



CITY OF DANBURY

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DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

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M E M O R A N D U M

TO: Hon. Mark D. Boughton via the Common Council
FROM: Dena Diorio, Director of Finance and Personnel *Dena*
RE: RESOLUTION – LIBRARY NON-ENGLISH SPEAKING PROGRAM
DATE: April 27, 2005

Attached for your review is a resolution that will allow the Danbury Public Library to apply for and accept funding in the amount of \$19,574.00 from the Connecticut State Library. The in-kind match of \$4,894.00 will be met by time of current Library staff. The local cash match of \$150 will come from the Library Board and the Library's operating budget.

Attached 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

April 5, 2005

Dear Honorable Council Members,

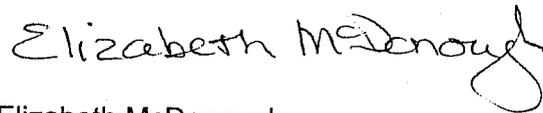
Danbury Public Library respectfully requests your support for the attached resolution. The resolution calls for the authorization for the library to apply for a \$19,574 grant from the Connecticut State Library.

The grant requires a match of \$4,894. This will be met by an in-kind match of \$13,408 by library staff working on grant activities and a \$150 cash match from the library's operating budget.

The purpose of this grant is to provide additional opportunities for our ESL population to learn English, provide computer literacy workshops for the ESL population, initiate a book collection in Hindi and expand the number of titles in our foreign film collection.

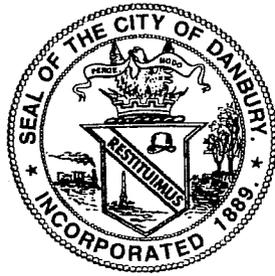
Thank you for your consideration.

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 \$19,574.00, which requires a local in-kind match of \$4,894.00, plus \$150.00 cash match, the sum of which totals at least 25% of the amount of the grant; and

WHEREAS, a weekly daytime English language conversational group will further the English language learning opportunities for Danbury's ESL's population; and

WHEREAS, computer workshops targeted to the ESL population will increase computer literacy and job opportunities; and

WHEREAS, developing a book collection in Hindi will serve the growing Indian population; and

WHEREAS, a part-time bi-lingual program assistant and a part-time children's program coordinator will be needed to assist in the activities of this grant.

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

1. 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 and the Director of the Danbury Public Library are hereby authorized to accept grant funds in the amount of \$19,574.00 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
APPLICATION FOR A FISCAL YEAR 05/06
LIBRARY SERVICES AND TECHNOLOGY ACT
PROGRAM or ADAPTIVE TECHNOLOGY GRANT

Applicant (Organization) Name: Danbury Library
Applicant Address: 170 Main Street
Danbury, CT 06810
Project Director: Elissa Scudder
Phone Number: 203-797-4533
E-mail Address: escudder@danburylibrary.org
Website (URL): www.danburylibrary.org
Amount of Grant Requested: \$19,574
Minimum grant award: \$3,000
Maximum grant award: \$20,000 (\$10,000 for Adaptive Technology Grants)
Match Required: 25% of the grant amount requested
Grant Period: 7/1/05 to 6/30/06

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

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

Send your electronic submission to Sheila Mosman at smosman@cslib.org. Paper copies of the originally signed Project Budget Page and the Certification Regarding Debarment must be mailed to the address below. Acknowledgement of receipt of your grant application will be sent within 5 working days.

Paper submissions will be accepted. Type used must be 12 point or larger. Please return one original and three copies of the completed application package to:

Sheila K. Mosman
Grants and Contracts Manager
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106

A. ABSTRACT

Project Title: Literacy and Cultural Services to Non-English Speakers

In one paragraph, please provide a brief description of your project.

Danbury Public Library seeks LSTA funding to improve its services to a growing and increasingly diverse Non-English speaking community by: expanding its English language conversational groups to two sessions weekly; increasing the number and variety of computer instructional classes offered in Spanish and Portuguese; broadening the foreign language book collection to include Hindi fiction and nonfiction; and enlarging and enriching the foreign film collection. The library would like to continue the productive partnership established with WERACE (Western Connecticut Regional Adult Education) during the 2004-05 grant year to accomplish the projects outlined in this application. It is anticipated that other partnering opportunities will arise and be welcomed during the implementation of the proposed projects, as has been the case with the current grant (i.e. Hispanic Center, Literacy Volunteers, Naugatuck Valley Community College, and more).

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 bulleted item.

1. What is the need in your community that you hope to address with this project?

- ◆ Describe your proposed project and the community need that it will address.
- ◆ Define the target population (age, size and other descriptions).
- ◆ Describe how you have communicated with people in your target population to determine their needs.
- ◆ Describe how this project fits into your library's mission and total range of service.
- ◆ Address the specific requirements of the grant category. (See *Descriptions of Grant Programs for Which Applications Will Be Considered.*)
- ◆ Explain why the library is unable to fund this project out of the current operating budget.
- ◆ Include relevant data such as statistics, community input, professional research data, your library's mission or library plan.

Danbury, Connecticut is a growing and increasingly diverse community with residents hailing from all over the world. The 2004 population of Danbury was 77,875 as reported by the CERC (Connecticut Economic Resource Center). According to the 2000 US Census, 27% of Danbury residents were foreign born and 35% of those over 5 years of age have a native language other than English. Predominant other languages are Spanish at 17.5% and Brazilian Portuguese at about 5.5%. These are followed by a combination of Asian languages totaling 4%. Most of Danbury's growing Indian population of about 1000 people report Hindi as their native language. In all, over 54 languages other than English are spoken in Danbury as reported by the Danbury Public Schools ESL Resource Center.

The library communicates directly and regularly with members of Danbury's Non-English speaking populations, asking for input on its collections and programs and for suggested improvements. Suggestion boxes accompanied by feedback forms in English, Spanish, and Portuguese are located in the Language Center and Praxair Labs. Two focus groups with Non-English speakers have been held over the past year specifically for the purpose of identifying needs. Press releases published in the local Spanish and Portuguese language newspapers *El Canillita*, *Tribuna*, and *The Immigrant*, and *Estrella Norte* encourage readers to make suggestions for the library. In recognition of the library's efforts to facilitate the success of immigrants in the Danbury area, the *Tribuna* newspaper recently committed a 1/4 page space for library news in each biweekly edition. In addition, the ESL Librarian meets weekly with conversation group participants who freely communicate their ideas and make requests for materials, information, and programming. Steve Bull, President of the Greater Danbury Chamber of Commerce stated in a May 12, 2003 *News-Times* article, "For our emerging population to assimilate into the greater community, the one thing that holds everyone together is English. If everybody learns English, they won't be stuck in dead-end jobs." Elizabeth Bacelar, Editor of the Brazilian *Tribuna* newspaper, in her article entitled "Immigrants Add to Culture of America" in the *News-Times*, February 7, 2005, reminds us that "our legal admissions system allow employers to bring in a relatively small number of skilled workers from overseas when there are no qualified Americans available to fill the job. This doesn't mean that we shirk our responsibility to educate and train those already here." All of this input provided the basis for planning our Spring 2005 programs as well as the proposed project activities described in this grant application.

Through discussion with Non-English speakers, customer comment forms, surveys from computer classes, sharing information with community ESL providers, and speaking with business leaders, 4 needs have been identified to be addressed by this grant: 1. Non-English speakers need resources and opportunities to learn and practice speaking English, 2. Non-English speakers need to improve their computer skills to access information and get jobs, 3. The Indian community needs books in their native Hindi language to maintain a cultural connection to their homeland and maintain their native language proficiency, and 4. The Non-

English speaking community as well as English speaking community need access to a greater number and variety of foreign films – particularly in Spanish, Portuguese, and Hindi.

The mission statement for Danbury Library is: “Danbury Library will be the best public library in Connecticut – your information, inspiration, and imagination destination.” Corresponding goals are to provide convenient service, a welcoming atmosphere, and programs, services, and collections to meet the diverse needs of our multicultural community. Meeting the needs of our large Non-English speaking community is a priority. These needs will be addressed by providing resources and opportunities for learning and practicing English, offering computer classes in Spanish and Portuguese to increase computer literacy, acquiring Hindi language books, and enlarging and enriching our foreign film collection. There are no adult Hindi language books in the library’s collection, nor are any available for interlibrary loan through the statewide catalog. Only 250 or 7% of the library’s adult film collection are foreign language films, whereas the Non-English population in Danbury is 27,256, or 35% of the total population.

The proposed project activities, described in detail in the next section, include increasing the number of English language conversational group sessions (Talk Time); broadening the scope of our foreign language book collection to include Hindi fiction and nonfiction titles; enriching our foreign film collection; and increasing our computer course offerings in Spanish and Portuguese. These activities will all serve to meet the stated needs of English language learning, acquisition of the computer literacy required for successful participation in the greater community, and maintaining cultural connections to native countries.

The proposed operating budget for the 2005-06 fiscal year provides \$10,000 in funding for Portuguese and Spanish language books and magazines, ethnic music cds, ESL materials, honoraria, and supplies. The city has demonstrated its support for library services to Non-English speakers by the hiring of a full-time ESL librarian in the fall of 2004 and this position will continue to be funded next year. While the proposed budget does include modest increases over the current year which will allow the purchase of additional Spanish and Portuguese language periodicals and music, and some additional programming, it will not support the acquisition of books and films in other foreign languages or the staffing and materials required for additional conversational groups and computer workshops.

2. What will you do? For whom?

- ◆ Describe in clear, specific terms what you will do and for whom.
- ◆ Identify resources you will need for the project and the stakeholders that will be involved.
- ◆ Describe how you will select materials and plan activities; provide timeframes.

- ◆ Indicate who will do the work and describe their qualifications.
- ◆ Describe how your project will be publicized.

Proposed Project Activities

1. Increase the number of “Talk Time” conversational groups from one weekly evening session to two weekly sessions - one daytime and one evening. Talk Time is a weekly, evening English language conversational group program attended by ESL students speaking a variety of native languages including Spanish, Portuguese, Chinese, Korean, Polish, Haitian Creole, and more. This program has been tremendously successful with a registration of over 100 participants this year and as many as 32 attending an individual weekly session. In addition, 6 different volunteers act as small group discussion facilitators each week. Several other ESL students have expressed a desire to attend the program but are unable to do so because of evening work schedules. Adding one daytime session weekly will provide opportunities for a greater number of participants who speak a variety of other languages to practice their English language listening and speaking skills. The ESL Librarian will interview and select the additional volunteers and staff needed to run an additional session, and continue to plan weekly topics in consultation with these individuals. The session will require a Program Assistant to help coordinate activities and volunteers, a Children’s Program Coordinator to implement appropriate activities for children accompanying parents to sessions, supportive library materials including an *Easy English News* subscription, supplies (handouts, name tags, files, survey forms, etc.), refreshments, and printing services. Additional time will be required of the Community Relations Department to produce press releases and flyers advertising the program.

<u>Activities</u>	<u>Timeframe</u>
Volunteers and staff selection	July/August 2005
Organizational Meeting and Training	August 2005
Scheduling of Time and Location	August 2005
Press releases and flyers distributed	Aug.2005-June 2006
Weekly sessions begin and continue	Sept. 2005 – June 2006

2. Offer Four Computer Workshops in Spanish and Portuguese Monthly.

The library began offering basic computer workshops in Spanish and Portuguese this year. The response was overwhelming requiring that additional sessions be scheduled for those attending who had to be turned away due to lack of space. Participants were asked to complete a workshop evaluation at the end of each session with many indicating a desire for more classes on their forms. In response the library is developing course curricula for a variety of classes in Spanish and Portuguese that will provide basic computer literacy. Students will gain proficiency in keyboarding, word processing, web resources, email, and more. Computer literacy is vital for participation in daily living including accessing current and accurate information sources, maintaining contact with

friends and relatives as well as news sources from home, and for improving one's employability. The staffing required for implementing these courses will include a Bilingual Computer Instructor and Bilingual Program Assistant to assist in class, Community Relations Staff for producing press release, advertising, and flyers. The ESL Librarian will coordinate all of these activities. Outside services will include printing and advertising, supplies will involve paper for flyers and handouts, and library materials purchased will be keyboarding instructional software in Spanish.

<u>Activities</u>	<u>Timeframe</u>
Keyboarding Software purchased/installed	July – August 2005
Courses and Instructors Scheduled	August 2005
OBE plan finalized	August 2005
Press Releases, Advertising, Flyers (course schedule released one month prior)	Aug. 2005- May 2006
Classes begin	Sept. 2005

3. Acquire a start-up collections of adult Hindi language books. The library currently has over 500 Spanish language and 300 Portuguese language circulating fiction and nonfiction books for adults which are very popular and serve our large Hispanic and Brazilian communities well. In an effort to better serve the growing Hindi speaking community in the Danbury area, the library would like to begin collecting books in this language. These would also be available for interlibrary loan to other libraries. The collection will be started by purchasing a mixed collection (fiction and nonfiction) of 80 Hindi language books from OCLC's Language Set service. The ESL Librarian will select these books with the help of OCLC.

<u>Activities</u>	<u>Timeframe</u>
Hindi collection ordered	Sept. 2005
Hindi collection shipped	October 2005
Books processed and ready for circulation	November 2005
Press releases announcing new collections	November 2005

4. Purchase 100 additional foreign films subtitled in English.

Foreign language films promote cultural connections and the English subtitles provide additional practice in English language usage. The library's collection of foreign language films currently includes a combination of 250 dvds and videos. Languages include French, Italian, Spanish, Portuguese, German, Chinese, Hindi, Swedish, Japanese, Russian, and a small number of "miscellaneous". Given the popularity of this collection and the number of requests for additional titles, we would like to increase the collection by 40% next year or 100 titles. Complementing our foreign language book collections, a majority of the new titles purchased will be Spanish, Portuguese, and Hindi. The titles will be selected and purchased by the the ESL Librarian in consultation with the AV Coordinator– both of whom receive input from the Non-English speaking community.

Activities

Titles selected, suppliers identified, and orders placed.

Materials processed and ready to circulate (2 shipments)

Timeframe

2 phases – September 2005 and January 2006 (allows for acquisition of new titles) October 2005 and Feb. 2006

Stakeholders for the projects just described include the Danbury Library and WERACE who will devote time, staff, and other resources in the implementation of these programs. Both agencies hope to achieve greater participation in their programs and services by Non-English speakers. The Danbury Non-English speaking community – especially Spanish, Portuguese, and Hindi speakers are all stakeholders as they are the targeted populations for these services. The greater Danbury community will benefit as Non-English speakers can more fully participate in the community as a result of improved English language skills and cultural literacy. Greater cultural awareness and understanding will result in the community as native English speakers also watch the foreign films produced by other countries. Clearly business owners and employers have a large stake in the improved English language skills of their Non-English speaking employees and customers. Native English speaking Talk Time volunteers and library staff benefit from the rich cultural exchanges taking place at Talk Time.

Note: Press Releases are sent to *The News Times* as well as local Spanish and Portuguese language papers - *Tribuna*, *El Canillita*, *The Immigrant*, and *Estrella Norte* (and/or others as appropriate); local television and radio stations, and the Pennysaver. Flyers are distributed to local agencies and businesses serving the Non-English speaking community.

3. What is the anticipated benefit or outcome?

- ◆ Describe the benefit to your target population.
- ◆ Relate the benefit to the stated need.
- ◆ Identify the project's specific, measurable outcomes and/or outputs. An outcome measures the result of your program; what will improve in the skills, behavior, knowledge, or attitude of the target population (e.g., % of program participants will double the amount of time reading to their children). An output measures the volume of successful activities or evidence of service delivery (e.g., the number of books circulated or attendance at programs).

Non-English speakers will improve their English language literacy, as well as their cultural literacy about the United States and other countries represented, as they attend Talk Time conversational group sessions.

Spanish and Portuguese speakers will significantly improve their computer literacy by attending the computer classes held in these languages. Skills learned

in these classes will be applied in daily living as those attending may now use computers to access information on the internet, communicate with others in the United States and at home via email, and even read online newspapers from their native countries. Participants' employability will be improved as the majority of employers need and often require strong computer skills.

The Hindi speaking Indian community in Danbury and all of Connecticut will benefit from the new Hindi language book collection. Reading and proficiency in one's native language is a prerequisite for mastering another language. This collection will also make Hindi speakers feel more welcome in the library where they will be exposed to a rich collection of English language resources, services, and programs.

Non-English speaking populations will benefit from the cultural connection to their homelands gained by viewing films produced there and in their native languages. Their English language skills will be strengthened as they read the English subtitles included in the films. An added benefit will be the greater understanding of their cultures derived by the watching of these films by natives of the United States and other countries.

4. How will you measure the outcomes and outputs?

- ◆ Describe how you will measure each expected outcome and/or output.

- ◆ Include samples of any pre/post surveys or interview forms.

Talk Time conversational groups will be held twice weekly for 50 weeks. 100 individuals will register for Talk Time conversational groups over the course of the year with an average of 15 attending each session. Each participant will complete presurveys and midpoint surveys (samples attached). Individual participants will complete midpoint surveys after attending at least 10 sessions. 80% of the midpoint surveys will report that attendance has resulted in greater confidence in English language usage and improved understanding of United States culture. An Outcome Based Evaluation plan will be submitted for this program.

4 computer classes in Spanish and Portuguese will be held monthly for 10 months for a total of 40 classes during the grant period. 10 students will attend each class for a total attendance of 400 over the 10 month period. Each student will complete an appropriate assessment activity at the end of the class with 80% of those attending mastering the skills taught during the class.

80 Hindi language books will be purchased for circulation. Each title will circulate at least 3 times during the grant period for a circulation total of 240. The library will receive at least 10 written positive feedback forms about the new collection.

100 English subtitled foreign films will be purchased. 75 of these will be in Spanish, Portuguese, and Hindi combined. These films will each circulate at least 5 times during

the grant period. The library will receive at least 10 written positive feedback forms about the new collection. (sample feedback form attached).

5. How will your library continue the project?

- ◆ Describe resources and funding needed to continue the project.
- ◆ Describe how you will obtain resources and funding. Describe how you will work with major stakeholders to ensure continuation.

Funding for additional foreign films and Hindi language books will be requested in the Fiscal Year 2006-07 operating budget. Staffing required for continuing Talk Time and computer classes will be requested in the 06-07 operating budget as well. Talk Time volunteers will continue to be recruited with the help of the local Volunteer Center. Funding for supplies, printing, and advertising costs associated with these projects will also be requested in the 06-07 operating budget. In addition, the library will continue to look for supplemental sources of funding for each project. If these programs are not fully funded, they will be reduced.

It is anticipated that WERACE will continue partnering with the library to plan and implement programming for Non-English Speakers.

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

Yes X No

If yes, please explain how you will provide equal access to this program.

All programs will take place at the Danbury Library which is fully ADA compliant. A volunteer Sign Language Interpreter will be obtained for programs as needed. Library reading materials will include a range of reading levels. Films will be purchased in both dvd and videocassette formats which provide subtitles for the hearing impaired.