



**Broadband Non-Infrastructure Application  
Submission to NTIA – Public Computer Centers**

|   |  |
|---|--|
| <b>Submitted Date:</b> 3/15/2010 1:16:45 PM               | <b>Easygrants ID:</b> 6738   |
| <b>Funding Opportunity:</b> Public Computer Centers       | <b>Applicant Organization:</b><br>CULTURAL AFFAIRS, NEVADA DEPARTMENT OF |
| <b>Task:</b> Submit Application - Public Computer Centers | <b>Applicant Name:</b> Mrs. Daphne O. DeLeon                             |

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## A. General Application Information

| 1. Applicant Information                 |   |
|--|---|
| Name and Federal ID for Applicant        |   |
| <b>DUNS Number</b>                       | 946481140   |
| <b>CCR # (CAGE)</b>                      | 4LYB2   |
| <b>Legal Business Name</b>               | CULTURAL AFFAIRS, NEVADA DEPARTMENT OF                            |
| <b>Point of Contact (POC)</b>            | DAPHNE DELEON<br>7756843315<br>Ext.<br>ddeleon@nevadaculture.org  |
| <b>Alternate POC</b>                     | DEBRA HONEY<br>7756843316<br>Ext.<br>dhoney@nevadaculture.org     |
| <b>Electronic Business POC</b>           | KAREN STARR<br>7756843314<br>Ext.<br>kstarr@nevadaculture.org     |
| <b>Alternate Electronic Business POC</b> | JEFFREY KINTOP<br>7756843410<br>Ext.<br>jkintop@nevadaculture.org |

| 2. Name and Contact Information of Person to be Contacted on Matters Involving this Application: |        |
|--|--------|
| <b>Prefix</b>  | Mrs.   |
| <b>First Name</b>  | Daphne |
| <b>Middle Name</b>   | O.     |
| <b>Last Name</b>   | DeLeon |



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|                         |                             |
|-------------------------|-----------------------------|
| <b>Suffix</b>           |                             |
| <b>Telephone Number</b> | 775-684-3315                |
| <b>Fax Number</b>       |                             |
| <b>Email</b>            | ddeleon@nevadaculture.org   |
| <b>Title</b>            | NSLA Division Administrator |

**3. Additional Contact Information of Person to be Contacted on Matters Involving this Application:**

| Project Role               | Name         | Phone              | Email                  |
|----------------------------|--------------|--------------------|------------------------|
| Secondary Point of Contact | Tom , Fay    | 7024926595         | tffay@hdpl.org         |
| Secondary Point of Contact | Dana , Hines | 7756843370         | dlhines@clan.lib.nv.us |
| Secondary Point of Contact | Sara , Jones | 7758872244<br>1007 | sfjones@clan.lib.nv.us |

**4. Other Required Identification Numbers**

|  |   |
|--|---|
| <b>Easygrants ID</b>                                 | 6738  |
| <b>Funding Opportunity Number</b>                    | 500000  |
| <b>Catalog of Federal Domestic Assistance Number</b> | <b>BTOP CFDA Number:</b> 11.557<br><b>BTOP CFDA Title:</b> Broadband Technology Opportunities Program |

**5. Organization Classification**

|  |                       |
|--|-----------------------|
| <b>Type of Organization</b>  | State or State Agency |
| <b>Is the organization a small business?</b>                       | No                    |
| <b>Does the organization meet the definition of a socially and</b> | No                    |



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|   |  |
|---|--|
| <b>economically disadvantaged small business concern?</b> |  |
|---|--|

| <b>6. Authorized Organizational Representative</b> |                |
|--|----------------|
| <b>AOR</b>   | DELEON, DAPHNE |
| <b>Result</b>                                      | Notify         |

**7. Project Title and Project Description**

**Project Title:** Nevada One Click Away

**Project Description:** The Nevada One Click Away project provides Nevadans with enhanced access to online information and resources critical to their individual success and Nevada’s economic recovery. It is a partnership of the State Library and Archives, Cooperative Libraries Automated Network, Carson City Library and Henderson District Public Libraries. The project impacts libraries in 15 of Nevada’s 17 counties.

**8. Other Applications**

Is this application being submitted in coordination with any other application being submitted during this round of funding?

- No

| <b>Easygrants ID</b> | <b>Project Title</b> |
|----------------------|----------------------|
|                      |                      |

If YES, please explain any synergies and/or dependencies between this project and any other applications.

9. Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application?

- Yes, Applicant is exempt because it is a unit of a state or local government



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If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

| Name | Title | Employer |
|------|-------|----------|
|      |       |          |

## B. Executive Summary, Project Purpose and Benefits

### Essay Question

**10. Executive Summary of the proposed project:**

The Nevada One Click Away project will provide Nevadans with expanded access to broadband services in 34 libraries in 15 of Nevada’s 17 counties serving a population of 366,733. Expanded access will be achieved by replacing existing hardware and purchasing new hardware and software to increase the number of computers available and maximize their performance.

The national economic crisis has critically weakened the Nevada economy in the last three years, resulting in a statewide unemployment rate of 13% and one of the highest foreclosure rates nationwide. These factors have dramatically increased the number of Nevadans turning to their local libraries for access to employment and government services, educational opportunities, and knowledgeable Librarian assistance.

The Nevada One Click Away project requests \$806,046.00 in federal support to match a project commitment of \$304,539 (cash and in-kind) for a total project cost of \$1,110,585.00. It seeks to leverage the strengths of the Nevada State Library and Archives (NSLA), Cooperative Libraries Automated Network (CLAN), Carson City Library and Henderson District Public Libraries to meet the increased needs of Nevadans. NSLA will be responsible for administrative tasks and is the lead applicant. CLAN, Carson City Library and Henderson District Public Libraries are project partners and will be responsible for implementation at local libraries throughout the state.

Nevada State Library and Archives:

The NSLA is statutorily tasked with the coordination and support of the statewide library community. It has a proven track record in successfully implementing federally-funded



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statewide library projects including: Library Services and Technology Act annual awards (\$1,700,000 on average) and two Institute of Museum and Library Services (IMLS) Mining the 21st Century Librarians awards: 2006 (\$696,378) and 2003 (\$361,000).

**Cooperative Libraries Automated Network (CLAN):**

CLAN is a consortium of member libraries whose public service area covers 87% of the area of Nevada (95,552.30 square miles) and serves an estimated 156,733 Nevadans, many of which are in the most remote areas of the state. Libraries are the only local resource people have for free access to internet job searches, online applications, resume preparation, banking needs, healthcare and unemployment filings, e-mail, and the services of experienced Librarians. These libraries are striving to meet the increased demands for resources at a time when their budgets are being cut, making it impossible to replace worn public access equipment or to expand access. CLAN libraries were polled to see what solutions could be implemented at their individual sites. Twenty-seven of the thirty-seven public accessible members are ready and need to replace and/or add hardware to meet the continual increasing demand for public access. Usage of library public access is constant. An estimated 3219 people a week visit the CLAN libraries referenced in this grant application. The hours those libraries are open varies between 20 and 57 hours. Equipment is in use from the time a library opens until it closes. This increasing demand for access results in long wait times, overbooking of computers, and significant wear and tear on hardware. Providing expanded resources or replacing worn equipment will not directly create jobs, however it does provide the components necessary for more people to access any and all available information and tools that do.

**Carson City Library:**

The Carson City Library currently serves 57,600 Carson City residents, as the Capital City it also provides library services regionally to 103,544 from the surrounding counties of Douglas, Lyon, and Storey. In fiscal year 2009 the library had 60,468 uses of its public computing resources (20 computers). In fiscal year 2008 the library had 34,737 uses- a dramatic increase of approximately 75%. This increase was due to expanding computers and connectivity through private funding and the Bill and Melinda Gates Foundation, however the current 21,532 square foot library built in 1969 has now reached its absolute capacity of public computing resources. The growth in computer use is also directly related to the current (12/2009) Carson City unemployment rate of 12.7%. Computer users are job searching and submitting online job applications. Creating greater computing capacity will help these individuals searching for



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employment and provide additional resources for seniors, youth and those who do not have the financial resources to have a computer and Internet access at home.

The Carson City Library’s proposal is to dramatically increase public computing resources in a planned project in downtown Carson City anchored by a new state of the art 60,000-80,000 square foot public library, business resource center and technology incubator.

Carson City, Nevada is facing a serious economic crisis and City leadership in partnership with private industry- the gaming industry-specifically the Carson Nugget- is taking bold steps to help reinvent Nevada’s economy. This project will build a central anchor for Carson City and the region by providing a public library with technology access, online resources and training for businesses and state of the art technology, computing resources and training for the youth of Carson City.

**Henderson District Public Libraries:**

Henderson Libraries currently serves 270,000 residents and sees 250,000 users accessing its public computers annually. Computer usage has increased by nearly 70% over the last 5 years. While Henderson Libraries has made efforts to increase its public computing capacity over the last decade, the last three fiscal years have seen significantly decreased revenues. These economic setbacks have created a public computing environment that is now out of date and inconsistent between libraries.

Henderson Libraries’ proposal calls for a standard public computing platform that has accessibility software and low vision keyboards for all library locations throughout the library district. This standard product deliverable will allow equitable access to all of Henderson’s residents and add additional capacity for public computing. Henderson Libraries’ team of IT professionals have a long history of developing IT systems and services for the Henderson population through the use of local, state and federal dollars. Further, the district’s team of library staff present computer instruction in both English and Spanish (90-100 classes annually in Spanish) to residents of all ages, a growing segment being seniors.

Much of this growth in computer use is related to job searching and online job application submission. The proposed project will maintain and highlight the importance of public computing within communities, especially those struggling with unemployment. Southern Nevada has seen some of the highest unemployment in the nation and currently stands at 13%. Creating greater computing capacity will help these individuals in their quest for employment and provide additional resources for seniors, youth and those who do not have the financial resources to have a computer and Internet access at home.



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In late 2010, the library district will be partnering with the Henderson Business Resource Center to assist in hosting small business workshops that target best practices, customer creation and retention and marketing practices. The Resource center, operated by the Henderson Chamber of Commerce, could host more hands on workshops if computers were available. The district's downtown library will be able to assist with these efforts with greater capacity.

**11. Project purpose:**

Public access computers at the library are a vital resource for Nevadans in these challenging times. Libraries are ready to meet the needs of Nevadans by reducing wait times due to increased usage demands, expanding the number of computers where possible, replacing worn out computers as needed and providing labs for training.

Expanding access to meet increased demand for services is consistent with core purposes of Section 6001 of the Recovery Act, particularly Core Purpose Number 3. Improving and or increasing free access for all people to do job searches, create resumes, apply for jobs, do banking and personal business will in turn help stimulate economic growth and job creation as set forth in Core Purpose Number 5.

For the majority of the communities that CLAN member libraries serve the sheer distance from remote areas in Nevada to basic services (grocery stores, othe retail establishments, medical facilities, etc.) demonstrate the critical need for free usable public access to online resources. CLAN's plan to replace out of date, slow computers and/or add additional computers is a simple but effective solution to meet increasing demands due to economic challenges.

Carson City has been hit especially hard in the economic downturn as its workforce is predominately government - 42% of its payroll is from government jobs. (Nugget Economic Development Project, Meridian Business Report, 2009) As the economy has worsened state government, local government and school districts have lost jobs and continue to make drastic cuts - all requiring layoffs. Nevada State government just addressed a billion dollar shortfall, and the expected shortfall for the next biennium is 3 billion dollars- roughly half of the entire state biennial budget of 6.1 billion. (Nevada Appeal, March 4, 2010). Additionally the project stimulates the demand for broadband, economic growth and job creation. The Nugget Economic Development Project which is anchored by a new library with a greatly expanded public computing center is estimated to create 1226 jobs - 561 of those in construction and 665 permanent jobs. (Nugget Economic Development Project, Meridian Business Report, 2009) Henderson Libraries demographic, while suburban in nature, has experienced the widespread impacts of the recession. The area has seen double digit unemployment for the last 15 months, business failures and residential and commercial property decline. The current southern Nevada





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unemployment level rests at 13.1% as of December 2009. Henderson Libraries’ proposal to replace outdated computers and add an additional 31% in computer capacity is a simple but effective solution in meeting the needs of our residents as we struggle from the Great Recession. The growth in computer usage in the last two years, 45%, demonstrates the critical need for free and accessible public access and computer training. This is especially true for our unemployed, senior, Hispanic and youth populations.

**12. Recovery Act and Other Governmental Collaboration:**

The Nevada One Click Away project will leverage Library Services and Technology Act (LSTA) funding administered by the Institute of Museum and Library Services. LSTA funding is awarded annually to U.S. states and territories to enhance library services under the following six purposes:

1. Expanding services for learning and access to information and educational resources.
2. Developing library services that provide all users access to information through local, state, regional and national electronic networks.
3. Providing electronic and other linkages among and between all types of libraries.
4. Developing public and private partnerships with other agencies and community-based organizations.
5. Targeting library services to individuals of diverse geographic, cultural and socioeconomic backgrounds, to individuals with disabilities and to individuals with limited functional literacy or information skills.
6. Targeting library services and information services to persons with difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

The Nevada State Library and Archives administers the LSTA funding for Nevada (approximately \$1,700,000) and distributes the majority of the funding through a competitive grant process that awards funding based on project merit.

All Nevada One Click Away project partners have been awarded LSTA funding, in past and current cycles to improve services in their libraries. Current awards include: \$56,250 to Henderson District Public libraries to create baby/toddler friendly spaces in branch libraries and \$75,000 To Carson City Library to automate circulation tasks to make more staffing resources available for reference tasks. The impact of the funding requested in this project will be maximized by past and current LSTA investments that have made local libraries strong community spaces that Nevadans turn to for assistance.



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**13. Technology Strategy:**

While a single network is not proposed across all partner service areas the desired result of this project is consistent across all partner services areas – enhanced and expanded public computer center capacity through the replacement and/or purchase of new hardware and software. Technology strategies are locally defined and are as follows:

**CLAN**

CLAN’s Strategic Plan addresses the overall mission of the members to develop and enhance library services for the benefit of the public. Each library has an individual plan for technology development. CLAN Headquarters staff will purchase, stage, and deliver equipment identified in the detailed template. Each library has a staff person capable of setting up the equipment designated for their library or branch. CLAN has successfully implemented multiple consortium wide projects, including Gates Foundation grants and state funded projects in this manner since 1981.

**Carson City Library**

The Carson City Library completed a thorough strategic planning process including outside evaluation of all technology aspects of the library. As a result of that analysis the Carson City Library adopted a five year strategic pan with specific goals in regards to technology. That plan can be found at:

[http://www.carsoncitylibrary.org/docs/CARSON-CITY-LIBRARY\\_booklet.pdf](http://www.carsoncitylibrary.org/docs/CARSON-CITY-LIBRARY_booklet.pdf)

Specifically the plan states: The Carson City Library will continually expand and improve technology and access to the Internet. Under this goal the library has fifteen specific and measurable initiatives and actions.

The technology strategy specifically calls for uniformity, utilizing technology to manage all computing resources effectively and to utilize all support services provided to the library. These include a robust and involved City IT department and the membership in the Cooperative Libraries Automated Network-(CLAN) providing significant technical and planning assistance and support of both the Libraries LAN and the WAN.

Since adoption of the plan, several goals have been implemented including uniformity of hardware and software, financing of professional support for implementation of self service functions, PC print and reservation software, RFID implementation, and web page development. Additionally the library has increased collaboration with private Broadband providers- specifically Charter Communication- who currently underwrites public computing access for the Library’s 20 computers.

**Henderson District Public Libraries**



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Henderson Libraries computer workstations are connected to a modern gigabit Ethernet network utilizing switching hardware from industry leading Cisco Systems. Each location has a dedicated internet connection in addition to having access to additional internet bandwidth delivered over the wide area network. Hardware from Peplink Systems seamlessly blends the multiple internet connections and shares them as one. VLANs and QoS have been implemented to ensure reliable, secure and fair access to resources located locally, over the wide area network and out to the Internet. Public workstations are protected with Deep Freeze from Faronics that locks the hard drive to ensure that end users can not alter the setup or configuration in any way. Workstations are kept up to date using an automated management system from Dell Kace. Pharos Systems SignUp solution has been deployed to manage and ensure equal and fair access to public workstations.

**14. Public Availability:**

Public libraries in Nevada are required by NRS 378.087 to comply with the established Minimum Public Library Standards (<http://nsla.nevadaculture.org/dmdocuments/minimumpubliclibrarystandards2008.pdf>) to be eligible to receive state grant –in-aid funding. As of December 31, 2010 all public libraries are in compliance with these Standards. Standard No.5 establishes a minimum average number of open hours for public library jurisdictions.

Nevada Minimum Public Library Standard No. 5 – The library has regular and published hours of operation with a “system” wide average of 20 hours per identified branch/outlet per week including some night and weekend hours.

Public computing at CLAN member libraries, Carson City Library and Henderson District Public Libraries is open to residents and non-residents of the library jurisdictions. Each jurisdiction defines how access will be provided to non-residents – most commonly through the issuance of guest/temporary computer use cards. The only fees charged users are print charges – CLAN member libraries an average of \$0.10/page, Carson City Library \$0.10/page for black and white and \$0.25/page for color and Henderson District Public Libraries \$0.15/page.

**15. Restrictions on Center Use:**

All CLAN libraries have individual Library Board approved Internet Usage Policies with language defining the requirements for use of the Internet by underage children and/or



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restrictions based on an individual's delinquent items and/or fines. All have a procedure in place to allow guests or temporary users to use public access machines.

As a CLAN member library the Nevada State Library and Archives is open to the public. The severe economic contraction in Nevada has increased the public's need to access government services online. The public computer center at NSLA would be customized to provide access to government online services and information. Because of this focused use, NSLA would be able to lengthen computer sessions significantly in order to better serve Nevadans needing more time to complete their online government business (unemployment insurance, business licenses, drivers license renewl, car registration renewal, job applications, etc.).

The Carson City Library has an Internet Use policy to which all users must agree. The policy is located at: <http://www.carsoncitylibrary.org/docs/Internet%20Use%20Policies.pdf>

Henderson District Public Libraries has an Internet Use policy to which all users must agree. The policy is located at [http://www.mypubliclibrary.com/libinfo/policies/internet\\_policy.html](http://www.mypubliclibrary.com/libinfo/policies/internet_policy.html).

**16. Involvement of Community College:**

- While there is no direct involvement of community colleges in this project, expanded public computer centers in 34 libraries statewide will provide community college students an additional resource for public computing.

**17. Is the applicant seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?**

- No

**18. Is the applicant delinquent on any federal debt?**

- No
- If Yes, justification for delinquency:

**19. Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?**

- No



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## C. Partners

20. Are you partnering with any other key institutions, organizations, or other entities for this project?

- Yes

If YES, key partners are listed below:

|  |
|--|
| <p>Project Role: Sub-recipient<br/>         Name: Fay, Tom<br/>         Email: tfay@hdpl.org<br/>         Address 1: 280 S. Green Valley Parkway<br/>         Address 2:<br/>         Address 3:<br/>         City: Henderson<br/>         State: Nevada<br/>         Zip Code: 89012<br/>         Organization: Henderson District Public Libraries<br/>         Organization Type: City or Township Government<br/>         Small business: No<br/>         Socially and economically disadvantaged small business concern: No</p>           |
| <p>Project Role: Sub-recipient<br/>         Name: Hines, Dana<br/>         Email: dlhines@clan.lib.nv.us<br/>         Address 1: 100 N. Stewart St.<br/>         Address 2:<br/>         Address 3:<br/>         City: Carson City<br/>         State: Nevada<br/>         Zip Code: 89701<br/>         Organization: Cooperative Libraries Automated Network (CLAN)<br/>         Organization Type: Cooperative or Mutual<br/>         Small business: No<br/>         Socially and economically disadvantaged small business concern: No</p> |
| <p>Project Role: Sub-recipient<br/>         Name: Jones, Sara<br/>         Email: sfjones@clan.lib.nv.us<br/>         Address 1: 900 N. Roop Street<br/>         Address 2:<br/>         Address 3:<br/>         City: Carson City<br/>         State: Nevada</p>  |



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Zip Code: 89701  
Organization: Carson City Library  
Organization Type: City or Township Government  
Small business: No  
Socially and economically disadvantaged small business concern: No

**21. Description of the involvement of the partners listed above in the project.**

Projects partners are: Cooperative Libraries Automated Network (CLAN), Carson City Library and Henderson District Public Libraries. Each partner is responsible for the project implementation as described in their library jurisdiction. This includes purchase and installation of equipment. Partner commitment is evidenced by the contribution of cash and in-kind match to this project.

While a single network is not proposed across all partner service areas the desired result of this project is consistent in all partner service areas – enhanced and expanded public computer center capacity through the replacement an/or purchase of new hardware and software.

**Cooperative Libraries Automated Network (CLAN)**

As a partner in the Nevada One Click Away project, CLAN will contribute \$17,704.00 in-kind and \$47,436.00 in cash. The in-kind match is personnel costs reflected as 10% of the CLAN Coordinator salary and benefits in the first year and 5% during the second and third years. The CLAN Coordinator will be responsible for the purchasing, configuration, and installation of all equipment identified in the grant application for libraries which are a part of the CLAN network in the first year, and continued troubleshooting and support during the second and third years.

The cash match is for the equipment designated for CLAN libraries to expand public access across the state for the people of Nevada as well as persons traveling through who stop at libraries along the way to check e-mail, contact family or find information.

**Carson City Library**

This portion of the project as a whole will be funded through a public private partnership, the public support is a 1/8 cent sales tax increase adopted by the Board of Supervisors- not requiring a vote of the people. Tax Increment Financing (TIF) within the 87 million dollar project and land lease payments from the private and public side to benefit the library and the Business Resource Center and technology incubator. This project is not asking for any construction funding only



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Submission to NTIA – Public Computer Centers**

|   |  |  |  |
|---|--|--|--|
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| <b>Funding Opportunity:</b> Public Computer Centers       |  | <b>Applicant Organization:</b><br>CULTURAL AFFAIRS, NEVADA DEPARTMENT OF |  |
| <b>Task:</b> Submit Application - Public Computer Centers |  | <b>Applicant Name:</b> Mrs. Daphne O. DeLeon                             |  |

technology for the PCC so it is matched with a private cash contribution of \$163,000 from the Hop and Mae Adams Trust. The library currently designates 25% of operating funds towards technology, in the new library through shifting of human resource dollars (made possible through self service technology implementation) the amount will be 50% of operating and 35% of total operating costs including salaries.

Below is table describing planned budgetary shifts:

| Description           | Current Amount | Needed amount | Increase  |
|-----------------------|----------------|---------------|-----------|
| Professional Services | \$35,000       | \$150,000     | \$115,000 |
| Contractual Services  | \$56,000       | \$120,000     | \$64,000  |
| Equipment Repair      | \$4,590        | \$50,000      | \$45,410  |
| Totals                | \$98,061       | \$345,000     | \$246,939 |

**Henderson District Public Libraries**

Henderson Libraries commits to a cash match in the amount of \$45,147 from its general fund technology line item(s).

**D. Congressional Districts**

**22. Applicant Headquarters**

- Nevada

**23. Project Service States**

Nevada

**24. Project Service Areas**

Nevada - 2

Nevada - 3

**25. Will any portion of your proposed project serve federally recognized tribal entities?**

- No



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26. Indicate each federally recognized tribal entity your proposed project will serve.

27. Have you consulted with each of the federally recognized tribal entities identified above?

➤ No

## E. Demographics

### Demographics

28. Will your proposed project be specifically directed to serve vulnerable population groups?

➤ Yes

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

Hispanic

Disabled

Low Income

Unemployed

Senior Citizen (55 and over)

Youth

**Other:**

29. Vulnerable Populations

Disabled





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See Accessibility response.

#### Low Income

CLAN library areas have an average population of 12.82% below poverty level (census, 2008). Carson City has 11.4% of the population below poverty level (Census, 2008). Henderson, as of 2007 and prior to the current recession had 6.0% of the population below poverty level, (City-Data.com). With the current economic crisis this number is far from accurate. Increased access to free public computing at local libraries will allow individuals without the ability to maintain home Internet access the opportunity to use online services and information for their individual success.

#### Unemployed

Unemployment continues to rise in Nevada. The average rate for all CLAN library areas identified in this application is 11.76. Over two thirds of the counties have a rate higher than 13% with the highest rate at 19.1% in Lyon County. The current Carson City unemployment rate is 12.7%. The Henderson area has seen double digit unemployment for the last 15 months. The current southern Nevada unemployment level rests at 13.1% as of December 2009. Increase in computer usage in the last two years, (Henderson - 45%, Carson City – 75%), demonstrates the critical need for free and accessible public access and computer training for unemployed Nevadans.

#### Youth

In both Carson City and Henderson persons less than 18 years old represent a significant portion of their users (Carson City - 23% and Henderson – 24%). Due to reduced budgets at home and within the school districts, they are also significant users of resources. In Henderson Nearly 600 children use the district’s live online tutoring product from home or from the library using public computers. With continued demand from schools for research to be conducted online and for papers to be completed via word processing, the public libraries’ computing environment and capacity is critical to their academic success.

#### Seniors

Our recently conducted Civic Technologies Market segmentation analysis shows that the population over 50 has increased to a little over 30%. This fixed income population is one of the library district’s biggest consumers of computer training. While the district does not require detailed demographic information from those attending, anecdotal information from staff relates



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that between 60-70% of all computer training attendees are seniors. Once again, additional computing capacity would provide more opportunities for this population segment.

### Hispanic

Henderson has seen a considerable increase in its Hispanic population from 2000-2009. Our recently conducted Civic Technologies Market segmentation analysis shows that the Hispanic population has increased from 10.7% to 16.8%. The library district has begun to make some inroads in this community by offering youth story times and all age computer classes. If awarded this grant, the district will be able increase its Spanish computer courses from 65 annually to 100.

### 30. Accessibility

CLAN member libraries and the services they offer are available to all Nevadans, as well as any one traveling through the state. We are hoping to enhance services for the blind and visually impaired, by receiving funds to purchase a software application (Window-Eyes) which converts components of the windows operating system and applications to synthesized speech. This will be used as a test project in 5 of the libraries to determine if it is of benefit to end users and useful for all libraries to have.

The new Carson City library will fully comply with all applicable ADA laws, and unlike the current 38 year old facility it will use design elements to make people with disabilities feel welcome for example computing furniture will be designed for use with wheelchairs.

Henderson Libraries complies with all applicable ADA laws. The proposed public workstations will be deployed with low vision keyboards. Additionally, blind and low vision patrons will be able to access a shared 10 user license of Window-Eyes screen reading software from any public computer within the library district.

### 31. Other Languages

Henderson Libraries currently offers approximately 65 computer classes in Spanish at both the Green Valley and James I. Gibson libraries. At present the district anticipates the number of Spanish computer classes to grow to nearly 100 classes annually. The additional computing capacity will be beneficial to these ongoing efforts.



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Current Spanish language outreach in the CLAN member libraries and Carson City Library is primarily delivered on an ad hoc basis at the discretion of the individual library. With the proposed expansion of computing capacity at Carson City Library and the funding of a Technology Trainer, formal Spanish language computer trainings will be implemented.

**Outreach**

**32. Public Computing Centers Outreach**

NSLA and all partners will collaborate to identify a project logo that will be used in all outreach activities. Specific outreach strategies will be tailored to each partners' users.

Several of CLAN member libraries are located in small communities where informal communication networks have significant impact ("word of mouth"). Libraries currently have more people waiting to use resources than they have equipment to accommodate the need. Newspaper articles will inform people of enhancements implemented by the successful award for this application.

Carson City Library markets to all in our service area, approximately 100,000 people through our website, an outside digital sign, social networking tools like Facebook and Twitter and a library blog. We regularly partner with the local newspaper the Nevada Appeal and they have provided significant media coverage to library programs. Additional outreach to the small business community will be conducted through the Capital City Business Resource Center and the Office of Business Development. We regularly send communications to Carson City School District students about public computers, research databases and online homework help. We have a formal partnership with the Silver State Charter School (a technology based Charter school) and are building an Internet portal to improve their access to educational resources. The 500 students in the Silver State Charter School will be one of primary users of these computers.

Henderson libraries actively markets to all 120,000 Henderson households twice each year. The additional computers will be highlighted in these mailers as well as on our website which receives 800,000 visits annually and our e-newsletter that is sent to over 30,000 library patrons monthly. Additional outreach to the small business community will be conducted through the Henderson Chamber of Commerce's Business Resource Center (business incubator) and the city of Henderson Redevelopment Agency. Our Heritage Park library located within the senior center



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will also highlight the new public computing capacity through the center’s communication outlets. We are offered the opportunity to send some communications to students with our partner the Clark County School District. We will also work with their teacher and principal orientation for the two Areas serving Henderson to inform them of the additional capacity.

**33. How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?**

➤ 12291

**Training and Education**

**34. Peripherals and equipment**

Each partner’s technology environment is customized. Proposed workstation configurations and requested equipment reflect these differences.

CLAN member libraries and Carson City Library will implement workstations that have all-in-one public access computers. Networked printers will also be installed.

At Henderson libraries, each workstation will be equipped with hi-resolution LCD monitors, high contrast large print keyboards, optical mouse, and audio headphones and connected to a broadband internet connection.

- 463 Public Access Computers (Dell Optiplex SFF, Vostro 320 or equivalent)
- 60 Laptops (Vostro 1220 or equivalent)
- 198 Keyboards (facilitate use by persons with low vision)
- 35 Black and white printer
- 25 Color printers
- 15 24-port switches
- 25 16-port switches
- 2 Servers
- 3 Video conferencing (hardware and software)
- 8 Smart boards
- 1 Uninterruptable Power Supply (UPS)
- 2 Servers



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2 Server licenses

**35. Workstation software**

CLAN member library and Carson City library workstations will have Microsoft Office 2007. Select libraries will have PC print/reservation software that will facilitate the scheduling of workstations and the payment for print-outs. In addition 10 computers located in five of the libraries will have Windows-Eyes 7.11.

Work stations at Henderson libraries will have at a minimum Microsoft Word, Excel, PowerPoint, Access, Publisher, Internet Explorer and Adobe Acrobat Reader installed. Workstations will also be set up with access to licensed online research and learning websites. Blind and low vision patrons will be able to access a shared 10 user license of Window-Eyes screen reading software from any public computer within the library district.

335 Microsoft Office 2007 licenses

327 Virus Protection

20 Window-Eyes licenses (screen reading for blind and low vision users)

159 PC print/reservation management licenses– additional clients

1 PC print/reservation management licenses

20 E-commerce licenses (manage pay stations for print-outs)

**36. Training and education programs**

CLAN member libraries currently provide scheduled employment and computer basic training workshops. Computer training sessions are also offered on an ad hoc basis. Select libraries offer Spanish language training sessions. At the main library in Lyon county Spanish language basic computer courses are offered. Although not a regular session, the library responds when necessary with organized classes to assist patrons in becoming familiar with the Internet, conducting e-government business (Immigration), establishing e-mail and job searching techniques and processes. Expanded public computing capacity at libraries will allow trainers to handle larger classes. It is estimated that 50 more participants per year will be trained during the grant period without additional training staff.

Carson City Library has proposed to expand their public computing capacity significantly and to hire a technology trainer. This will allow the library to offer more regularly scheduled training



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sessions in both English and Spanish. It is estimated that 100 participants per year would be trained.

Henderson Libraries offers classes both in English and Spanish in computer basics, Internet, e-mail, Microsoft's Office Suite, research databases, job hunting, resume creation, online job applications, online shopping, EBay, digital gadgets/ cameras, online foreign language learning, intro to Wikipedia, intro to various social media and digital audiobook downloading. Henderson Libraries utilizes up to 15 staff members who are either professional MLIS librarians or adult services assistants who at minimum have a bachelor's degree or are in the process of earning one.

The library district's training labs are equipped exactly the same as the public computers that the students will find themselves on when coming to the library. It is our intent to constantly train in areas that facilitate their library use as well as individual or job related achievement with industry standard software such as the Microsoft Office Suite.

With the new capacity, we expect to train 3500 people of all ages, gender, race and socio-economic levels. This is up from the current 2200 people trained each year. Henderson Libraries offers training classes that range from 60 to 90 minutes depending upon the subject. Henderson Libraries uses both professional librarians and Adult Services assistants for the training classes. Training is one of their duties. Throughout the district approximately 15 individuals are training members of the public in any given year.

**37. If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?**

➤ 3650

**38. How many hours of training will be provided to each participant?**

➤ 90

**39. How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?**

➤ 21



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## F. Project Budget

| 40. Project Budget           |             |
|------------------------------|-------------|
| <b>Federal Grant Request</b> | \$806,046   |
| <b>Total Match Amount</b>    | \$304,539   |
| <b>Total Budget</b>          | \$1,110,585 |
| <b>Match Percent</b>         | 27.4%       |

### 41. Projects Outside Recommended Funding Range:



### 42. Sustainability:

Each PC purchased through this grant will come with a 5 year warranty and each partner will leverage this to ensure the sustainability of its public computing centers.

CLAN libraries have worked together since 1981 corporately finding ways to sustain public access services. The cooperative recognizes the need to be prepared and so has always set aside funds (capital) in order to be ready for any given problem with the system as well as to have the assets available to take advantage of opportunities. New equipment with extended warranties along with a standard operating system and applications will make it easier to maintain and sustain public access through these tough times.

In light of the troubling financial times and declining local resources the Carson City library is making concerted efforts to build a sustainable library, even though it will greatly expand technology. The library has developed a Business and Operations Plan that has been reviewed by the Library Board, City Manager, Finance Director and elected officials. In summary it states:

A new facility can be operated with current levels of funding if the following occurs:

- Build an efficient, modern building
- Fully utilize technology including budgeting for maintenance and ongoing technology expenses
- Reallocating and more effectively using human resource funding
- Use enterprise and profit centers wherever possible



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These conclusions were reached from a thorough needs assessment and planning process. The Business Resource Center and Technology Incubator as part of the Library will help offset some of both the building costs and the maintenance costs. Technology infrastructure will be important for both so upfront funding opportunities like federal stimulus (Broadband) funding will help equip the library to be a technologically state of the art facility.

Even with the drastic revenue declines endured thus far, Henderson Libraries has the means for basic maintenance of the units purchased through the grant for their life cycle. As a full service IT department, most issues are resolved internally through our IT department. Having a single, standard public computing platform will allow the district to continue saving funds for our standard PC replacement schedule as machines wear out or become obsolete in the 4-5 year window.

| <b>43. Matching Funds</b>  |  |
|--|--|
| <b>Applicant is providing matching funds of at least 20% towards the total eligible project costs?</b> | Yes  |
| <b>Describe the matching contributions</b>   | <p>The project's match contribution is a combination of in-kind (\$48,956 - 4% of total project cost) and cash (\$255,583 - 23% of total project cost) from all project partners.</p> <p>Nevada State Library and Archives<br/>In-kind match of \$31,252 is committed to this project. Match will be generated by the 5% allotment of salary for the duration of the project period for the Division Administrator and the Administrative Services Officer. The Division Administrator will be responsible for compiling information from partners to meet all project reporting deadlines. The Administrative Services Officer will be responsible for all fiscal management tasks.</p> <p>CLAN<br/>CLAN will contribute \$17,704.00 in-kind and \$47,436.00 in cash. The in-kind match is personnel costs reflected as 10% of the CLAN Coordinator salary and benefits in the first year and 5% during the</p> |





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second and third years. The CLAN Coordinator will be responsible for the purchasing, configuration, and installation of all equipment identified in the grant application for libraries which are a part of the CLAN network in the first year, and continued troubleshooting and support during the second and third years.

The cash match is for the equipment designated for CLAN libraries to expand public access across the state for the people of Nevada as well as persons traveling through who stop at libraries along the way to check e-mail, contact family or find information. This monies comes from the CLAN budget and is capital set aside for emergencies and/or opportunities.

**Carson City Library**

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Below is table describing planned budgetary shifts:

| Description           | Current Amount | Needed amount |
|-----------------------|----------------|---------------|
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|   |   |          |           |
|---|---|----------|-----------|
|   | Equipment Repair  | \$4,590  | \$50,000  |
|   | \$45,410  |          |           |
|   | Totals  | \$98,061 | \$345,000 |
|   | \$246,939   |          |           |
|   | Henderson District Public Libraries<br>Henderson Libraries commits to a cash match in the amount of \$45,147 from its general fund technology line item(s). |          |           |
| <b>Unjust enrichment</b>                                  | No other federal funding has been requested for this project.   |          |           |
| <b>Disclosure of federal and/or state funding sources</b> | No other federal or state funding has been requested for this project.  |          |           |

| <b>44. Budget Narrative</b> |  |
|-----------------------------|--|
| <b>Budget narrative</b>     | <p>Personnel and Fringe Benefits</p> <p>Technology Trainer \$45,154 (federal funds) and \$35,673 (cash match)<br/>The project will hire a technology trainer for 18 months and will be met with a 44% match from the private donor. This person will provide public training in all aspects of technology. The position will design, develop and deliver computer training curriculum to library patrons utilizing lecture, discussion, and hands-on formats.</p> <p>Business Resources Librarian \$56,773 (federal funds) and \$42,977 (cash match)<br/>The project will also hire a Business Resources Librarian for 18 months and will be met with a 43% match from the private donor. This person will provide business research with a primary focus on marketing, competitive intelligence and small business development; training in the use of information tools and techniques; patent searching and analysis; expert use of business research tools and knowledge of market research sources including census data.</p> |



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|  |  |
|--|--|
|  | <p>CLAN Coordinator \$17,704.00 (in-kind match)<br/>The CLAN coordinator will spend 10% of her time in the first year of the grant purchasing and installing equipment for CLAN member libraries. In the second and third years of the grant period 5% of her time will be spent troubleshooting and providing support to the installed equipment.</p> <p>NSLA staff \$31,252.00 (in-kind match)<br/>The Division Administrator and the Administrative Services Officer will spend 5% of their time during the grant period compiling all project and fiscal information from project partners to fulfill meet all reporting deadlines</p> <p>Equipment Costs</p> <p>Public Computer Center Equipment<br/>\$698,196.00 (federal funding) and \$174,552 (cash match)</p> <p>A total of 463 public access computers and related equipment and software will be purchased. Project partners will purchase, configure and install all computers. CLAN and Henderson libraries plan to upgrade and enhance public computing capacity at their libraries within the first 12 months of the project. Select public access computers at CLAN and Henderson libraries will have Window-Eyes software (20 licenses) to facilitate access by blind and low vision users. Additionally, public access workstations at Henderson libraries will have large print, high contrast keyboards. The Carson City Library will purchase, configure and install their public access computers as soon as the new library construction permits. This is estimated to be in the second year of the project</p> <p>Supplies<br/>\$2,323 in federal funds is requested to purchase ink cartridges for the 10 color printers requested. A match of \$581 is being committed by the partners.</p> |
|--|--|



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|                              |   |
|------------------------------|---|
|                              | <p>Color Printer Ink</p> <p>Contractual<br/>\$3,600 in federal funds is requested to support the configuration of the Polaris ILS software on public access computers and fund any necessary cable pulls within the existing libraries. A cash match of \$900 is being committed by the partners.</p>   |
| <b>Budget reasonableness</b> | <p>Personnel and Fringe Benefits</p> <p><b>Technology Trainer</b><br/>This salary for the Technology Trainer is consistent with other library position in paraprofessional capacity at the Carson City Library. As an example the Library Circulation Manager’s salary is \$44,784.60 and a Library Assistant IV’s salary is \$43,536.21. Due to the high unemployment rate recruitment of a qualified individual is expected to be easily satisfied.</p> <p><b>Business Resources Librarian</b><br/>This salary for the Business Resources Librarian is consistent with other library position in professional capacity at the Carson City Library. As an example the Adult Services Librarian’s salary is \$55,016.06 Due to the high unemployment rate recruitment of a qualified individual is expected to be easily satisfied. The Library has grant funding from another source for specific business training of this individual. Due to the high unemployment rate recruitment of a qualified individual is expected to be easily satisfied.</p> <p><b>Equipment</b><br/>This application is asking for a total of 523 public access stations. 260 of these will replace worn and outdated machines. 263 are for new machines, with 172 of those going to a new public computing facility related to the Carson City Library project. The cost of \$1000 for personal computers and \$1300 for laptops is based on existing statewide purchasing agreements. The large print keyboard cost is based on a discounted price for large quantity purchases from the</p> |



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|                                     |  |
|-------------------------------------|--|
|                                     | <p>vendor. The Microsoft Desktop License Package cost was determined using pricing from an existing site licensing agreement with Microsoft. The Windows-Eyes software license cost was determined from the educational pricing page on the developers website.</p> <p>Supplies<br/>Cost per ink cartridge is based on a current statewide purchasing agreement.</p> <p>Contractual<br/>Costs are based on past contracts for similar services.</p>  |
| <p><b>Demonstration of need</b></p> | <p>CLAN member libraries fund operations through member fees. As the CLAN libraries are called on to cut their budgets the funding available to CLAN to upgrade and expand public computing in 27 library sites is non-existent. Without federal funding this project as expected to be completed in 12 months would not be implemented.</p> <p>The Carson City Library serves the City’s residents from a single 38 year old facility with 21,532 square feet, significantly below the needed amount of space for a city population of 57,600 residents and a regional service area of 103,544. While there are other libraries in the area, the State Library and Archives and the Western Nevada College Library, the Carson City Library is the only library with publically accessible and free use of public computing resources to anyone on nights and weekends. It serves students in the Carson City School District (8864) and in the Silver State Charter School (550) and provides the only publicly accessible free computers to all of these students beyond those provided by their school- during limited school hours. This project will provide three computer labs to the region- none of the libraries in Douglas, Lyon or Storey County have specific space dedicated to computer labs for training that are available more than 50 hours per week and on nights and weekends. With the Carson City government implementing budget cuts now and most likely continuing to cut the budget in the near future, without federal funding requested the ability to purchase new public access computers would</p> |



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|      |   |      |                |      |                  |      |                  |
|------|---|------|----------------|------|------------------|------|------------------|
|      | <p>be extremely restricted.</p> <p>Due to both the prolonged cuts of the last two years and the impending drastic reduction in property tax revenue, Henderson Libraries is faced with aging technology that may require a prolonged computer replacement schedule, thus affecting the quality and equity of services available to patrons throughout the city of Henderson. As indicated in the following, the IT budget (excluding salaries and benefits) is being heavily reduced:</p> <table> <tr> <td>FY09</td> <td>358,760 actual</td> </tr> <tr> <td>FY10</td> <td>552,100 budgeted</td> </tr> <tr> <td>FY11</td> <td>300,000 budgeted</td> </tr> </table> <p>The replacement of these aging units along with the 31% expanded capacity in public workstations will provide greater opportunity for all residents but most especially for job seekers, low income families and our senior populations.</p> | FY09 | 358,760 actual | FY10 | 552,100 budgeted | FY11 | 300,000 budgeted |
| FY09 | 358,760 actual  |      |                |      |                  |      |                  |
| FY10 | 552,100 budgeted  |      |                |      |                  |      |                  |
| FY11 | 300,000 budgeted  |      |                |      |                  |      |                  |

**45. Funds to States/Territories**

| States | Amount of Federal Grant Request |
|--------|---------------------------------|
| Nevada | 806,046                         |

**Funds to States/Territories Total:** \$806,046

**G. Historical Financials**

| <b>46. Matching Funds</b>              |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>2007</b> | <b>2008</b> | <b>2009</b> |
| <b>Revenue</b>                         | 7,376,061   | 7,718,659   | 7,748,349   |
| <b>Expenditures</b>                    | 7,376,061   | 7,718,659   | 7,748,349   |
| <b>Net Assets</b>                      | 0           | 0           | 0           |
| <b>Change in Net Assets from Prior</b> | 0           | 0           | 0           |



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|                                    |   |   |   |
|------------------------------------|---|---|---|
| <b>Year</b>                        |   |   |   |
| <b>Bond Rating (if applicable)</b> | 0 | 0 | 0 |

## H. Public Computer Center Summary

| <b>47. Jobs</b>  |   |
|--|---|
| <b>How many direct jobs-years will be created from this project?</b> | 8 |
| <b>How many indirect jobs will be created from this project?</b>     | 0 |
| <b>How many jobs will be induced from this project?</b>              | 4 |

### 48. Methodology used to estimate jobs:

Job-year estimates (number and types) were calculated based on the the following principle from the Council of Economic Advisor’s Guide tp Job Creation Estimates (<http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation>) and the total project cost of \$1,110,585:

Table 5

Simple Rule for Estimating Job-Years Created by Government Spending

\$92,000 of government spending creates 1 job-year

64% of the job-years represent direct and indirect effects

36% of the job-years are induced effects

Total project cost \$1,110,585/\$92,000 for 1 job-year = 12 job-years

Direct/indirect job-years = 12 job-years x 0.64 = 8 job-years

Induced job-years = 12 job-years x 0.36 = 4 job-years

| <b>49. Proposed # of Public Computer Centers</b> |    |
|--|----|
| <b>Schools (k-12)</b>                            | 0  |
| <b>Libraries</b>                                 | 34 |
| <b>Medical and Healthcare Providers</b>          | 0  |
| <b>Public Safety Entities</b>                    | 0  |



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|   |   |
|---|---|
| <b>Community Colleges</b>                     | 0 |
| <b>Public Housing</b>                         | 0 |
| <b>Other Institutions of Higher Education</b> | 0 |
| <b>Other Community Support Organization</b>   | 0 |
| <b>Other Government Facilities</b>            | 0 |

**Total Proposed Public Computer Centers**      34

**Current Total Persons in Service Area**      366733

| <b>50. Minority Serving Institutions</b>            |   |
|---|---|
| <b>Historically Black Colleges and Universities</b> | 0 |
| <b>Tribal Colleges and Universities</b>             | 0 |
| <b>Alaska Native Serving Institutions</b>           | 0 |
| <b>Hispanic Serving Institutions</b>                | 0 |
| <b>Native Hawaiian Serving Institutions</b>         | 0 |
| <b>TOTAL MINORITY SERVING INSTITUTIONS</b>          | 0 |

| <b>51. Weekly Usage Summary</b>                                |      |
|--|------|
| <b>Total Current # of Persons Served per 120-hour Business</b> | 8405 |





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|  |       |
|--|-------|
| <b>Week</b>  |       |
| <b>Total Proposed # of Persons Served per 120-hour Business Week</b> | 10622 |
| <b>Total Current # of Persons Served per 48-hour Weekend</b>         | 1282  |
| <b>Total Proposed # of Persons Served per 48-hour Weekend</b>        | 1669  |

| <b>52. Broadband Workstation Summary</b>                      |           |
|---|-----------|
| <b>Number of Current Workstations proposed to be upgraded</b> | 260       |
| <b>Total Current # of Broadband Workstations</b>              | 308       |
| <b>Total Proposed # of Broadband Workstations</b>             | 571       |
| <b>Average Current Facility Broadband Connection Speed</b>    | 8.30 Mbps |
| <b>Average Proposed Facility Broadband Connection Speed</b>   | 8.30 Mbps |

## I. Project Readiness

### 53. Licenses and Regulatory Approvals

No local, state, or federal licenses or regulatory approvals are required to complete this project as proposed.

### 54. Organizational Readiness

The Nevada One Click Away project seeks to leverage the strengths of the Nevada State Library and Archives (NSLA), Cooperative Libraries Automated Network (CLAN), Carson City Library and Henderson District Public Libraries to meet the increased needs of Nevadans.

Nevada State Library and Archives



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The NSLA is statutorily tasked with the coordination and support of the statewide library community. It has a proven track record in successfully implementing federally-funded statewide library projects including: Library Services and Technology Act annual awards (\$1,700,000 on average) and two Institute of Museum and Library Services (IMLS) Mining the 21st Century Librarians awards: 2006 (\$696,378) and 2003 (\$361,000).

#### CLAN

CLAN has successfully implemented multiple consortium wide projects, including Gates Foundation grants and state funded projects in this manner since 1981.

#### Carson City Library

The library engaged a space planning consultant, Page and Morris, who has provided a building program for the new library which accounts for all the square footage needs of the planned library. This planning document was completed in 2009 and is the basis for cost estimations for the construction. Additionally several Architects and urban planners have been engaged to begin work on conceptual design of the new library and the larger Nugget Economic Development Project.

The Nugget Economic Development project has an aggressive timeline that has been adopted by the Carson City Board of Supervisors.

- April 2010 implementation of development agreements/land use entitlement process,
- October 1, 2010 project design complete
- November 30, 2010 Groundbreaking,
- November 1, 2013 project Phase 1 (including Library) complete

Financials, timeline and complete details can be found at [www.nevadasworkingcapital.com](http://www.nevadasworkingcapital.com)

The current Library Director, Sara Jones, has 23 years experience as a professional librarian-15 of those as a Library Director. From 1995-2001 she managed a tri-county system (Elko, Lander, Eureka) with 22 FTE and 10 separate locations. From 2001-2007 she was the Administrator of the Nevada State Library and Archives, managed an eight million dollar budget, 55 FTE, a 133,000 square foot facility, and a satellite location in Las Vegas, Nevada.

#### Henderson District Public Libraries

Henderson Libraries employs a full service IT department that has successfully implemented numerous district wide technology projects funded by the Gates Foundation and IMLS/ LSTA. Grant funded projects have ranged from a few thousand dollars to over a quarter million dollars.



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### 55. Project Timeline and Challenges

Project partners will purchase, configure and install all computers. CLAN and Henderson libraries plan to upgrade and enhance public computing capacity at their libraries within the first 12 months of the project. The Carson City Library will purchase, configure and install their public access computers as soon as the new library construction permits. This is estimated to be in the second year of the project.

#### CLAN

- Upon receipt of the funding CLAN will obtain quotes for all requested equipment and software.
- Within 60 days orders will be processed.
- All computers will be staged at the CLAN office and sent or delivered to the appropriate member library – this will be ongoing as equipment is received.
- All peripheral hardware will be sent to the appropriate member library – this will be ongoing as equipment is received.
- Instructions for installation will be prepared and distributed to the participating member library.
- Completion of the project is anticipated to be within 10 months of receipt of funding.

#### Carson City

- Upon receipt of ability to install public access computers in the new library. Carson City Library will obtain quotes for all requested equipment and software.
- Within 60 days orders will be processed.
- Completion of the project is anticipated to be within 10 months of receipt of permission to install public access computers in new library.

#### Henderson District Public Libraries

##### Quarter 1

Finalize PC specification, negotiate pricing and order equipment

IT Staff will start developing a PC Image based on the equipment ordered

Equipment will be received and inventoried

Image testing and deployment procedures will be developed

14 PCs will be deployed in a working location for real world testing

Image and deployment procedures will be updated based on real world testing results



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Quarter 2

The remainder of the PCs will be deployed at a rate of about 20/week  
The entire project will be completed in month 6

The Information Technology department is well versed in purchasing, deploying and securing PCs for public use in a timely manner however this project will require the IT department to deploy a larger number of PCs than would normally be deployed in a budget year. This will require more staff time be dedicated to deployment while still managing the existing IT assets and infrastructure that is currently in place. This schedule was developed with consideration for these time constraints. The only issue foreseen that would keep this project from being completed by the end of the second quarter is availability of the equipment ordered. If the PCs take more than a month to be delivered the schedule may need to be extended by the same amount of time.

**56. SPIN Number**

## **J. Environmental Questionnaire**

**57. Does this PCC application have construction or ground disturbing activities?**

No

If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

**58. Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.**

Yes

463 Computers  
60 Laptops  
198 Keyboards



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- 35 Black and white printer
- 25 Color printers
- 15 24-port switches
- 25 16-port switches
- 2 Servers
- 3 Video conferencing (hardware and software)
- 8 Smart boards
- 1 Uninterruptable Power Supply (UPS)
- 2 Servers
- 2 Server licenses

**59. Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?**

Yes

**60. Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.**

No

**61. Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?**

Yes

**62. Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.**

Yes

Training activities will be held at existing CLAN and Henderson libraries. Carson City training activities will be held in the new Carson City Library. Support for construction is being pursued separately from this application.



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**63. Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.**

No

**64. Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?**

No

## **K. Environmental Questionnaire – Part 2**

**65. Project Description**

**66. Property Changes**

**67. Buildings**

**68. Wetlands**

**69. Critical Habitats**

**70. Floodplain**



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71. Protected Land

72. Coastal Area

73. Brownfield



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**Uploads**

The following pages contain the following uploads provided by the applicant:

| Upload Name                                    | File Name                            | Uploaded By    | Uploaded Date |
|--|--------------------------------------|----------------|---------------|
| Management Team Resumes and Organization Chart | MGMT_TEAM_ORG_CHART.pdf              | DeLeon, Daphne | 03/15/2010    |
| Government and Key Partnerships                | LETTERS_OF_COMMITMENT.pdf            | DeLeon, Daphne | 03/15/2010    |
| Historical Financial Statements                | Historcial Financials.xls            | DeLeon, Daphne | 03/15/2010    |
| Public Center Detail                           | Public Center Details Attachment.xls | DeLeon, Daphne | 03/15/2010    |
| Detailed Budget                                | PCC Detailed Budget Attachment.xls   | DeLeon, Daphne | 03/15/2010    |
| BTOP Certifications                            | BTOP_CERTIFICATIONS.pdf              | DeLeon, Daphne | 03/15/2010    |
| SF424 Budget (A or C)                          | SF424A.pdf                           | DeLeon, Daphne | 03/15/2010    |
| SF424 B and D Assurances                       | SF424B.pdf                           | DeLeon, Daphne | 03/15/2010    |
| Supplemental Information                       | LETTERS_OF_SUPPORT.pdf               | DeLeon, Daphne | 03/15/2010    |





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