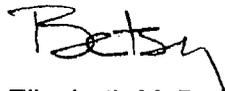
Danbury Public Library respectfully requests your support for the attached resolution. The resolution calls for the authorization for the library to apply for a \$12,550 grant from the Connecticut State Library.

The grant requires a match of \$3,138. This will be met by an in-kind match of \$8,783 by library staff working on grant activities.

The purpose of this grant is to provide library materials and develop programming to focus on the needs of the Danbury area Chinese community and others interacting with this community.

Thank you for your consideration.

Sincerely,



Elizabeth McDonough
Library Director

cc: Mayor Mark D. Boughton
Jimmetta Samaha



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the Connecticut State Library has made funds for competitive grants available to public libraries within Connecticut for the purpose of assisting Connecticut libraries in providing outreach programs for non-English speaking populations; and

WHEREAS, the Danbury Public Library has made application to the Connecticut State Library for a grant of \$12,550, which requires a local match of at least \$3,138 which will be met by a local in-kind match of \$8,783; and

WHEREAS, books, periodicals, music and films in Chinese will enable our Chinese population to maintain ties with their Chinese culture; and

WHEREAS, recent Chinese immigrants need materials to help them learn English and citizenship test preparation materials; and

WHEREAS, books and programs in English about the Chinese culture offers the opportunity for the larger community to experience and gain a better understanding of Chinese culture.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF DANBURY THAT:

1. In accordance with the requirements of the Grant Award, the City of Danbury will provide an in-kind match of \$8,783 which totals at least 25% of the amount of the grant.
2. All prior acts of authorized personnel of the Danbury Public Library and the Mayor of the City of Danbury in making application for said grant are hereby ratified and that the Mayor of the City of Danbury is hereby authorized to accept grant funds in the amount of \$12,550 upon approval of the City's application and to do any and all things necessary to effectuate the purposes thereof, provided, however, that any amendments to said application requiring expenditure of City of Danbury funds must receive prior approval by the Common Council.



CONNECTICUT STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT
GRANT APPLICATION FOR FISCAL YEAR 2007

Applicant (Organization) Name: Danbury Library
Applicant Address: 170 Main Street
Danbury, CT 06810
Project Director: Elissa Scudder
Phone Number: 203-796-1631
E-mail Address: escudder@danburylibrary.org
Website (URL): www.danburylibrary.org
Amount of Grant Requested: \$12,550
Minimum grant award: \$3,000
Maximum grant award: \$25,000
Match Required: 25% of the grant amount requested
Grant Period: 7/1/06 to 6/30/07

Indicate the category in which you are applying for a grant (check one).

1. Collaborations to Support Children's Literacy
2. Programs for Children and Young Adults in Poverty
3. Programs for Individuals with Disabilities
4. Programs for Non-English Speaking Populations
5. Programs for Older Adults

Send your electronic submission to Sheila Mosman at smosman@cslib.org. Mail one paper copy of the originally signed Project Budget Page, the Certification Regarding Debarment, and the CIPA Certification to the address below within five days of the application due date.

The State Library will accept paper submissions. Applicant must use 12 point type or larger. Please return one original and three copies of the completed application to:
Sheila K. Mosman
Grants and Contracts Manager
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106

The Grants Manager will send an acknowledgement of receipt within 5 working days.

A. ABSTRACT

Funding Category: Programs for Non-English Speaking Populations
Amount Requested: \$12,550

Project Title: Library Materials and Programming for Our Chinese Community

In one paragraph, please provide a succinct description of the project.

The Danbury Library seeks funding to acquire library materials, hire a part-time librarian, and develop programming to focus on the needs of the Danbury area Chinese community and all others interacting with this community. Needed library materials include: Chinese language books; Chinese newspaper and magazine subscriptions; Chinese language dvds and music cds; ESL and citizenship study materials for Chinese speakers; Chinese translation software; Chinese language learning materials; and materials in English about Chinese culture. A bilingual instructor (English/Chinese) is needed to instruct Chinese speakers in our English language learning lab. In addition, the library will partner with the Western Connecticut Chinese Association (WCCA) to plan and deliver one cultural/informational program targeting the Chinese community which also offers the opportunity for the larger community to experience and gain a better understanding of Chinese culture.

B. PROGRAM PLAN

The purpose of this grant opportunity is to provide funding for your library to address a need in your community. First you must demonstrate that there is the need. Then you must propose a solution. You must describe what you will do, for whom, and for what benefit or outcome.

Applications will be scored 0-5 points for the response to each numbered item unless otherwise noted.

I. Statement of Need

1. Describe the project and the community need that it will address.
2. Define the target population (age, size, other demographics).
3. Describe how you have communicated with the target population to determine their needs (10 points).
4. Include relevant data such as statistics, community input, professional research data, your library's mission or plan.
5. Describe how this project fits into the library's mission and total range of service.
6. Explain why this project cannot be funded out of the current operating budget.

I Statement of Need

The city of Danbury, Connecticut with a population of 78,641 (CERC Town Profile 2005) "has become perhaps the most global place in Connecticut" says Mike Swift in his 1/13/02 *Hartford Courant* article "A Worldly Place – Flood of Immigrants Bring International Flavor, Age-Old Problems to Danbury". According to the 2000 U.S. Census, 35% of Danbury's residents have a language other than English as their first language. In keeping with the rest of the United States, the largest group is Spanish speaking. The library has focused heavily on the needs of the Spanish speaking population as well on its other large immigrant group – the Portuguese speaking Brazilian community. In its mission statement, Danbury Library makes the following commitment: "Danbury Library will meet the diverse needs of a multicultural community." The library is now exploring ways to reach out to its Asian community and has included the acquisition of materials in 2 Asian languages in its Long Range Plan. Hindi and Chinese, both native languages spoken by city residents, have been chosen for addition to the collection. Hindi was the past year's focus, using LSTA funds to acquire Hindi language books and broaden the Hindi foreign film collection.

The library has chosen the needs of the Chinese community as an area of focus for the coming year for several reasons.

- According to the 2000 U.S. Census, Chinese is the 2nd most frequently spoken non-English native language in the nation.
- Chinese speakers in Danbury include individuals from mainland China, Hong Kong, and Taiwan (2000 U.S. Census).
- Danbury is considered the hub of northern Fairfield County, and as such the Danbury Library receives heavy use from the surrounding towns. Currently there are 5,441 active library card users (active = used card within 24 months) from other Connecticut towns. The 2000 U.S. Census reports that 16,024 of Connecticut's residents are native Chinese speakers with 4,538 of these living in Fairfield County.
- Boehringer Ingelheim, one of Danbury's largest employers, reports 140 area Chinese residents currently on staff.
- Danbury High School's principal, along with 11 other Connecticut school principals, is participating in an exchange program with China organized by the

- Connecticut Association of Schools, the China Exchange Initiative, and The China Education Association for International Exchange reports Eileen Fitzgerald in her 2/14/06 *News-Times* article "Danbury Schools Impress Chinese Educator".
- The U.S State Department has designated Chinese as a "critical need language" in its "National Security Language Initiative" Fact Sheet dated 1/5/06. The 12/05 issue of *Connecticut Town and City* discusses how Connecticut public schools are responding by adding Chinese language to their curriculum .
 - The Huaxia Chinese School opened in September, 2005 teaches Chinese to over 75 students every Saturday on the campus of Western Connecticut State University in Danbury reports Robin DeMerell in the 2/14/06 *News-Times* article "Students Schooled In Chinese Program".
 - Connecticut has 2 active chapters of *Families with Children from China* involving over 180 families who have adopted Chinese children and are striving to educate them about their Chinese heritage and teach them their native language (FCC website updated 12/16/05).
 - The Western Connecticut Chinese Association (WCCA) is eager to partner with Danbury Library to promote Chinese culture in the area.
 - Finally, the Danbury Library is fortunate to have a native Chinese speaking Reference Librarian to assist with material acquisition and community outreach.

In addition to the data acquired above, and customer requests for materials (sample attached), on 2/1/06 Danbury Library held a focus group of Chinese community members which included the Principal of the Huaxia Chinese School and a board member of WCCA to determine needs of the community.

Identified needs which the library will meet:

1. The Chinese community needs access to books, periodicals, music, and films in its native language in order to maintain a connection to Chinese culture.
2. Other Danbury area residents need English language materials and programs to learn about Chinese culture.
3. Recent immigrants with limited English proficiency need instructional materials and opportunities to help them learn or improve their English language skills in order to participate fully in their new American community.
4. Chinese speaking residents desiring to become American citizens need bilingual citizenship test preparation materials.
5. Danbury area residents interacting with Chinese speaking immigrants, or those interested in learning Chinese for a variety of reasons (such as those listed in the U.S. State department's Fact Sheet on its National Security Language Initiative), and parents desiring to help their adopted Chinese children learn their native language all need Chinese language study materials.

The grant project detailed below will address these needs by acquiring library materials, hiring a part-time librarian, and developing programming to focus on the needs of the Danbury area Chinese community and others interacting with this community

The library's operating budget designed to maintain the library's current programs and collections does not provide funding for any of the needs enumerated above.

II. What will be done

1. Describe in clear, specific terms what will be done and for whom.
2. Identify the resources needed and the stakeholders that will be involved.
3. Describe the materials selection process, how activities will be planned, and provide timeframes.
4. Indicate who will do the work; describe their qualifications and relevant experience.
5. Describe how the project will be publicized.

II. What Will Be Done (by need described in I above)

Need #1 - The library will:

1. Acquire 100 Chinese language adult fiction and nonfiction books,
2. Subscribe to *World Journal* (Chinese newspaper),
3. Subscribe to 3 Chinese magazines,
4. Acquire 50 Chinese music cds, and
5. Acquire 50 Chinese foreign film DVDs (English subtitles).

The Language Center Librarian and Chinese Reference Librarian will select materials from OCLC and other vendors of Chinese language materials. Chinese Reference Librarian will perform original cataloging as required. Materials will be publicized using press releases and flyers. Chinese Reference Librarian will translate flyers. Community Relations staff will prepare press releases. Chinese Reference Librarian will distribute flyers at 3 or more community events during the grant year. Library materials will be processed by a Library Clerk.

Activities

Timeframe

Book, Periodical, CD, DVD selection/ordering Cataloging/ Materials processed and on shelves	Aug-Oct. 2006
Press releases and flyers distributed	Oct./Nov. 2006 Oct. 2006 – June 2007

Need #2 – The Library will:

1. Acquire 25 new books for the English speaking community to learn about China and its culture, and

2. Work with the Western Connecticut Chinese Association to plan and deliver an informational/cultural program on Chinese culture.

The Language Center Librarian and Chinese Reference Librarian will select books about Chinese culture from Baker & Taylor and other vendors as appropriate. They will also work cooperatively with the Western Connecticut Chinese Association to plan and implement the informational/cultural program and select presenters. Community Relations staff will prepare press releases and flyers, and the Chinese Reference Librarian will translate the flyers. The program will be staffed by both Librarians, WCCA member volunteers, and a Library Clerk. Library materials will be processed by a Library Clerk.

<u>Activities</u>	<u>Timeframe</u>
Book selection/ordering	Sept./Oct. 2006
Books processed and on shelves	Nov. 2006
Planning meeting for program	Oct. 2006
Program implementation	Spring 2007
Press releases/flyer distribution	month prior to program

Need #3 – The Library will:

1. Hire a part-time librarian to release the Chinese speaking Reference Librarian from the reference desk for 3 hours each week allowing her to instruct Chinese speakers in our English language learning lab.
2. Acquire Chinese translation software allowing us to publish ESL program flyers in Chinese, and
3. Acquire 8 circulating dvd or audiocd sets designed to help Chinese speakers learn English.

The Manager of Information Services will hire the new Part-Time Librarian. The Language Center Librarian will order the translation software and media sets for learning English. The translation software will be installed by a Computer Technician. ESL program flyers will be translated by the Chinese Reference Librarian and printing will be coordinated by Community Relations staff. Library materials will be processed by a Library Clerk.

<u>Activities</u>	<u>Timeframe</u>
Part-time Librarian hired to replace Chinese Ref. Librarian	July 2006
Chinese Reference Librarian trained/begins ESL instruction	July/Aug. 2006
Translation Software purchased/installed	Aug./Sept. 2006
ESL flyers translated/printed	Sept. 2006
flyers distributed	Sept. 2006 – June 2007
English lang. learning media ordered/processed	Aug./Sept. 2006

Need #4 – The library will purchase 6 bilingual (Chinese/English) citizenship test preparation media sets.

The Language Center Librarian will order the citizenship test preparation media sets, which will be processed by a Library Clerk.

<u>Activity</u>	<u>Timeframe</u>
Media ordered/processed/ ready for circulation	Sept./Oct. 2006

Need #5 – The library will acquire 20 media sets for native English speakers to learn Chinese.

The Language Center Librarian will order the Chinese language learning media sets, which will be processed by a Library Clerk.

Materials will be publicized through the Language Center newsletter and press releases developed by our Community Relations department.

<u>Activity</u>	<u>Timeframe</u>
Media ordered/processed/ ready for circulation	Sept./Oct. 2006
Press releases/newsletter publicity	Nov. 2006

Statement and measurement of outcomes and outputs

1. Provide a succinct narrative statement of how this project benefits the target population. Relate the benefit to the stated need.

The Chinese community will maintain a strong connection to their cultural heritage sharing it with the larger community thereby fostering cross-cultural understanding, and will also learn English and prepare for citizenship creating greater opportunities for successful participation in the larger community.

The larger community will learn about Chinese culture and learn Chinese gaining cross-cultural understanding and improving communication.

2. Identify the project's specific measurable outcome(s) (e.g., as a result of your program what will improve in the skills, behavior, knowledge, or attitude of the target population). Express this as an outcome statement, e.g.: [Number and/or per cent] of a [specific target population] will [report, demonstrate, exhibit] an [attitude, skill, knowledge,

behavior, status or life condition] in a [specified quantity] in a [specified timeframe and/or circumstance].

The informational/cultural program on Chinese culture to be presented jointly by Danbury Library and the Western Connecticut Chinese Association will be evaluated using Outcome Based Evaluation through a written survey as described below.

3. Describe how the expected outcome(s) will be measured.

80% of 100 individuals attending the informational/cultural program will demonstrate in writing on a survey specific new knowledge of Chinese culture gained through participation in the program (sample attached).

4. Identify the project's output(s).

Project Outputs for Remaining Activities

Chinese Language Materials Acquisition (need #1)

New Chinese language materials (100 books, 50 music cds, and 50 DVDs) will each circulate at least 3 times during the grant period.

10 customer comment forms will reflect use of the new periodicals (Chinese newspapers and magazines) and a positive response to their availability. (sample form to be translated attached)

English Language Materials about Chinese Culture (need #2)

The 25 English language books about Chinese culture will each circulate at least 3 times during the grant period.

100 individuals will attend the informational/cultural program. Attendance will be measured through door prize entries. (selected for OBE as described above)

English Language Learning for Chinese Speakers (need #3)

30 native Chinese speakers will register for the Danbury Library ESL program, 80% (24 individuals) will successfully complete their starting level (Basics, Introductory, Middle Mastery, or Senior Mastery) during the grant period.

Chinese translation software will be used to produce all Language Center program flyers in Chinese. At least 50% of those attending associated programs will report referral from the translated flyers. (see attached flyers)

Each of the 8 English language learning media sets will circulate 3 times during the grant period.

Citizenship Test Preparation (need #4)

6 new citizenship test preparation sets will each circulate 3 during the grant period.

Chinese Language Study Materials (need #5)

20 media sets for learning Chinese will each circulate 5 times during the grant period.

5. Provide samples of pre/post surveys, interview forms, and other instruments

Samples attached.

IV. Continuation

1. Describe resources and funding needed to continue the project.

Funding for continuation of the project will be requested in the 2007-08 library operating budget.

2. Describe how resources and funding will be obtained and how the library, project partners, and stakeholders will ensure continuation.

The operating budget is funded by the Danbury community, a major stakeholder. Other sources of funding, including granting agencies, will be explored in cooperation with the other stakeholders.

C. ADA REQUIREMENTS

1. Will activities in your grant program be held in an area accessible to people with disabilities? (Please note that all programs, meetings, and group activities must be accessible to people with disabilities.)

Yes X No

If no, please explain how will you make the program accessible to people with disabilities.

2. Is there equal access to information, programs, and resources? For example, a sign language interpreter must be provided, if needed. If your LSTA grant includes purchasing library materials, you must include a variety of formats and range of reading levels to assist people with hearing, sight, and cognitive disabilities.

Yes X No

If your response is no, your application will not be considered for funding.
If yes, please explain how you will provide equal access to this program.

Volunteer interpreters and translators will be sought in cooperation with the stakeholders as needed.

3. If your project involves developing a webpage, is it in compliance with federal website accessibility guidelines at <http://www.section508.gov/>?

Yes X No

If your response is no, your application will not be considered for funding.

D. PROJECT BUDGET

Funding Category: (check one)

- Collaborations to Support Children's Literacy
- Programs for Children in Poverty
- Programs for Individuals with Disabilities
- Programs for Non-English Speaking Populations
- Programs for Older Adults

Amount Requested: \$12,550

		A. LSTA Funds Requested	B. Local Match Cash	C. Local Match In-kind	D. Total Project A+B+C
1.	Personnel	4014		8783	12797
a.	salary				
b.	fringe				
2.	Travel				
3.	Supplies	175			175
4.	Equipment				
5.	Rental (space)*				
6.	Postage				
7.	Phone				
8.	Contractual	300			300
9.	Printing	300			300
10.	Library Materials	7761			7761
11.	Other (Specify)				
12.	TOTAL	12550		8783	21333

* In-kind only

If the applicant is a public library or primary or secondary school and intends to use any LSTA funds to purchase computers or peripherals used to access the Internet or to pay for direct costs associated with accessing the Internet, the applicant must comply with the requirements of the Children's Internet Protection Act (CIPA). Such grantees are required to certify that they are in compliance with CIPA or are not using LSTA funds for such purposes. Certification and instructions are attached.

Elizabeth McDonough
 Signature of Library Director

Date 2/17/06

Typed name of Library Director

E. BUDGET NARRATIVE

Explain how proposed grant and matching funds will be expended.
Refer to Instructions for Project Budget for amount and type of detail required.

1. Ensure that the costs are appropriate and relate to the activities and benefits of the project.
2. Substantiate costs. Provide documentation for any atypical expenses. You must supply documentation for all adaptive technology being purchased with both LSTA and local matching funds. Documentation includes copies of the product catalog page or a printout of a webpage providing a detailed description of the item.

1. Personnel	LSTA Funds	<p><u>Part-Time Reference Librarian</u> $\\$23.83/\text{hour} \times 156 \text{ hours} = \\3717 (3 hrs. X 52 wks. replacing Chinese speaking librarian at reference desk) FICA (7.65%) = \$284 Worker's Compensation = \$11. Public Liability = \$2 Total = \$4014</p>
	Local Match	<p><u>Language Center Librarian</u> $\\$30.14 / \text{hour} \times 35 \text{ hours} = \\1054.90 (15 hours info./cult. program implementation & 10 hours-material selection & 10 project coordination/reporting)</p> <p><u>Chinese Reference Librarian</u> $\\$30.14 / \text{hour} \times 230 = \\6932.20 (156 instructing in ESL Lab +10 hours translation + 9 hours outreach + 15 hours info./cult. program implementation + 20 hours material selection + 10 hours original cataloging of dvds & cds +10 hiring/training P-T librarian)</p> <p><u>Computer Technician</u> $\\$23.03 / \text{hour} \times 2 \text{ hours} = \\46.06 (installation of translation software)</p> <p><u>Community Relations Coordinator</u> $\\$28.36/\text{hour} \times 3 \text{ hours press release preparation} = \\85.08</p> <p><u>Community Relations Assistant</u> $\\$ 21.27/\text{hour} \times 5 \text{ hours flyer preparation} = \\106.35</p>

		<u>Library Clerk</u> \$18.62 /hour X 30 hours = \$558.60 (25 hours material processing + 5 hours staffing info./cult. program Total = \$8783
2. Travel	LSTA Funds	
	Local Match	
3. Supplies	LSTA Funds	\$100 refreshments for info./cult. Program 5 reams paper for program flyers = \$25 Materials for family activities at cult. program = \$50 Total = \$175
	Local Match	
4. Equipment	LSTA Funds	
	Local Match	
5. Rental (in-kind)	LSTA Funds	
	Local Match	
6. Postage	LSTA Funds	
	Local Match	
7. Phone	LSTA Funds	
	Local Match	
8. Contractual	LSTA Funds	\$300 honoraria for info./cult. program Total = \$300
	Local Match	
9. Printing	LSTA Funds	Program flyers = \$300 (1000 flyers x \$150/500 flyers) Total = \$300
	Local Match	
10. Library Materials	LSTA Funds	Translation Software = \$268 2 OCLC Chinese Language Sets (100 books) = \$3050 50 Chinese films (dvds) X \$25/film = \$1250 50 Chinese music cds X \$15/cd = \$750 3 Chinese magazine subscriptions X \$50/sub. = \$150 World Journal subscription = \$204 25 English lang. Books on Chinese culture X \$25/book = \$625 Chinese language study media sets = \$400 (\$20/set X 20 sets) English language study media sets = \$704 (\$88/set levels I & II X 8 sets) Citizenship preparation media sets = \$360 (\$60/set X 6 sets) Total = \$7761
	Local Match	
11. Other (Specify)	LSTA Funds	