

### 1. Humanities mission and record of contribution

The Baright Public Library, formerly known as the Ralston Public Library, has been a place for the public to educate and find access to resources since 1922. The public library provides free access to online resources and print materials for educational and recreational purposes. Library staff strive to add materials to the collection that reflect the community's interests and needs while also providing a broader scope to life experiences and points of view. Beyond materials to check out, we provide free access to 19 computers onsite, as well as Wi-Fi within the building and parking area, and just two years ago we began circulating Wi-Fi hotspots, which are in very high demand. The library also works to include programming that reaches a wide audience and has educational aspects while offering an opportunity for community members to connect with one another. Regular events include storytimes for toddlers & babies, book clubs for teens & adults, or monthly presentations by local experts in a variety of fields of study. One of our largest programs included a presentation by the National Geographic photographer Joel Sartore, who spoke on his experiences of photographing endangered species and how it was a chance to shed light on our environmental destruction. Staff serve the public in a variety of manners, including applying for jobs or unemployment, finding homework resources, or locating food pantries. Every summer the library hosts a Kids Cruisin' Food Kitchen that feeds students lunch while they aren't in school.

While being a public library for the City of Ralston, due to additional funding from Douglas County, we also serve residents living in the wider Douglas County. The state library records our service area each year, and this last year we were at 11,408, which was much larger than the population of Ralston at just 7,296 per the latest American Community Survey. We also strive to serve other members of the public that may not fall into the Douglas County borders, these alternatives include library card access to military families, adults over the age of 65, students, and much more.

### 2. Proposed activities and audience

The goal of the library through this grant would be to increase access to the library and the proposed online opportunities for the entire community, while also making sure the library is providing a safe and healthy environment for all. In order to serve the public in a full capacity, the library needs the return of staff, which was also included in the budget of this proposal.

Through the additions of the new technology and software that was included in the proposal, our library staff that specialize in both adult and youth age groups will be able to provide more online options for educational programming options. These new technologies will allow for more creativity and increased connection purposes by our staff for the community.

The Kindles, additional hotspots, self-checkout and laptops will serve as additional access points for all that use the library, whether they access our resources from home or within our building.

The materials purchased to ease social distancing, including the no-touch outdoor book drop, cleaning materials, plexiglass for front desks, and home delivery costs, would all effectively assist staff in providing a library that allows the public to feel safe from a cleanliness and distancing point of view. Getting our 'new to us' self-checkout machine ready to use would also offer an opportunity for patrons to check out without direct human interaction.

It is our intent to continue the use of the products purchased through this grant beyond the grant end date, as they only promote the viability of the library to assist others in a continuously

connected world online as well as the opportunity to more easily handle a continued or possibly new future pandemic.

A lot of these materials requested are items that I would consider necessities in reopening as a public space.

### 3. Jobs and personnel

The part time positions that I'm requesting through this proposal were pre-existing positions prior to the pandemic; however, due to our city's budget shortfalls related to the pandemic, we were forced to furlough all part time staff. This was a huge hit to our library staffing, as 71% of our staff was part time prior to closing.

I'm looking to retain these temporarily furloughed positions, so that would be bringing back 10 part time library staff positions. These positions will hopefully see the previously employed personnel return to their positions, but if they are not able, I would look to hire a new staff member to fill that position.

Jobs retained include: 1 part time Library Associate – Collection Processing, 2 part time Youth Services Assistants, 7 part time Library Associate positions. Retaining these positions as part time would be the most viable option for the long term, as the city fund would not assist with future insurance, retirement plans, or other benefits that may come along with full time positions. It also works well for the staffing schedule usually in place to have part time staff that can come in at night or on weekends to work with the public.

The part time staff are truly what makes this library run – they are on the front line of the library work and the most public facing positions we have. Part time staff are directly implementing any changes that may be made by full-time administrative positions that are already in place. They would be directly educating the public on how to use some of the new tools we would be purchasing, including a new self-checkout, laptops for in-house checkout, or a new hotspot checked out. These staff would be cleaning and maintaining the library public spaces on a regular schedule – which will be extremely important, and take quite a bit of time and manpower to properly implement for a clean space. Most questions or calls incoming to the library about new procedures, hours, programs and more, will directly be fielded by these retained staff positions. Several of the more specialized positions, such as the Youth Services Assistant and Library Associate – Collection Processing positions, will be organizing new programs and adding items into our collection properly for optimal utilization by the public. There is a previous Library Associate position that was staffed by an employee that also worked for a local nonprofit, Lutheran Family Services. This staff member had direct experience in teaching English to refugees and immigrants. We utilized her specialty to also teach one-on-one English with members of the public that also needed assistance in learning how to speak or write in English at the library. If the previous staff member was not able to return, we would locate a new part time position that would be able to assist in a similar way. This English Language Learning position would also be utilizing some of the programming software and technology purchased through this grant to organize classes or interactions for English students.

The library was previously staffed to be open 62 hours though all 7 days of the week. The community truly enjoyed that we were open with a wide range of availability to provide them every opportunity to use our building and resources. With that wide range of hours, it takes a large amount of personnel to properly staff the library to assist our community. It is the library's intention to reach that same range of hours again not too long after we reopen, therefore requiring a large amount of part time staff available to handle both of our main desks and phone system.

#### 4. Institutional capacity

The Baright Public Library is a part of a larger city government, the City of Ralston, whom we receive our funding through. Our last three fiscal years, the library has had an operating cost of \$543,393.60, \$555,302.36, and \$538,359.49, with an average of those three years hitting at \$545,685.15. Due to the pandemic impact on our city government's budget, our current library budget was cut by 17%, or a loss of \$99,250. This budget year ends on September 30, which is the annual end to our fiscal year. It has directly affected our ability to staff the library, and we were forced to temporarily furlough all of our part time staff. It also completely cut any remaining budget for this fiscal year that we had intended to use to purchase new technology, books and other materials for our collection, office supplies, activity and programming supplies, and conference or education opportunities. In essence, our remaining budget has allowed us to staff the full time administrative positions as well as maintain our utilities, Internet connection, and required contracts – the necessities. This grant would allow an opportunity for us to staff our part time employees for the end of this fiscal year (July through September 30) and well into the new fiscal year (October 1 through December). By doing so, we can respectably get organized within the rest of this fiscal year with our new programming line-up, as well as implement any new cleaning schedule and new equipment. I am currently still employed and have staff at the City Hall in Ralston that would assist in providing direction to me in administering any funds provided through this grant. The grant administrator for the project is the Finance Director at City Hall, who will assist with the financials and auditing. While the library's budget is taking a significant dip both for the rest of this fiscal year, and likely into next fiscal year, there is still a guarantee of property taxes and possible other income from restaurant, sales, and hotel taxes as the economy and life itself begin to level out.

Into the next fiscal year, which will also likely take a budgetary decline due to a lack of incoming funding, we will staff the library through December using these grant funds, which would allow our normal budget to focus on staffing and other materials for fiscal year 2020-21. By lessening the pressure on the library budget, it would allow our staff to assist the community in getting back to normal economically and education-wise. The library can be the missing gap that the public needs to get back on their feet after such a devastating year.

Without the library, the public would lack the proper alternative education and programming activities for families and young ones, especially this summer. Every summer, students suffer a loss of what they learned during the school year – it's called the 'summer slide'. The library offers the opportunity to retain some of the knowledge that could potentially be lost by encouraging reading and other educational activities provided by our staff. As for adults, they are currently lacking the access and assistance that library staff normally provide to the disadvantaged in applying for jobs, unemployment, educational and reading resources, as well as locating options to feed their families during this difficult time.

RESEARCH & RELATED BUDGET - Budget Period 1

ORGANIZATIONAL DUNS: (b) (4)

Enter name of Organization: Hollis & Helen Baright Public Library

Budget Type:  Project  Subaward/Consortium

Budget Period: 1 Start Date: 06/15/2020 End Date: 12/23/2020

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
Ms.	Bailey		Halbur		(b) (6)	6.00			0.00	0.00	0.00

Project Role: PD/PI

Additional Senior Key Persons:     Total Funds requested for all Senior Key Persons in the attached file   
Total Senior/Key Person

B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
		Cal.	Acad.	Sum.				
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	Youth Services Assistants	6.00			(b) (6)	0.00	(b) (6)	
1	Library Associate- Collection Processing	6.00			(b) (6)	0.00	(b) (6)	
7	Library Associate	6.00			(b) (6)	0.00	(b) (6)	
10	<b>Total Number Other Personnel</b>					<b>Total Other Personnel</b>		48,690.20
<b>Total Salary, Wages and Fringe Benefits (A+B)</b>							48,690.20	

### C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
Kingsley 60 C-series Outdoor System	6,099.00
Additional Equipment: <input type="text"/>	<input type="text"/>
<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
<input type="button" value="View Attachment"/>	
<b>Total funds requested for all equipment listed in the attached file</b>	<input type="text"/>
<b>Total Equipment</b>	6,099.00

### D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Foreign Travel Costs	<input type="text"/>
<b>Total Travel Cost</b>	<input type="text"/>

### E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	<input type="text"/>
<b>Total Participant/Trainee Support Costs</b>	<input type="text"/>

**F. Other Direct Costs****Funds Requested (\$)**

1. Materials and Supplies	18,254.77
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	2,075.00
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. <input type="text"/>	
9. <input type="text"/>	
10. <input type="text"/>	
<b>Total Other Direct Costs</b>	20,329.77

**G. Direct Costs****Funds Requested (\$)****Total Direct Costs (A thru F)** 75,118.97**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Indirect Costs</b>			<input type="text"/>

**Cognizant Federal Agency**

(Agency Name, POC Name, and POC Phone Number)

**I. Total Direct and Indirect Costs****Funds Requested (\$)****Total Direct and Indirect Institutional Costs (G + H)** 75,118.97**J. Fee****Funds Requested (\$)****K. Total Costs and Fee****Funds Requested (\$)****Total Costs and Fee (I + J)** 75,118.97**L. Budget Justification**

(Only attach one file.)

## RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals (\$)
<b>Section A, Senior/Key Person</b>		0.00
<b>Section B, Other Personnel</b>		48,690.20
Total Number Other Personnel	10	
<b>Total Salary, Wages and Fringe Benefits (A+B)</b>		48,690.20
<b>Section C, Equipment</b>		6,099.00
<b>Section D, Travel</b>		
1. Domestic		
2. Foreign		
<b>Section E, Participant/Trainee Support Costs</b>		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
<b>Section F, Other Direct Costs</b>		20,329.77
1. Materials and Supplies	18,254.77	
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services	2,075.00	
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
<b>Section G, Direct Costs (A thru F)</b>		75,118.97
<b>Section H, Indirect Costs</b>		
<b>Section I, Total Direct and Indirect Costs (G + H)</b>		75,118.97
<b>Section J, Fee</b>		
<b>Section K, Total Costs and Fee (I + J)</b>		75,118.97