



## 2009 Renew Washington Grants

### Final Narrative Report Cover Sheet

Date June 9, 2010 Contract # G4289 Grant # 09-TC-002

Library Columbia County Rural Library District

Title of Grant EJIC- Education/Job Information Center

Amount Awarded \$10,808

#### Grant Period

Start Date October 29, 2009 Through August 13, 2010

#### Reporting Period

Start Date June 9, 2010 Through August 13, 2010

Submitted by \_\_\_\_\_

#### Signatures Certifying the Final Report

We certify that all of the information contain herein is correct to the best of our knowledge. We certify that 10 of 10 objectives of this grant have been achieved. We certify this report includes an analysis of each objective of this grant and an evaluation of the impact this grant has made on our services. We certify \$ 10,808 has been claimed and \$ 0 of the amount originally awarded was not used and the reasons are explained in this report.

Signatory \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Agent \_\_\_\_\_ Date \_\_\_\_\_

**Signatory:** Defined as the person who would sign the grant contract and whose signature will be a representation that the legal entity submitting this report has authority to enter into the grant contract; and that the signatory has the authority to sign the grant contract on behalf off the legal entity.

**Fiscal Agent:** Defined as an individual authorized by the Grantee's governing body to obligate it to the financial liabilities and accountable to the Grantees governing body for the integrity of the official accounting system and the financial statements that the system provides.

Submit this form and the Final Narrative Report to:

**Anne Yarbrough  
Grants Program  
Washington State Library  
Post Office Box 42460  
Olympia, WA 98504-2460**

## Final Narrative Report

1. Do you feel this grant has helped you provide better service to your customers?

X	Strongly agree
	Agree
	Neutral
	Disagree
	Strongly disagree

Please explain: Without this grant, we (being Columbia County Rural Library District) could never have offered our public so many books and DVDs on education, jobs, scholarships, financial aid, practice tests for specific jobs, resumes, and so much more that is now part of our EJIC (Education/Job Information Center) collection. Our collection increased from twenty-one (21) books to one hundred eighty-eight (188) books, fifty-one (51) DVDs, one (1) VHS, two (2) software programs, and one (1) database. People are checking out the books and DVDs monthly and some books have been sent out on Interlibrary loan.

2. Summarize the project, the situation it was intended to address, and the objectives of the project.

Columbia County Rural Library District's Education/Job Information Center would be expanded to include various formats, i.e., print, DVDs, software, and a database, which would be used to better serve our patrons in finding the resources they need to help them in their educational or career search. Some print and DVD material would also be purchased in Spanish to meet the needs of our County's Hispanic population.

Our Education/Job Information Center (EJIC) is intended to address the high school and college students plus adults who are trying to finish their high school or college education, look for their first job or go back to work or school after a period of being absent for a short or long time.

The Education/Job Information Center (EJIC) project addressed the objectives of providing books, DVDs, software and a database on various topics, i.e., education, careers, scholarships, colleges, financial aid, plus many other topics were included. The grant also provided a resume writer software program from WinWay Resume for the library's seven public use computer stations to help our patrons prepare a resume. This product is not available remotely only from inside the library. Also a database from EBSCO called "Career Library" was purchased, which contains detailed information on 2,500 occupations, including

interest and skills assessments. The cost of the database was shared between LSTA grant funds and CCRLD. The database is available remotely as well as from inside the library. The DVD collection was included as part of the project to enhance our EJIC section since today many patrons would much rather view and learn from a DVD rather than read a book. The DVD collection included information on job search skills, top careers in two years, careers for the 21<sup>st</sup> century, career options for women, building effective job skills, and “from pink slip to paycheck series,” which deals with job loss, creating a job search plan, building the right resume and cover letter, interviewing, and networking your way to a new job.

The benefits of the books, software, DVDs, and database would be material in English and some Spanish to help people find the information they would need for a career, whether that is a first-time career, a parent going back to school, a person wanting a change in careers, or a person who was laid off or disabled and now has to learn a new career or find a new job.

3. Summarize the results of the project, including activities accomplished, and any problems or unexpected outcomes encountered.

Columbia County Rural Library District has expanded their EJIC collection from twenty-one (21) books to one hundred eighty-eight (188) and increase of 796%). Columbia County Rural Library District now has a very nice EJIC center on a variety of topics from career books to resume, scholarship, financial aid books, GED, ACT, SAT, GRE and other books to help a person in preparing for a test in the Post Office, police force, nursing, pilots and a lot more. Fifty-one (51) DVDs, one (1) VHS, two (2) software programs, and one (1) online database were purchased. Some Spanish print material was purchased to meet the needs of our Hispanic population. Programs were planned for high school and middle school students plus a job interview program was planned for high school and adults by a local career’s teacher.

Activities accomplished:

- Ordered EJIC material between November and February. 188 EJIC books, 51 DVDs, and 1 VHS was ordered.
- Winway Resume Deluxe Network software was ordered and installed on seven (7) public use computers.
- TimberDoodle Typing Instructor software was ordered and installed on seven (7) public use computers.
- One (1) Career online database from EBSCO was ordered and is being provided on seven (7) public use computers as well as remotely to anyone who has a library card in Columbia County.
- The software and database is being installed on more computers than originally stated in the original grant proposal because the Friends of the Dayton Memorial Library received local grant funding for two additional public use computers, which were purchased and have been made available to the public after the start of this grant cycle. The staff decided to also include the OPAC station as an additional source for the software and database, which made a total of seven (7) computers available for the

public to use for WinWay Resume, Typing Instructor, and the Career database.

- All of the books and DVDs have been processed and are available to be checked out.
  - Programs provided to the Dayton High School, Starbuck Middle School, senior's basic computer class, and an adult program at the library occurred between December and April.
    - The economics teacher at the Dayton High School brought sixteen (16) high school students to the library on December 4, 2009 for a tour of our EJIC center and a demonstration on the Career Library database, Winway resume writer and the Typing Instructor software.
    - Instruction on the Career database and WinWay resume writer and the Typing instructor software was given to three adults during a weekly basic computer class on December 15, 2009.
    - Instruction on the Career database was given to ten students at the Starbuck Middle School on February 17<sup>th</sup>, 2010
    - Four people attended the "Revisiting the Job Interview" program, which was held at the library on April 13, 2010. Dayton High School Teacher, Rob Moore presented information on how to prepare you for an interview, how to job hunt, and gave people learning skills to make the interview great.
4. Quantify, where possible, the results of the project, including how many people have directly used the new services and resources provided by the project.
- Thirty-eight (38) books have circulated between January and May 2010. Only three (3) DVDs and one (1) VHS have circulated between the same time periods. Not a remarkable number, but in the entire year of 2009 only thirty-two (32) EJIC books were checked out no DVDs since we had none. It looks like the number of EJIC books checked out in 2010 could quite easily double from 2009. CCRLD has also loaned out on Interlibrary loan four (4) books that we can remember.
  - There have been thirty-one (31) visits to the Career Online database between January and May.
  - Two people used the WinWay Resume Writer software program in the library.

5. Did the project meet its stated objectives? Compare the project objectives to actual accomplishments.

Yes CCRLD met its project objectives by increasing the Education/Job Information Center collection with more books, DVD/VHS, software and a database. The Library District is now providing a wealth of information to its patrons. We have seen homeschooled teens check out GED, SAT, four-year colleges, college scholarship, and financial aid books. A few DVDs have been checked out by adults. It has amazed staff as to what books have been checked out. It was decided to purchase some pilot license books on how to prepare for your pilots license. I, as the director, thought that purchasing pilot license books might be a stretch in grant funds because I doubted that the books would even

get checked out. As it turns out, this has been one of the most popular EJIC books to check out and the books on private and commercial pilot licensing have gone out several times to different people. Also how to prepare for your nursing exam was another book I doubted would go out, but out patrons have checked it out several times including being sent out on Interlibrary loan.

I am pleased that the WinWay resume writer software program has been used. One person was amazed at its capability. This person had never put a resume together before and found the software quite user friendly. By choosing a resume from the program on a specific career that was being applied for, this patron was able to create a more professional looking resume. The economics teacher at the Dayton High School was quite impressed with the Career online database and instructed his other classes on the database. He will be using this database more next year and will give specific assignments so that his students will use the database in the classroom with their own library card. More library cards were added since it was required by the teacher for each student to have his/her own library card. Further instruction will be given to two teachers at the Dayton High School on the Career online database as soon as school is out for the year.

#### 6. Summarize procurement activities.

Amount awarded was \$10,808. Amount claimed was \$10,808. Actually CCRLD spent a bit more than the amount awarded on a few books. The additional cost was paid for by CCRLD.

#### 7. Evaluation

- The number of EJIC books circulated between November and December were counted as part of our evaluation and compared to the number circulated in 2009.
- The visits to our Career online database were recorded. Part of the problem with the Career Online database statistics was that EBSCO did not provide monthly statistics for the Career online database until a month or so after we had the product.
- There is no way to know for sure how many people used either software program. Only if staff noticed people use WinWay resume writer or the Typing instructor program were we able to get an accurate count. As far as we know only two (2) people used WinWay, and the staff saw no one use the Typing Instructor program.
- With regard to the programs, a count was taken of how many attended each program.
- The Renew Washington grant was publicized in the Dayton Chronicle, the Blue Mountain News, on the Library's Web site [www.ccrld.lib.wa.us](http://www.ccrld.lib.wa.us) and through the use of posters and flyers. Posters were designed about the Career Online Database and are available in the library. These posters were handed out to the Dayton Economics class, and the Starbuck Middle School.
- Posters are also available about the WinWay Resume and Typing Instructor Software programs.

- Flyers were handed out to all of Mr. Moore's career and economic classes regarding the "Revisiting the Job Interview" at the library. Flyers were also available at the library and at various places around town.
- The Dayton Chamber of Commerce announced the "Revisiting the Job Interview" program on their listserv to various business partners.
- Flyers about the "Revisiting the Job Interview" were given to the Department of Social and Health Services branch here in Dayton to be available for their clients.
- The Director and branch manager attended the Renew WA Communication workshop. All staff worked with the Director on completing the Renew WA Communication plans with input from the Board of Trustees as well.