



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: July 15, 2016
Subject: Grant Request #2835

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

JFO #2835 – \$6,000 grant from the Community College of Vermont (CCV) to the VT Department of Libraries. The grant will be used by the Department to purchase access to the EBSCO Learning Express Libraries database for 11 libraries throughout the State as part of the Job Hunt Helpers program, which is aimed at assisting Vermonters to achieve computer literacy for employment and/or career growth. The Department has already spent State funds to purchase database access and will be reimbursed by CCV upon approval of this grant (AA-1PN attached).
[JFO received 7/13/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by July 29, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

RECEIVED
 JUL 13 2016
 Agency of Administration
JOINT FISCAL OFFICE

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary: This grant will support the Job Hunt Helpers program, which in partnership with CCV, will help assist Vermont citizens in achieving computer literacy with a focus on career exploration, continuing education, resume writing, and other skills that help advance Vermont citizens in achieving employment and career growth.

Date: 6/28/2016

Department: Vermont Department of Libraries

Legal Title of Grant: Job Hunt Helpers Program

Federal Catalog #: N/A

Grant/Donor Name and Address: Community College of Vermont (CCV), c/o Eric Sakai, P.O. Box 489, Montpelier, VT 05601

Grant Period: From: 2/29/2016 To: 9/2/2016

Grant/Donation \$6,000

| | SFY 1 | SFY 2 | SFY 3 | Total | Comments |
|----------------------|---------|-------|-------|---------|----------|
| Grant Amount: | \$6,000 | \$ | \$ | \$6,000 | |

| | # Positions | Explanation/Comments |
|------------------------------|-------------|----------------------|
| Position Information: | 0 | |


Additional Comments: Please find included in the package the following: Memo to the Joint Fiscal Committee from Martha Reid (State Librarian), Memorandum of Understanding between CCV and the Vermont Department of Libraries outlining the grant from CCV, Award Letter to CCV from the J. Warren & Lois McClure Foundation, and promotional materials on the Learning Express Library software and the Job Hunt Helpers Program.

Has Vantage budget detail been reviewed and reconciled? Yes No NF (Analyst Initial)

Department of Finance & Management B77 (Initial) 

JUN 29 2016

**STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM**

| | | |
|------------------------------------|---|--------------|
| Secretary of Administration |  | (Initial) |
| Sent To Joint Fiscal Office | | Date 7/11/16 |
| | | |



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| BASIC GRANT INFORMATION | | | | |
|---|-------------------------|--------------|--------------|-----------------|
| 1. Agency: | Administration | | | |
| 2. Department: | Libraries | | | |
| 3. Program: | Job Hunt Helper Program | | | |
| 4. Legal Title of Grant: | Job Hunt Helper Program | | | |
| 5. Federal Catalog #: | n/a | | | |
| 6. Grant/Donor Name and Address: | | | | |
| Community College of Vermont (CCV), c/o Eric Sakai, P.O. Box 489, Montpelier, VT 05601 | | | | |
| 7. Grant Period: | From: | 2/29/2016 | To: | 9/2/2016 |
| 8. Purpose of Grant: | | | | |
| <p>The Job Hunt Helpers program, under the leadership of the Community College of Vermont, and in partnership with the State Department of Libraries, is supported in part with grant funds (\$25,000) provided to CCV from the J. Warren and Lois McClure Foundation. The McClure Foundation grant will be used to pay for student interns, a CCV Project Coordinator (who is also the CCV liaison to the 6 project libraries), educational materials, partial cost of Learning Express Library databases and marketing. CCV student interns (Job Hunt Helpers) are trained and paid to provide one-on-one computer instruction and assistance to Vermont citizens seeking employment, exploring careers or continuing education, writing resumes, etc. at one of six participating public libraries around the state. As part of the project, VTLIB has contracted with EBSCO to provide public access to Learning Express Library databases at 11 public libraries, including 5 of the Job Hunt Helpers project libraries (Barre, Brattleboro, Newport, St. Johnsbury, and Winooski. The 6th library/Rutland already subscribes to these databases.) CCV will pay \$6,000 of the cost of the EBSCO contract using McClure Foundation grant funds. The \$6,000 payment from CCV is being received on a reimbursement basis to the SOV, as EBSCO has already been paid in full. (The full EBSCO one-year subscription contract for 11 libraries is \$16,776. The balance of \$10,776 was paid using federal LSTA funds from the Department of Libraries' budget.)</p> | | | | |
| 9. Impact on existing program if grant is not Accepted: | | | | |
| State will not be reimbursed for the \$6,000 already paid to EBSCO. | | | | |
| 10. BUDGET INFORMATION | | | | |
| | SFY 1 | SFY 2 | SFY 3 | Comments |
| Expenditures: | FY 17 | FY | FY | |
| Personal Services | \$ | \$ | \$ | |
| Operating Expenses | \$6,000 | \$ | \$ | |
| Grants | \$ | \$ | \$ | |
| Total | \$6,000 | \$ | \$ | |
| Revenues: | | | | |
| State Funds: | \$ | \$ | \$ | |
| Cash | \$ | \$ | \$ | |
| In-Kind | \$ | \$ | \$ | |
| Federal Funds: | \$ | \$ | \$ | |
| (Direct Costs) | \$ | \$ | \$ | |
| (Statewide Indirect) | \$ | \$ | \$ | |
| (Departmental Indirect) | \$ | \$ | \$ | |
| Other Funds: | \$ | \$ | \$ | |

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| | | | |
|--------------------|---------|----|----|
| Grant (source CCV) | \$6,000 | \$ | \$ |
| Total | \$6,000 | \$ | \$ |

| | | | |
|--------------------------|------------|----------------|---------|
| Appropriation No: | 1130031000 | Amount: | \$6,000 |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | Total | \$6,000 |

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

| | | |
|--|--------------------|--------------|
| 12. Limited Service Position Information: | # Positions | Title |
| | | |
| | | |
| | | |
| Total Positions | | |

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

| | | |
|--|---|-----------------|
| I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable): | Signature: <i>Matthew Reed</i> | Date: 6/27/2016 |
| | Title: State Librarian. {See #8 above.} | |
| | Signature: | Date: |
| | Title: | |

14. SECRETARY OF ADMINISTRATION

Approved: _____ (Secretary or designee signature) _____ Date: 07/15/16

15. ACTION BY GOVERNOR

Check One Box:
 Accepted Rejected

 (Governor's signature) Date: 07/11/16

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| | |
|---|---|
| <input type="checkbox"/> Request Memo | <input type="checkbox"/> Notice of Donation (if any) |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input type="checkbox"/> Notice of Award | <input type="checkbox"/> Request for Extension (if applicable) |
| <input type="checkbox"/> Grant Agreement | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| <input type="checkbox"/> Grant Budget | |

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

PURPOSE & INSTRUCTIONS:
 This form is intended solely as notification to the Joint Fiscal Committee of the unavoidable need to spend State funds in advance of Joint Fiscal Committee approval of grant requests and with the intent of securing a federally or privately funded grant award. Pre-notification is required for expenditures of state funds beyond basic grant application preparation and filing costs. Expenditure of these state funds does not guarantee that a grant will be awarded to the State of Vermont, or that a future grant award will be accepted by the Joint Fiscal Committee. If a grant award is subsequently received, a completed **Form AA-1 Request for Grant Acceptance** must be submitted to the Joint Fiscal Committee for review and approval before spending or obligating additional funds.

BASIC GRANT INFORMATION

| | |
|---------------------------------|-------------------------|
| 1. Agency: | Administration |
| 2. Department: | Libraries |
| 3. Program: | |
| 4. Legal Title of Grant: | Job Hunt Helper Program |
| 5. Federal Catalog #: | N/A |

6. Grant/Donor Name and Address:
 Community College of Vermont (CCV), c/o Eric Sakai, P.O. 489, Montpelier, VT 05601

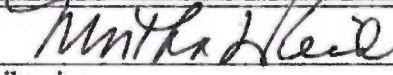
| | | |
|-------------------------|-----------------------|----------------------|
| 7. Grant Period: | From: 2/1/2016 | To: 6/30/2016 |
|-------------------------|-----------------------|----------------------|

8. Purpose of Grant:
 The Grant is for the Job Hunt Helpers program which trains CCV students and assigns them to 6 VT public libraries to help citizens learn one-on-one computer skills to explore/change careers, apply for jobs, and participate in distance education. Learning Express Library is a collection of online databases designed to help users explore careers, take practice career and college tests, and use online tutorials to improve skills in academic subjects. CCV received a grant award from the J. Warren and Lois McClure Foundation, via the Vermont Community Foundation. CCV will use \$6,000 of those funds to pay a portion of the cost of the Learning Express Library (Ebsco) one-year subscription. The Department of Libraries contracted with Ebsco for Learning Express Library and has paid the invoice in full; this \$6,000 comes as a reimbursement to the SOV.

9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:

| Expenditures: | FY 2016 | Required Explanation/Comments |
|--------------------|-------------------|--|
| Personal Services | \$ | (Include type of expenditures to be incurred, i.e. training, planning, proposal development, etc.) See above. |
| Operating Expenses | \$ | |
| Grants | \$6,000.00 | |
| Total | \$6,000.00 | |

10. AUTHORIZATION AGENCY/DEPARTMENT

| | | |
|---|--|----------------------|
| I/We certify that spending these State funds in advance of Joint Fiscal Approval of a Grant is unavoidable, and that a completed Form AA-1 Request for Grant Acceptance will be submitted for Joint Fiscal Committee approval if a grant award is received for this program: | Signature:  | Date: 7/13/16 |
| | Title: State Librarian | |
| | Signature: | Date: |
| | Title: | |

11. ATTACHMENTS: Attach relevant documentation that demonstrates the necessity of this expenditure. (example: funding opportunity guidelines require training, etc.)

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

| |
|--|
| Distribution: Original - Joint Fiscal Office; Copy 1 – Department Grant File; Copy 2 – Attach to Form AA-1 (if grant is subsequently received). |
| (End Form AA-1PN – Grant Spending Pre-Notice – Form AA-1PN) |



State of Vermont
Department of Libraries
109 State Street
Montpelier, VT 05609--0601

Tel: 802-828-3261
Fax: 802-828-2199

Agency of Administration

**To: Senator Jane Kitchel, Chair, and
Members, Joint Fiscal Committee, Vermont Legislature**

From: Martha Reid, State Librarian

A handwritten signature in cursive script that reads "Martha Reid".

Date: June 27, 2016

Subject: Grant funds from the Community College of Vermont (CCV) for the "Job Hunt Helpers" Program

The Department of Libraries (VTLIB) has successfully partnered with the Community College of Vermont in two federal grant projects which provided funds to train and schedule CCV student "Internet Interns" in public libraries around the state to assist Vermont citizens with tech-related questions and hands-on computer training. These two federal grants were awarded to the Vermont Council on Rural Development: e-Vermont Community Broadband Project and Vermont Digital Economy. A separate grant from the Vermont Community Foundation helped fund the CCV "Internet Intern" program for a short period between these federal grants. Data collected during these grant periods showed us that the model of the "Internet Intern" program was an effective method for teaching digital literacy skills to adult learners of all ages. Many of our learners were older adults who had never before used a computer; they learned how to set up email accounts, Skype with grandchildren, and participate in e-commerce for the first time. But we also discovered that, as a result of this program, citizen learners were able to apply for and secure jobs, start businesses, and advance in current jobs.

The Department of Libraries and CCV have wanted to continue this program because we recognize a gap between the (high) level of computer skills required in today's workforce and the (poor) digital literacy skills of many Vermonters. Our challenge has been finding funding to continue the program. The good news is that earlier this year CCV was able to find funding for the newly reincarnated "Job Hunt Helpers" program, which has a focus on skills needed for career exploration and employment.

The Job Hunt Helpers program, under the leadership of the Community College of Vermont, and in partnership with the State Department of Libraries, is supported in part with grant funds (\$25,000) provided to CCV from the J. Warren and Lois McClure Foundation. The McClure Foundation grant will be used to pay for student interns, a CCV Project Coordinator (who is also the CCV liaison to the 6 project libraries), educational materials, partial cost of public access to the Learning Express Library databases, and marketing. CCV student interns (Job Hunt Helpers) are trained and paid to provide one-on-one computer instruction and assistance to Vermont citizens seeking employment, exploring careers or continuing education, writing resumes, etc. at one of six participating public libraries around the state.

As part of the project, VTLIB has contracted with EBSCO to provide a one-year subscription for public access to the Learning Express Library databases at 11 public libraries, including 5 of the Job Hunt Helpers project libraries in Barre, Brattleboro, Newport, St. Johnsbury, and Winooski. (The 6th project library in Rutland already subscribes to these databases.)

CCV will pay the first \$6,000 of the cost of the EBSCO contract using McClure Foundation grant funds.

The Department of Libraries has long wanted to bring the Learning Express Library databases to citizens via public libraries, as is done in many other states. But a statewide one-year subscription is very expensive. This \$6,000 grant payment from CCV, combined with \$10,776 of our federal LSTA funds, allows us to contract for the Learning Express databases (see separate flyer) in 11 of our largest or busiest libraries for one year. At the end of the year we will be able to assess the value of this kind of information resource for Vermonters.

The cost of our EBSCO one-year subscription contract for 11 libraries is \$16,776. The first \$6,000 of the payment will come from this CCV grant. The balance of \$10,776 will come from our Department's federal LSTA (Library Services and Technology Act) funds.

The Learning Express contract has already been executed and the invoice has been paid in full. The \$6,000 grant from CCV will be used to reimburse state general funds spent for that part of the database subscription.

Attached:

- 1) Learning Express Library flyer with list of databases/online content, free to all who use the 11 subscribing libraries
- 2) List of subscribing libraries
- 3) CCV budget for use of McClure Foundation funds
- 4) MOU* between CCV and the Department of Libraries

**Note: The original McClure Foundation grant has been extended to begin again in September. Rather than let the project die between July and September, VTLIB will use additional LSTA funds (estimated at \$9,000) to pay the CCV interns over the summer.*

- 5) Job Hunt Helpers PR "rack card"



MEMORANDUM OF UNDERSTANDING

Job Hunt Helpers Project A Partnership of Community College of Vermont and the Vermont Department of Libraries

Purpose

The Job Hunt Helpers Project trains and supports student interns attending the Community College of Vermont to provide patrons of participating town libraries with assistance using computers and digital resources related to job searches, career exploration, and related tasks.

Project Term

The Job Hunt Helpers Project began operation on February 29, 2016, and will continue through September 2, 2016.

Participating Organizations

The project partners are the Community College of Vermont (CCV), a member institution of the Vermont State Colleges, and the Vermont Department of Libraries (VTLIB). Participating libraries are:

Aldrich Public Library, Barre
Brooks Memorial Library, Brattleboro
Goodrich Memorial Library, Newport
Rutland Free Library, Rutland
St. Johnsbury Athenaeum, St. Johnsbury
Winooski Memorial Library, Winooski

CCV Roles and Responsibilities

1. CCV will recruit, train, and supervise a Job Hunt Helper for each of the participating libraries.
2. A CCV project coordinator will supervise Job Hunt Helpers to ensure their satisfactory performance of assigned duties and compliance with policies and procedures of the libraries where they work. The CCV project coordinator will also be the liaison between partners CCV and VTLIB and the participating libraries.
3. CCV will provide project publicity materials for posting and distribution at libraries and elsewhere at the discretion of library staff (town bulletin boards, kiosks, etc.).
4. CCV will promote Job Hunt Helper services in the communities where they are provided via press releases, public service announcements, and other publicity. Information will also be posted on the public websites of CCV, VTLIB, and participating town libraries.

- ★ 5. CCV will be the grant recipient of funds from the J. Warren and Lois McClure Foundation and will act as the fiscal agent for the project.
6. Upon receipt of an invoice, CCV will reimburse VTLIB in the amount of \$6,000 for licensing of the Learning Express Library databases at the participating libraries (see VTLIB Roles and Responsibilities below).
7. Upon completion of the project, CCV will invoice VTLIB for project expenses in excess of the \$25,000 grant awarded to CCV from the J. Warren and Lois McClure Foundation (see VTLIB Roles and Responsibilities below).

Job Hunt Helper Roles and Responsibilities

1. Job Hunt Helpers will be trained to assist library patrons with such tasks as:
 - setting up an email account or login for a website;
 - using an internet search engine;
 - using self-assessment tools to identify skills and interests;
 - researching employment, education, and career opportunities via Learning Express Library and/or other career software available through participating libraries or CCV;
 - completing online job applications;
 - using Microsoft Word or other word processing software to prepare a resume and cover letter (with guidance from CCV Career Consultants);
 - using online resources to help prepare for interviewing for a job (with guidance from Career Consultants);
 - taking online practice exams (GED, Accuplacer, occupational exams, etc.);
 - protecting personal and financial information when using email and the internet.
2. Job Hunt Helpers will work 6 hours per week, preferably in two, three-hour shifts, to be negotiated between the Job Hunt Helper and the library where he/she works. When possible, Job Hunt Helpers will work hours that best meet the schedules of the target audience, which may include evening or Saturday hours.
3. Job Hunt Helpers will report to their assigned libraries on time and ready to work their scheduled hours.
4. Job Hunt Helpers will conduct themselves in a professional manner and dress appropriately for their customer service role.
5. Job Hunt Helpers will comply with all rules and procedures of the libraries where they work.
6. Job Hunt Helpers will meet with library patrons only at the library where they are assigned to work.
7. Job Hunt Helpers will maintain all information provided to them by library patrons in strict confidentiality. Patrons may provide contact information voluntarily, but Helpers will contact patrons only at their request, and will restrict this contact to communication regarding future Job Hunt Helper appointments, or sending promised follow-up information (e.g., links to suggested websites).

VTLIB Roles and Responsibilities

1. VTLIB, using a combination of McClure Foundation grant funds and federal LSTA (Library Services & Technology Act) funds from the Institute of Museum and Library Services, will provide public access to Learning Express Library (EBSCO) databases in these project libraries:

Aldrich Public Library, Barre
Brooks Memorial Library, Brattleboro
Goodrich Memorial Library, Newport
St. Johnsbury Athenaeum, St. Johnsbury
Winooski Memorial Library, Winooski

Following State of Vermont procedures for accepting grant monies, VTLIB will invoice CCV for \$6,000 as reimbursement for licensing costs of Learning Express Library at the participating libraries listed above. Rutland Free Library has licensed this software independently.

2. VTLIB will manage all aspects of the vendor contract for Learning Express Library (EBSCO) and will arrange for vendor-supplied database training (using a combination of online, webinar and onsite training) for CCV Job Hunt Helpers, CCV project staff, and library staff in the six project libraries.
3. VTLIB will work with the CCV Job Hunt Helper Project Coordinator to provide an orientation to Vermont town libraries to the CCV Job Hunt Helpers.
4. VTLIB will publicize the Job Hunt Helpers project through its public website and other communication channels.
5. When funds from the \$25,000 grant from the McClure Foundation are fully expended, VTLIB will provide supplemental funding of approximately \$9,000 to continue project operations through September 2, 2016.

CCV will provide each participating library with a list of Roles and Responsibilities and act as the main contact to make sure that libraries comply with the following:


Participating Library Roles and Responsibilities

1. Participating libraries will provide a space where the Job Hunt Helpers can meet with patrons to offer computer training and job/career search assistance and will provide the Job Hunt Helper with a library tour and introductions to staff. Libraries will share with CCV Helpers any library policies and practices they will need to know in order to work effectively on-site in the library. Space will include both an on-site desktop computer and printer as well as access to public wi-fi for times when patrons bring their own devices. Where possible, the space should provide reasonable privacy. Library-owned equipment (e.g., desktop computers, laptops, printers) will be available to the Helpers during all hours that they are scheduled to meet in the library with patrons.
2. Library staff will work with Job Hunt Helpers to schedule their hours of service and will handle patron scheduling when a Helper is not in the library.

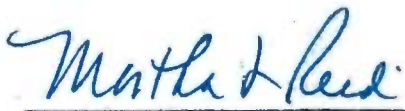
3. Libraries will display information about the Job Hunt Helper service, including hours of availability and types of assistance provided. Library staff may suggest other community locations where flyers and other information can be posted, and will, in general, help promote the service to patrons, community partners, and community members.
4. Library staff will provide patrons with access to a brief online satisfaction survey and ask them to complete it after each session with a Job Hunt Helper.
5. The project contact at each library will complete a survey at the end of the project to help project partners and funders to determine the effectiveness of the Job Hunt Helper service and to consider improvements for the future.

Reporting Requirements

1. Job Hunt Helpers will record details of each interaction with library patrons on a tear sheet for that purpose and enter them in a provided online log. They will also encourage patrons to complete an online satisfaction survey on the library website at the conclusion of each session.
2. Library staff will provide patrons with access to a brief online satisfaction survey and ask them to complete it after each session with a Job Hunt Helper.
3. The project contact at each library will complete a survey at the end of the project to help project partners and funders to determine the effectiveness of the Job Hunt Helper service and to consider improvements for the future.
4. CCV and VTLIB will produce a final report documenting project outcomes, including employment and career-related benefits to patrons.


Eric Sakai, Dean of Academic Technology
Community College of Vermont

6-24-16
Date


Martha Reid, State Librarian
Vermont Department of Libraries

6-24-16
Date

Job Hunt Helper Program
Learning Express Library: 11 Subscribing Libraries

Job Hunt Helper Libraries:

Aldrich Public Library, Barre

Contact: Sarah Costa, Library Director
802-476-7550
director@aldrichpubliclibrary.org

Brooks Memorial Library, Brattleboro

Contact: Jeanne Walsh, Reference Librarian
802-254-5290 x 109
jeanne@brookslibraryvt.org

Goodrich Memorial Library, Newport

Contact: Carol Nicholson, Library Director
802-334-7902
carol@goodrichlibrary.org

Rutland Free Library

Contact: Randal Smathers, Asst. Library Director
802-773-1860
randal@rutlandfree.org

Note: This library maintains own subscription to Learning Express Library

St. Johnsbury Athenaeum

Contact: Bob Joly, Library Director
802-748-8291
bjoly@stjathenaeum.org

Winooski Memorial Library

Contact: Amanda Perry, Library Director
655-6424
aperry@winooskivt.org

Additional Library Subscriptions:

Bennington Free Library
Fletcher Free Library, Burlington
Ilsley Public Library, Middlebury
Kellogg-Hubbard Library, Montpelier
St. Albans Public Library
Stowe Free Library

**Career Services Interns Project
Project Budget**

This revised budget reduces the number of libraries and interns from 12 to 6 and increases the term of the project from 9 weeks to 12 weeks (to early May). Depending on the availability of funds and interns, the term might be extended further. The CCV project coordinator will serve as the intern trainer and supervisor and the liaison with the six town libraries and the CCV Career Consultants. She will also develop project documentation to support future replication of the Career Services Interns model.

| | |
|--|-----------------|
| 6 CCV student interns (6 hours/week for 12 weeks @ \$14/hour) | \$ 6,048 |
| CCV project coordinator (12 hours/week for 16 weeks @ \$26/hour) | \$ 4,992 |
| Fringe (FICA @ 7.065%) | \$ 845 |
| Educational materials (CCV and VTLIB) | \$ 3,115 |
| Travel (CCV and VTLIB) | \$ 1,000 |
| Marketing | \$ 3,000 |
| One-year subscription for public/student remote access to Learning Express career databases (10 public libraries*) | <u>\$ 6,000</u> |

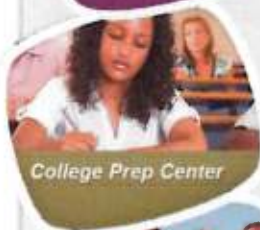
JFO
#2835

Total \$25,000

** 2 of the 6 participating libraries already subscribe to Learning Express or similar software. Learning Express subscriptions for other libraries are funded with federal funds available to VTLIB.*

How many lives will your library change today?

LearningExpress Library™ helps libraries improve the lives of their patrons every day with online access to the most comprehensive selection of academic and career-related resources available. It features skill-building tools for reading, writing, math, and science. There is test preparation for high school equivalency and college admissions exams. The workplace resources include tools for job searching, exploring new careers, and preparing for occupational licensing exams—and much more. Change more lives today with LearningExpress Library!



A center for everyone

Targeted learning centers provide patrons of all ages with easy, one-stop access to relevant interactive tutorials, practice tests, and eBooks.

Features that enhance learning

- ▶ Easy-to-use navigation
- ▶ Timed and untimed practice test modes
- ▶ Instant test scoring
- ▶ Detailed answer explanations
- ▶ Individualized study plans
- ▶ Built-in guidance pages & learning roadmaps
- ▶ Secure personal portfolio
- ▶ Downloadable eBooks
- ▶ Additional learning centers available as add-ons

Get LearningExpress Library™
Call today! 800-295-9556



Featured Resources

Interactive, easy-to-use, unlimited remote access



School Center (Common Core State Standards)

Elementary School

- ▶ Mathematics Skills Improvement
- ▶ English Language Arts Skills Improvement

Middle School

- ▶ Mathematics Skills Improvement
- ▶ English Language Arts Skills Improvement
- ▶ Social Studies Skills Improvement
- ▶ High School Entrance Exams Preparation

High School

- ▶ Mathematics Skills Improvement
- ▶ English Language Arts Skills Improvement
- ▶ Science Skills Improvement
- ▶ Social Studies Skills Improvement
- ▶ Logic and Reasoning Skills Improvement



College Preparation Center

Prepare for Your ACT® Test

- ▶ ACT® Test Preparation Tutorial
- ▶ ACT® Practice Tests
- ▶ ACT® Test Preparation eBooks

Prepare for Your SAT® Test

- ▶ SAT® Test Preparation Tutorial
- ▶ SAT® Practice Tests
- ▶ SAT® Test Preparation eBooks

Prepare for Your AP® Exam

- ▶ Practice for Your AP® Exam
- ▶ AP® Exam Preparation eBooks

Prepare for Your PSAT/NMSQT® Test

- ▶ Practice for Your PSAT/NMSQT® Test
- ▶ PSAT/NMSQT® Test Preparation eBooks

Prepare for Your TOEFL iBT® Test

- ▶ Practice for Your TOEFL iBT® Test
- ▶ TOEFL iBT® Test Preparation eBooks

College Admissions Essay Writing

- ▶ Learn to Write a College Admissions Essay

Prepare for Your THEA® Test

- ▶ Practice for Your THEA® Tests
- ▶ THEA® Test Preparation eBooks



College Center

Math Skills Review

- ▶ Algebra
- ▶ Basic Math
- ▶ Calculus
- ▶ Geometry and Measurement
- ▶ Trigonometry
- ▶ Statistics
- ▶ Logic and Reasoning
- ▶ Quantitative Comparison and Word Problems

Reading Skills Review

- ▶ Reading Comprehension
- ▶ Vocabulary and Spelling

Grammar and Writing Skills Review

- ▶ Grammar
- ▶ Writing
- ▶ Public Speaking

Science Skills Review

- ▶ Chemistry
- ▶ Biology

Prepare for Graduate School

- ▶ Admissions Exams
- ▶ GMAT® Preparation
- ▶ GRE® Preparation
- ▶ LSAT® Preparation
- ▶ MAT® Preparation
- ▶ MCAT® Preparation
- ▶ PCAT® Preparation

Prepare for College Placement Exams

- ▶ ACCUPLACER® Preparation
- ▶ ASSET® Preparation
- ▶ COMPASS® Preparation
- ▶ College Placement Preparation eBooks

Prepare for the CLEP® Exams

- ▶ CLEP® College Composition Modular Practice Tests
- ▶ CLEP® College Mathematics Practice Tests
- ▶ CLEP® Humanities Practice Tests
- ▶ CLEP® Natural Sciences Practice Tests
- ▶ CLEP® Social Sciences and History Practice Tests



High School Equivalency Center

Are You Ready?

- ▶ Test Yourself: TABE®-Based Skills Check

Build Your Basic Skills

- ▶ Build Your Reading Skills
- ▶ Build Your Writing Skills
- ▶ Build Your Math Skills
- ▶ Build Your Grammar Skills
- ▶ Build Your Vocabulary and Spelling Skills

Prepare for the GED® Test

- ▶ Learn About the New GED® Test
- ▶ Reasoning through Language Arts
- ▶ Mathematical Reasoning
- ▶ Social Studies
- ▶ Science

GED® en Español

- ▶ Aprenda Sobre el Nuevo Examen de GED®
- ▶ Razonamiento a través de las Artes del Lenguaje
- ▶ Razonamiento Matemático
- ▶ Estudios Sociales
- ▶ Ciencia

Prepare for the HiSET®

- ▶ Language Arts Practice Exams
- ▶ Mathematics Practice Exams
- ▶ Social Studies Practice Exams
- ▶ Science Practice Exams
- ▶ HiSET® Preparation Tutorial

Prepare for the TASC

- ▶ Language Arts Practice Tests
- ▶ Mathematics Practice Tests
- ▶ Social Studies Practice Tests
- ▶ Science Practice Tests
- ▶ TASC Test Preparation Tutorial



Adult Learning Center

Build Your Math Skills

- ▶ Learn and Review Your Math Skills
- ▶ Practice Your Math Skills
- ▶ Math eBooks

Become a Better Reader

- ▶ Learn and Review Your Reading Skills
- ▶ Practice Your Reading Skills
- ▶ Reading Skills eBooks

Improve Your Writing, Speaking, and Grammar

- ▶ Learn and Review Your Writing and Grammar Skills
- ▶ Practice Your Writing and Grammar Skills
- ▶ Writing, Speaking, and Grammar eBooks

Become a U.S. Citizen

- ▶ Prepare for Your Citizenship Exam
- ▶ Get Your Green Card
- ▶ Prepárese para su Examen de Ciudadanía
- ▶ Gana su Tarjeta Verde



Career Center

Learn More About a Career

- ▶ Allied Health
- ▶ Caseworker
- ▶ Culinary Arts
- ▶ Firefighting
- ▶ Green Careers
- ▶ Homeland Security
- ▶ Law Enforcement
- ▶ Legal
- ▶ Nursing
- ▶ Teaching
- ▶ Career Information for Veterans

Prepare for an Entrance Exam

- ▶ Prepare for Allied Health Programs Entrance Tests
- ▶ Prepare for Nursing School Entrance Tests

Prepare for an Occupation Exam

- ▶ Allied Health
- ▶ Air Traffic Controller
- ▶ Civil Service
- ▶ Commercial Driver's License (CDL)
- ▶ Cosmetology
- ▶ Culinary Arts
- ▶ Electrical
- ▶ Emergency Medical Services
- ▶ Firefighting
- ▶ Homeland Security
- ▶ Law Enforcement
- ▶ Postal Worker
- ▶ Nursing
- ▶ Plumbing
- ▶ Real Estate
- ▶ Teaching

Join the Military or Become an Officer

- ▶ Prepare for the ASVAB
- ▶ Prepare for the Military Flight Aptitude Tests
- ▶ Prepare for the Officer Candidate Tests
- ▶ Prepare for the CFAT

Job Search and Workplace Skills

- ▶ Improve Your Job Search, Interviewing, and Networking Skills
- ▶ Build Your Workplace Skills

Prepare for the WorkKeys® Assessments and the TOEIC®

- ▶ Prepare for the WorkKeys® Assessments
- ▶ Prepare for the TOEIC®



Recursos para Hispanohablantes (Resources for Spanish Speakers)

Mejore sus habilidades escritas, orales y gramaticales

- ▶ Aprenda y repase sus habilidades escritas y gramaticales
- ▶ Libros electrónicos de habilidades escritas, orales y gramaticales

Sea Mejor Lector

- ▶ Aprenda y repase sus habilidades de lectura
- ▶ Practique sus habilidades de lectura
- ▶ Libros electrónicos de habilidades de lectura

Desarrolle sus Habilidades Matemáticas

- ▶ Aprenda y repase sus habilidades matemáticas
- ▶ Practique sus habilidades matemáticas

Sea ciudadano estadounidense

- ▶ Prepárese para su Examen de Ciudadanía
- ▶ Gana su Tarjeta Verde

Prepárese para su examen de GED®

- ▶ Aprenda Sobre el Nuevo Examen de GED®
- ▶ Razonamiento a través de las Artes del Lenguaje
- ▶ Razonamiento Matemático
- ▶ Estudios Sociales
- ▶ Ciencia

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