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CITY OF DANBURY
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DANBURY, CONNECTICUT 06810

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DIRECTOR OF FINANCE

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M E M O R A N D U M

DATE: 11/27/07
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID ST. HILAIRE, DIRECTOR OF FINANCE *DST*
RE: RESOLUTION-FAIRFIELD COUNTY COMMUNITY FOUNDATION GRANT-LIBRARY

Attached for your review is a resolution that will allow the City of Danbury Public Library to accept funding from the Fairfield County Community Foundation. This grant, in the amount of \$7,000 will be used to provide greater access to the computer tutoring program for Danbury's ESL population. The funding is to be used in the 2007/2008 fiscal year and there is no local match required.

The Common Council is respectfully requested to consider this resolution at its next meeting.

cc: M. Hasskarl

Attach.

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200__



RESOLVED by the Common Council of the City of Danbury:

WHEREAS the City of Danbury Public Library has the opportunity to apply for grant funding from the Fairfield County Community Foundation; and

WHEREAS the amount requested from the foundation is \$7,000 to be used in the 2007-2008 fiscal year; and

WHEREAS the purpose of said funding is to provide greater access to the computer tutoring program for Danbury's ESL population; and

WHEREAS there is no local match required.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Mark Hasskarl, Library Director, as his designee, is authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to accomplish the purposes of this funding.

Fairfield County Community Foundation Grant Application

Executive Summary

Submitted to: Fairfield County Community Foundation

Organization name: Danbury Public Library

Tax-exempt status: Non-profit city department

Danbury Public Library was founded: 1770

Date of application: October 9, 2007

Address: 170 Main Street, Danbury, CT 06810

Telephone number: (203) 796-1631

Fax number: (203) 797-4501

Director: Mark Hasskarl

Contact person and title: Lesley Boruch, Language Center Librarian

Grant request: \$7,000

Period grant will cover: 2007-08

Type of request: Start-up funds

Project title: ELLIS upgrade (to web edition)

Total project budget: \$6,978

Total Danbury Public Library budget (2007-08): \$2,114,393

Total Language Center budget (2007-08): \$13,500

Starting date of fiscal year: July 1

Summarize the organization's mission: The mission of the Danbury Public Library is to provide a gateway to information and to serve the varied needs of the population.

Summary of project or grant request: This proposal will provide remote access to the ELLIS computer tutoring program for Danbury's ESL population. ELLIS is currently available only on the existing computer workstations in the library. If funded, the project would allow Danbury Library card holders to log on to ELLIS Academic (web edition) from any computer with Internet access. This will not only address the chronic limitations of space for computers and budget shortages, but it will also allow service to a broader population at their own convenience. The FCCF funds will be used toward the purchase of eighteen (18) software licenses, installation and implementation, and one online training session.

October 5, 2007

Yolanda Caldera-Durant, M.S.
Program Director
Fairfield County Community Foundation
523 Danbury Road
Wilton, CT 06897-2233

Dear Ms. Caldera-Durant:

As Director of the Danbury Public Library, I am writing to the Fairfield County Community Foundation to seek a \$7,000 grant to upgrade the existing ELLIS English computer tutoring software to a web-based program. This project will enable users to access the program remotely.

The Danbury Public Library is a nonprofit organization which is a department of the City of Danbury. The Library was incorporated and approved by the governor in 1869. The library's 2007-08 fiscal year budget is \$2,114,393. This FCCF grant will cover the cost of 18 licenses for 12 months, implementation, and a one-day training for the staff.

The implementation of this new service will start upon completion of necessary technical preparation within the library network. Danbury Library will insure full publicity through various channels. We will continue to provide support for the program during scheduled instructor hours. There will also be a program evaluation conducted toward the end of the 12-month subscription to the ELLIS program.

Our board of directors has been following your grant-making trends, and its members feel that your initiative to help immigrants to integrate into Fairfield County communities fits our own mission to serve the varied needs of Danbury's diverse population. We truly believe that your financial investment in this project will insure a smoother transition for new immigrants from the native countries to their adopted home.

On behalf of the Danbury Public Library Board of Directors, whose president has also signed this letter, I invite you to review our request and consider a partnership in an initiative to encourage English language learning for the immigrant population in the greater Danbury area.

Sincerely,

Mark Hasskarl
Library Director

John W. Hoffer
President, City Board of Directors

Enc: List of Board members, library budget, Pearson Education (ELLIS) proposal

FAIRFIELD COUNTY COMMUNITY FOUNDATION FULL APPLICATION

Executive Summary:

We will also accept the *Connecticut Common Grant Application Form*, disseminated by the Connecticut Council for Philanthropy (CCP) at www.ctphilanthropy.org.

If you have any questions about the items needed to complete a FCCF grant application, please e-mail your questions to Jeanette Allam at jallam@fccfoundation.org. Your queries will receive a prompt response.

Each grant application should include the following.

- 1) **A hard copy of the application packet, including a cover letter, on your letterhead, signed by your board chair or authorized designee. The cover letter should be addressed to your FCCF program staff contact, and should include the purpose of the grant, the specific amount requested, the proposed use of FCCF funds, and your organization's tax identification number.** Please also include the name of the proposal contact person at your organization and their e-mail address.

Please also submit your proposal electronically to Yolanda Caldera-Durant at ycaldera-durant@fccfoundation.org. Please also mail a hard copy of the proposal, attachments, cover letter with the signatures of the Executive Director and Board President and most recent audited financials. The signed cover letter indicates that the attached proposal is endorsed by senior management and/or the Board of Directors. The proposal must be post-marked by the deadline.

- 2) **Executive Summary** – Please summarize the proposal, describing the specific need to be addressed, program goals and objectives, proposed use of FCCF funds, and anticipated outcomes. The Executive Summary should be no more than one (1) page, single-spaced.

3) Proposal Narrative

Your narrative should be no longer than 12 pages, single-spaced. Please use the following underlined headings in your proposal and follow this order. Please feel free to include additional headings if pertinent to your specific proposal.

Organizational Capacity

A. Provide a brief history of your organization, description of your mission, target population (if applicable), current programs, number of staff (full-time and part-time) and volunteers.

The first library in Danbury was created by the Rev. Ebenezer Baldwin in 1770 when he drew up the terms for a subscription library. Between 1777 and 1869, the Danbury Library went through the burning of Danbury during 1777 and several reorganizations. In 1869, the Danbury Library was incorporated and approved by the governor. The library received generous donations from William Augustus White and his family. The library building at 254 Main Street was completed in 1879, and in 1893 it became a free library, thus ending its history of being a subscription-based library. In 1912 the first children's room was opened. In 1970 the Danbury Library became a city department, and it opened at its current location of 170 Main Street in 1970. The Friends of the Danbury Library was created in 1977. In February 1996, an arson fire caused at least \$4 million in losses. With generous support from area businesses and the community at large, the library was rebuilt and re-opened to the public in September 1996.

The library's current mission statement is:

As an essential city asset, the Danbury Library is committed to being:

- A welcoming destination
- A convenient gateway to the best sources of information, cultural enrichment and possibility
- Responsive to the varied needs of our city's diverse population

The library currently offers 13 ongoing programs, including storytimes, ESL programs, computer lessons, films and speakers. It has a total staff of 68, consisting of 27 full-time and 41 part-time employees. The current number of volunteers is 182 adults and teenagers.

B. Please describe your organization's governance structure. How does the Board of Directors exercise their fiduciary responsibility, assist with fundraising, and evaluate organizational effectiveness? If your Board of Directors has participated in any specific training, please describe. Please state the number of board meetings per year and the average in-person attendance at board meetings.

The Danbury Public Library is a department of the City of Danbury, which has full responsibility for its operation. There is also a City Board of Directors, which has the responsibility for setting policies and reviewing the general operation of the library. There are currently eight (8) members of the Board, all of whom are appointed by the Mayor and approved by the Common Council. There are eleven (11) regularly scheduled monthly meetings per year, and the average attendance by directors is six (6).

C. Please tell us the percentage of minorities and women that currently serve on your Board and work in your organization.

There are two women (25%) on the Board of Directors, one of whom is a minority (12.5%). The library staff consists of 68 employees, 58 (85%) of whom are women and 18 (26%) of whom are minorities.

D. Please describe your organization's strengths and weaknesses. Please highlight any recent successes for which your organization is especially proud, especially if they relate to the proposed project.

The Danbury Library provides excellent services to the city. Under the direction of the Library Director and the Management Team, and with the full cooperation of its staff members, the library provides those services within budget guidelines and in response to the needs of the community. For example, our recent goal of examining and, where needed, adjusting our services to teens has resulted in positive changes by both our staff and this targeted group. As is the case with nearly all public libraries, the limitations of the library's financial support, i.e., the city budget appropriation, does result in limitations in service, materials and programs that the staff must constantly deal with and attempt to overcome.

E. Please describe overall trends in your organization's income sources and expenses over the past two years. Please list the top five (5) largest income sources and amounts for the two most recent fiscal years, aligned side by side for comparison purposes. Please also indicate if your organization receives support from United Way, and if so, state the recent award amount.

As a department of the city of Danbury, the library's budget is included in the city's operating budget prepared by the Mayor and approved by the Common Council. Other than supplemental funds from the Friends of the Danbury Library (\$55,237 for FY 2007-2008) and interest from a large endowment (\$1.35 million) given to the City Board of Directors between 1999 and 2001, all of the library's operating budget comes from the city budget. For FY 2006-2007, the city's budget for the library was \$2.039 million, and for FY 2007-2008 it is \$2.114 million. The library does not receive support from United Way.

F. Who was involved in deciding to pursue this project? Why did your organization choose to pursue this project at this particular time?

The idea for this project originated with Lesley Boruch, Language Center Librarian, who first discussed it with Yolanda Caldera-Durant of FCCF and then with her immediate supervisor, Assistant Director Diane Greenwald. It was approved by Mark Hasskarl, Library Director. The Danbury Library serves an immigrant population that is growing faster than the library budget. Recent statistics show significant growth in Language Center circulation & services (see H). For the 2007-08 fiscal year, the cost of software licenses for the two programs the Language Center subscribes to, Rosetta Stone and ELLIS, nearly doubled. In fact, we learned at the beginning of October that Rosetta Stone will discontinue its online public library product at the end of our current contract in September 2008, making the web version of ELLIS the only English language learning program accessible remotely. Since a proposed major renovation of the adjacent audio-visual and Language Center areas is not budgeted by the city as a capital project until FY 2008-09, the upgrade of the ELLIS program will broaden our service areas and make access more convenient for the its users almost immediately.

G. In what ways has your organization received input in project planning from the project's intended beneficiaries?

The first input came from several ELLIS students, who asked whether they could access the program remotely. However, we were unable to fill these requests due to the library's limited budget. Not only do we hope to reach a broader ESL population by upgrading to the web-based version of ELLSI, but we also hope to reinforce the ESL education for those students who only go to classes offered by area ESL providers. In response to this specific project, the new director of the Hispanic Center of Greater Danbury thought this project would benefit those ESL customers who cannot always come into the library.

Need Statement and Collaborating Organizations

H. What is the specific need/problem/opportunity to be addressed by this project? How does your organization know this need exists? How will the proposed project address this need?

The immigrant population tends to be a highly fluid group of library users, both in terms of their entry into the city's population and their work and home schedules, and therefore it is an often daunting task to keep the ESL population informed of library programs available to them. Most people in this group must work around their family and work schedules in order to spend time learning English, an essential tool to improve their social and financial status. Comparing the statistics for the 2005-06 and 2006-07 fiscal years shows the continuing growth in usage of all the materials and programs offered by the Language Center: circulation of print and AV materials increased by 22%; and attendance at ESL programs rose by 35%, serving just under 5,000 people. By making the ELLIS program available online, we will be able to reach those who have been unable to utilize the library due to lack of time or means of transportation.

I. Are there other local nonprofit organizations addressing the same problem? If so, how does your proposed project differ from these existing services/initiatives?

Unlike traditional classroom teaching or tutoring offered by local organizations, the ELLIS service offered by the Danbury Library to its ESL students (who are also Danbury Library card holders) will not be limited by time or space since they can use the ELLIS web edition on any computer with Internet access at any time. Other area organizations that provide traditional language instruction through classes and tutoring are the Hispanic Center of Greater Danbury, WERACE, and Literacy Volunteers of America.

J. What efforts have you made to identify and recruit partners for your specific proposed project? If you do have project partners, please describe their specific role in the planning, implementation and evaluation of the project. Letters of support from these partners are welcome as attachments.

After meeting with ESL providers in the area, we realized that Danbury Library is in a unique position for this project due to the nature of a public library and its available resources. We will introduce ELLIS during class visits from the ESL providers in Danbury.

Project Implementation

K. Please describe the project's goals and objectives. The objectives should be measurable.

By upgrading to the web version of ELLIS, our goal is to increase the number of ESL customers who will have access to this wonderful learning tool. We will be able to monitor the usage of this new service through statistics available from the administrator's interface of the ELLIS program. Our measurements will thus show the use of ELLIS both in the library and by remote users.

L. Please describe the project's key activities and expected timetable.

The main components of the project are obtaining the licenses for online access, making any necessary technological modifications, and training the language instructors and other appropriate staff. We expect the new service to be available approximately one month after notifying the vendor.

M. Please describe the project's responsible staff or volunteers and their qualifications.

The staff members responsible for the implementation of the project are Lesley Boruch, Language Center Librarian, Sondra Grossi, Senior Computer Technician, and Mark Hasskarl, Library Director. After the service is available to the library's customers, its operation will be primarily the responsibility of Lesley Boruch and three part-time language instructors.

N. Please describe what you perceive are the biggest challenges to the success of the proposed project, and if possible, how you plan to address them.

Making our ESL customers aware of this new online service will be our biggest challenge. We will use the community connections and publicity channels we have already established to reach the city's immigrant populations, including: press releases to the city's daily newspaper, *The News-Times*, and the various newspapers produced for those populations; the English, Spanish and Portuguese versions of the library's web site; announcements at the beginning of programs for ESL customers; the library's monthly print and online newsletters; and flyers in Spanish and Portuguese posted in the library and distributed in appropriate locations off-site.

Project Evaluation and Communications

O. How do you plan to evaluate the success of this project? How will your organization subsequently use the evaluation data? Who will be responsible for conducting the evaluation?

We will evaluate the project through statistical data collected through the administrator's interface of the program. We expect to hear from customers who use the program off-site when they use the library, and we are considering creating an online questionnaire that will be available at the ELLIS log-in page. Lesley Boruch, Language Center Librarian, will conduct the evaluation near the end of the 12-month subscription.

P. What communications materials will be produced as a result of this grant, if at all? How will these materials be disseminated to the wider community? Who will be responsible for managing the communications work? (*This question may not be applicable for all projects. If so, please state "Not Applicable."*)

The library will announce the new ELLIS service on its website, via flyers and newsletters, and in press releases and ads to its existing distribution network: *Danbury News-Times, El Canillita, Registro, Tribuna,* and other news media. Lesley Boruch will work with both the library's Community Relations department and its Language Center staff on this publicity.

Project Budget

**** Please complete the attached Project Budget Form and include an accompanying Budget**

Narrative, outlining how important line items were derived and if there are any special factors/assumptions affecting the proposed budget.

Q. Will a FCCF grant help your organization leverage other resources, cash or in-kind? If so, please describe.

If the ELLIS web edition proves to be successful, we will consider incorporating funding to continue it into our regular budget, as well as seeking other grants available to public libraries for similar purposes.

R. Please list the other public and/or private funding sources you are soliciting for this project, and the status of your proposal with each funding source, if possible.

The reconstruction project for the Language Center/AV area is currently listed as a city capital project for the 2008-09 fiscal year. If city funding is not forthcoming, we would approach private funding sources.

S. If this project is not a one-time, one-year funding request, please describe, to the best of your ability, potential funding strategies in subsequent years after FCCF funding is no longer available.

We will continue seeking funding from the State of Connecticut or City of Danbury as well as support from major corporations in the area. We will also explore possible grants for ESL, new immigrant and literacy programs.

4) **Project Budget and Budget Narrative** – See attached form to complete.

5) **Supporting Materials**

- Board of Directors list with addresses, committee memberships, and affiliations (attached)
- Organization's operating budget for the current fiscal year (attached)
- Most recent financial audit, including opinion letter (As a department of the City of Danbury, no separate audit is performed in addition to the city's annual audit.)
- IRS 501(c)(3) Determination Letter (The library is tax-exempt as a City of Danbury, department.)

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FAIRFIELD COUNTY COMMUNITY FOUNDATION PROJECT BUDGET FORM

** Please attach a budget narrative to explain how you calculated specific line items.

Organization's Current Operating Budget = \$2,114,393

I. Personnel Expenses

DESCRIPTION	AMOUNT REQUESTED FROM FCCF	AMOUNT SECURED FROM OTHER SOURCES AND SOURCE NAME	BALANCE TO BE RAISED, IF ANY	TOTAL
Fringe Benefits				
Consultant(s)				
SUB-TOTAL	\$0	\$0	\$0	\$0

II. Other Than Personnel Expenses

DESCRIPTION	AMOUNT REQUESTED FROM FCCF	AMOUNT SECURED FROM OTHER SOURCES AND SOURCE NAME	BALANCE TO BE RAISED, IF ANY	TOTAL
<i>Rent/Space Costs</i>				
<i>Utilities</i>				
Equipment (rent, lease, purchase)				
<i>Consumable Supplies</i>				
<i>Travel</i>				
<i>Telephone</i>				
<i>Postage</i>				
<i>Duplication</i>				
<i>Bookkeeping</i>	\$268			\$268
<i>Printing/Publication(s)</i>				
<i>Insurance</i>				
Administration				
<i>Other: ELLIS web edition licenses, setup & training</i>	\$6,710			\$6,710
GRAND TOTAL	\$6,978			\$6,978