

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: MARCH 9, 2015 AGENDA ITEM NUMBER: 7

SUBJECT: RESOLUTION AUTHORIZING APPLICATION FOR A LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FOR THE PURCHASE AND CONVERSION OF A REPLACEMENT MOBILE LIBRARY UNIT (FORSYTH COUNTY PUBLIC LIBRARY)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

See attached

ATTACHMENTS: YES NO

SIGNATURE: J. Dudley Watts, Jr. /cdh DATE: March 4, 2015
COUNTY MANAGER

**RESOLUTION AUTHORIZING APPLICATION FOR A
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FOR THE
PURCHASE AND CONVERSION OF A REPLACEMENT MOBILE LIBRARY UNIT
(FORSYTH COUNTY PUBLIC LIBRARY)**

WHEREAS, the County's current mobile library unit is twenty years old and requires frequent repair due to its age and deteriorated condition and needs to be replaced; and

WHEREAS, Library administration requests authorization to apply for a Library Services and Technology Act (LSTA) grant in the amount of \$100,000 to replace the current mobile library unit (bookmobile); and

WHEREAS, there is a 25% match requirement under the proposed LSTA grant, which amount would be funded by existing library operational funds for supplies and equipment; no additional County dollars are requested to match this grant;

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the County Manager or his designee and the Clerk to the Board to execute, on behalf of Forsyth County, the necessary documents to apply for a Library Services and Technology Act (LSTA) grant in the amount of \$100,000 to purchase a mobile library unit, after first complying with the necessary bidding laws.

Adopted this 9th day of March 2015.

LITERACY & LIFELONG LEARNING 2015-2016 PROJECT GRANT

1. LIBRARY USERS AND NEED

The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use.

a. Who are the current or future library users this project will benefit?

The Forsyth County Public Library bookmobile currently serves local day care, home care and Headstart programs with books and materials for teachers and preschool children. The bookmobile also provides services at selected communities where there are geographic, transportation, economic, and other barriers to using the Central Library and library branch locations. The bookmobile regularly transports more than 2,500 items, including but not limited to, adult books, children's books, audiobooks, and magazines. Access to these materials impacts over 1000 children and adults monthly. Circulation figures for the bookmobile total 21,297 books and materials, a door count of 6,793 and 536 bookmobile library card users for 2014.

A new mobile library is what we are requesting to replace our current bookmobile in order to continue to serve daycare and home care providers, and those with less access to resources. It will also continue to serve select low income neighborhoods where staff safety is not compromised. We see the need to have updated technology to address the digital divide. Based on statistics, 22% of Forsyth County residents have no Internet connection and other reasons noted in our community survey. In our envisioned new mobile library, our equipment needs would consist of 5 laptops, 4 iPads, 1 portable printer, 1 multi-media projector, and reliable access to the Internet in our mobile library. The mobile library will inherit the existing collection and with the requested technology will enable our library system to provide economical full-services to an otherwise unreached community.

With this new mobile library, the goal will be to reach the following audiences:

- preschool educators and preschool children
- to residents in assisted living facilities,
- residents in transitional housing
- people experiencing homelessness
- users who have limited or no English skills, as well as those with limited access to transportation.

Users will benefit from the expanded resources in print and online via the Internet. They will be able to learn technology skills with the computer classes we will provide on-site, and will be able to utilize our library system's increasing amount of online and digital resources - Live Homework Help, downloadable magazines (Zinio), downloadable music (Freegal), downloadable audiobooks and videos (OverDrive), downloadable e-books, and research databases.

b. Describe how the need for this project was determined and the extent of the current problem(s) for the users?

The current need for the bookmobile is to serve preschool and school aged children and help foster their emergent literacy. The bookmobile continues to be a viable resource that children can depend on, a resource that instills a love for books, helping children discover ways to access information and become lifelong learners. It is flexible and versatile and meets children in their own neighborhoods, thus breaking down any barriers they may face in receiving various library services. For some, the bookmobile is the only educational resource that is available and preschool educators have come to rely on it due to its flexibility. It is available to come to their centers, allowing them access to books and materials they can use for curriculum planning, literature knowledge, and literature trends for their charges.

School aged library customers who live in the urban areas use the bookmobile primarily to access information that is needed for homework and research for their various school endeavors. A number of these children are home alone until their parents return from work each day. A trip to the local library is more than likely out of the question during the week. Current bookmobile schedule visits 15 select neighborhoods a month, for three hour visits each afternoon.

Equipped with technology, the new mobile library will provide services to address the Digital Divide. Mobile libraries will make the most difference in terms of addressing access and equity of service.

In Forsyth County, the survey found that:

- 87 percent of the residents had a computer.
- About 22 percent of county residents had no Internet connection, either because they did not own a computer or because they had a computer but no Internet connection.

(2013 American Community Survey <http://www.census.gov/acs/>)

A survey was provided to residents of the Housing Authority of Winston Salem, the Bethesda Center, the seniors at the Senior Games and the Veterans Helping Veterans organization, and Iglesia El Buen Pastor, that focused on interest in a mobile library that provides access to books and other materials, access to the Internet, and access to Wi-Fi. The survey found that:

- Respondents were asked if they have Internet access in their homes or where they live, and 27 out of 48 responded that they do not have Internet access where they live.
- Respondents were asked if they would utilize a mobile library that had books, computer classes, access to Internet and digital devices. 44 out of 48 responded that they would use the mobile library.

Based on the findings of the EDGE Initiative, the following inadequacies will be addressed with the envisioned mobile library:

- More Spanish computer classes.
- A handicap ramp and computers with assistive technology.
- Regular access to educational and health information, financial literacy information, and access to other online services.

2. INTENDED OUTCOMES

1. Information Access:

The new mobile library will improve users' ability to obtain information resources.

- Forsyth County Public Library wants to provide information access to all Forsyth County residents.
- The mobile library's resources will make print materials, technology use, and Internet access available at various sites to our underserved customers.

2. Lifelong Learning:

The new mobile library will improve users' general knowledge and skills.

- Offering varied learning opportunities conducive to lifelong learning.
- Allow customers to gain needed computer skills.
- Allow for the hands on experience with various digital devices.
- Provide educational resources for English, GED review and other learning opportunities.

3. PROJECT DESCRIPTION

a. Forsyth County Public Library recognizes the Digital Divide in communities that we serve, and would like to apply for a 2014-2015 LSTA grant to purchase a new mobile library with technology to

include digital devices, laptop computers, and reliable wireless service. A mobile library outfitted accordingly will offer our customers increased online learning in this digital age, while still allowing traditional library services.

A technologically outfitted mobile library would be more versatile and flexible and offer an innovative way to provide books, materials, technology and instruction. A mobile library improves development and learning in our most underserved areas. The requested mobile library includes:

- Five laptop computers
- Wireless projector
- One wireless printer
- Four iPads
- OPAC computer
- The vehicle

In summary, the five laptops will be used primarily for computer training and general use, and the wireless projector will be used with computer training. The wireless printer will allow customers to print their documents from the laptops and any mobile device, and the iPads would be used for demonstrations, early literacy programs for young children, and for those who have learning disabilities. The OPAC will allow customers to look up books, place holds and view the library system's and consortium holdings. The vehicle will house all of the equipment, books and materials for services to the targeted community.

The library plans to target users who do not have access to computers by providing computer training and access to the Internet and Wi-Fi on the mobile library. Ten weekly one-hour classes and demonstrations will be provided on topics ranging from job training to research databases and would be designed for up to four children or up to four adults per training session. For those who are in underserved communities, this connection will be empowering and have the potential to change the way people think, make decisions, and structure their lives. The added technology on the mobile library will make it a trusted, viable resource that is versatile, flexible, and visible in our community. With added technology and access, the mobile's customer base will increase by 25 percent and provide sustainability.

New mobile library customers will include select assisted living senior communities, agencies that target homelessness, customers who experience transitional housing and Housing Authority managed apartments, and limited English speakers.

- Seniors in assisted living centers have very little computer training, and also primarily depend on group outings since most do not drive. A mobile library with expanded features for technology will allow staff to take the mobile to assisted living facilities and work with the program directors to plan ongoing computer learning classes at their facilities. The residents would sign up for classes and take classes in the mobile lab while still being able to check out books and other materials if they chose. The vehicle will be handicapped accessible.
- Agencies that house homeless populations would also serve as a targeted audience. An estimated 3194 persons experienced homelessness in Forsyth County at some point in 2011. (Forsyth Futures 2013)
The Bethesda Center day shelter houses approximately 160 men and women during each day. Their day-to-day activities include job training and limited computer classes. As a targeted site, the mobile library would be able to visit the day shelter and provide residents access to books and materials and also include computer classes for learning twice a month, for three hours each visit. The mobile library would visit Green Street Church due to its popular ministry focusing on the homeless. The Library Peer Specialist and Computer Training Bridge staff would coordinate this effort.

- Residents living in transitional housing, in select housing managed by private groups, and in apartment homes managed by the Housing Authority of Winston-Salem would also be targeted for mobile library services. Transitional housing includes family housing for homeless families, Salvation Army, and privately managed apartment complexes, Salem Garden Apartments, and Rolling Hills Apartments. Housing Authority units include Cleveland Avenue homes, Piedmont Park Apartments, and Sunrise Towers. The mobile library will serve both children and parents offering books, other materials for check out, computer open labs for Internet access, and computer classes for research, job hunting and learning.
- Residents who speak limited English in Forsyth County (14%) are also a targeted audience. The mobile library would service El Buen Pastor Latino Community Services, a noted agency in the community that works primarily with Hispanic families twice a month. Mobile home parks and apartment complexes with large numbers of Hispanic residents would benefit from homework help databases, computer classes, ESL databases that are supported by the library's online resources. The library's Hispanic Services Department will coordinate best days and times for visits, and the library's Computer Training Bridge staff will provide actual computer instruction.

b. Why was this solution selected?

The current statistics of those individuals in Forsyth County who do not have access to computers and Wifi, coupled with the fact that our Central Library location is closed until approximately 2018, makes a reliable, updated mobile library an urgent need. The mobile library will expand access to books and other library materials as well as access to Wi-Fi and computer learning during and after Central is back online. Another solution doesn't accomplish this in the same way.

The mobile library is sustainable and a logical choice to continue the library's outreach mission to providing current users, as well as new ones, digital and literacy access.

c. Include how library staff will be trained or prepared to support the project

Forsyth County Public Library already employs two full-time mobile library drivers. These full-time staff members also have experience working in a branch location, take ongoing training for computer applications and databases and ongoing training for collection development. In addition to the drivers, we have a Computer Training Bridge Coordinator on staff responsible for coordinating computer training sessions on the mobile. Currently, the Computer Training Bridge Coordinator trains staff members in new computer software packages and other technology designed applications. The Peer Support Specialist will assist with coordinating training sessions with the homeless populations.

d. Describe how the target audience will be made aware of the project

The first people we will contact are the following agencies: Housing Authority of Winston Salem, Senior Services, Bethesda Center, and Iglesia El Buen Pastor, to help us reach our target audiences. Additionally, various marketing and publicity will be planned in conjunction with PR and library staff. Brochures announcing the mobile library, will be delivered to our targeted audiences. Further, this same information will be available on the library's website and Forsyth County's website. Library staff will attend programs in the community such as community day programs, family literacy programs, area schools, and other select agencies, to promote the new mobile library's enhanced services. The new mobile library will continue the current schedule of visiting sites of the old bookmobile. We will add new sites previously mentioned in our new mobile library schedule.

e. What will happen to the project after the funding period has ended? How will the library sustain the new program/service for library users? How will the library replace/update equipment funded for this project when it ages out?

Forsyth County Public Library 2015-2016

If awarded funding for a new mobile library, Forsyth County is committed to funding this program after the grant concludes. The county already budgets for two full time trained staff to drive and operate the mobile, and already funded library staff will provide computer instruction and coordinate the replacement and repair of software and computer hardware; our county fleet department has an existing budget to provide maintenance, gas, and repairs for the mobile.

4. PROJECT PARTNERS, if applicable (others respond with N/A)

Not Applicable

5. PROJECT ACTIVITIES (2 page maximum)

July 2015	Order mobile library from vendor. Estimated production time is 200-240 days.
-----------	--

Forsyth County Public Library 2015-2016

<p>August 2015 - ongoing</p>	<p>Order, process books and materials. The mobile library will have on board at least 1000 volumes of books, magazines, and CD's. Outreach Services Manager selects books from existing collections, and Technical Services processes them.</p>
<p>August 2015</p>	<p>Prepare mobile library schedule: The mobile library will visit 20 preschool centers during the morning hours (9am-12pm-Mondays-Thursdays), on a monthly rotation, visiting the Bethesda Center day shelter and targeted assisted living facilities alternating Friday mornings, (9am-12pm) offering customers WiFi access to books, materials and one hour of computer classes and WiFi access.</p> <p>In the afternoons, the mobile library will visit 15 apartment complexes, after school programs, and other locations to provide library services, offer computer classes, and technology demonstrations, and WiFi access to children and adults, visiting each site at least once a month. One hour computer learning sessions will take place each afternoon at scheduled sites (4pm-5pm). The mobile library will participate in two or more community day events to promote library services and to showcase computer access from the mobile library.</p>
<p>September 2015</p>	<p>The Computer Services Supervisor will order the laptop computers and computer hardware. Equipment will include: five laptop computers, one wireless printer, four iPads, one portable projector to be used for computer instruction.</p>
<p>March 2016</p>	<p>Mobile library outfitted for wireless service.</p>
<p>March 2016</p>	<p>The mobile library staff will be trained on how to operate the mobile library, allotting time to familiarize themselves to the vehicle operations and manual, and computer hardware. Outreach Services Manager will train all mobile library drivers by the end of March 2016 and ongoing as needed. Mobile services begin to the community.</p>
<p>March 2016</p>	<p>Forsyth County will promote the new mobile library using the library webpage, newspaper and news media outlets. Promotional materials printed and delivered for distribution and onsite displays. The library Public Relations Director will coordinate announcements and press releases, and Children's Outreach will deliver brochures.</p>
<p>March 2016 - ongoing</p>	<p>The mobile library staff will offer and collect program and computer evaluation tools. After each of the programs, computer learning classes, and select mobile library services, evaluations will be given out and collected from library customers who have attended these programs and benefited from mobile library services. These tools will measure customers' learning and satisfaction with programs and services offered. This will be a combined effort from the Children's Outreach and Computer Training Bridge staff.</p>
<p>May - August 2016</p>	<p>Prepare mobile library for special summer month programming that will include special guests and system-wide programming.</p>

6. EVALUATION

The mobile library will use daily statistics, door counts, computer sign-ups, program evaluations, comment cards, as well as pre and post surveys to document and measure success in meeting program needs and intended outcomes.

- Staff will monitor mobile library registrations made during the first year of mobile library operations. Our goal is between 100 - 200 registered borrowers.
- Staff will monitor door count and recording numbers. Our goal is 50-150.
- Evaluation forms will be given to mobile library customers who take computer learning classes, participate in programs, and other beneficiaries of mobile library services (preschool teachers having access to books and materials etc.) Evaluations will measure:
 1. Customer satisfaction
 2. If computer skills have improved
 3. Programs and services have addressed their needs
- Staff will also count assistive-technology users in the mobile library.
- Staff will also count actual use for Jobs or Careers in the mobile library.

a. OUTPUTS

- Staff will count users during each stop and record numbers for statistics. Our circulation system will show totals of items circulated each month, and in house circulation will be documented by staff. Staff will look at increases in door count numbers and the increase in books and materials circulated to measure the increase of customers utilizing books and materials. A 50% increase in the door count and circulation from the previous year will determine the success of users taking advantage of the mobile library and its books and other resources.
- Staff will use a statistic form to count the number of programs (computer, storytime sessions, school aged, etc.) and the number of attendees for each program. This will also be reflected in monthly statistics. Staff will look at the increase in program attendance to measure the success of program attendance and the mobile library meeting customer needs. A 50% increase in attendance from previous year will determine the success of users participating in programs and being satisfied with programs.
- Computer class instructors will assess participants' technology skills to indicate skill and knowledge level. Instructors will encourage self assessment tools to determine if learning needs have been met.
- Staff will survey library users to indicate if they have benefited from an enhanced library technology infrastructure.
- Testimonials will be collected demonstrating that local community leaders are aware of library technological resources. Staff will count the number of positive feedback to measure the success of the overall program and if services are meeting the needs of customers. If more than 60% of the overall users convey positive feedback about the mobile library, this will determine that the mobile library is effective in community.

b. How will you illustrate whether the project reached or moved toward the intended outcomes? What changes were brought about, in part, as a result of the project in the target audience's behavior, attitudes, skills, knowledge, status or life condition?

Through evaluations and testimonials, the library will be able to show:

- Children's reading behaviors improved with the mobile library visiting their neighborhoods through pre and post surveys.
- Families reading more together, thus improving their attitude on literacy and the importance of reading through observation, conversation and pre and post surveys.

- Senior populations target audience increased knowledge of computers and computer software--improving their skills and having more positive behavior with the concept of computer learning through observation, conversation and pre and post surveys.
- Homeless population target audience increased knowledge of library services, increased knowledge of computers and computer software-- improving their skills and having more positive behavior with the concept of computer learning through observation and pre and post surveys.

7. Library Goals

a. How does the proposed project support your library’s mission and goals?

Forsyth County Public Library’s mission is “Connecting our community to reading, information, and lifelong learning”. A mobile library with the traditional function of providing books and other materials falls directly into the scope of our mission. The added access to computer learning, current technology devices, and Wi-Fi certainly addresses the needs of our community while connecting our users with information and opportunities to network. Having a materials collection to check out, to read, to discover, and having the technological resources they can use, as well as offering computer classes, are lifelong learning opportunities that will be provided by the Mobile Library.

b. How does the proposed project support Goal #3 of North Carolina’s LSTA Five-Year Plan? “North Carolina libraries will equip users for success in life, school, and work through library programs and services that support literacy and lifelong learning.”

This project supports goal 3 of the North Carolina LSTA Five Year Plan in these ways:

- Providing reading materials to an underserved population promotes N.C. libraries’ literacy and learning goals.
- Providing access to information through books, online databases, and Internet sources supports students’ information and research needs.
- Computer classes and hands-on technology use in the Mobile Library equips people with the skills needed in today’s digital environment.
- Computer skills and familiarity with certain applications are requirements for job seekers.
- Self-motivated individuals may seek out library services and enroll in courses, but the Mobile Library targets people who are unaware of the resources available to them.

8. BUDGET TABLE

List all proposed grant and matching expenditures in the table below using the Budget Category Descriptions; add/delete rows as needed.

Category	LSTA \$	Matching \$	Total \$
I. Salaries/wages/benefits	0.00	0.00	0.00
II. Consultant fees	0.00	0.00	0.00
III. Travel	0,00	0.00	0.00
IV. Supplies/materials	0,00	\$5,000.00	\$5,000.00

V. Supplies/Materials/Hardware	0.00	\$21,472.28	\$21,472.28
VI Equipment	\$100,000.00	0.00	\$100,000.00
VII. Services	0.00	0.00	0.00
VIII. Subtotal	\$100,000.00	\$26,472.28	\$126,472.28
IX. Indirect Costs	0.00	0.00	0.00
X. Total	\$100,000.00	\$26,472.28	\$126,472.28
Indirect Cost Rate*			
Total Allowable Indirect Costs			

*Insert N/A if not applicable or if the library chooses not to include Indirect Costs.

Budget Category Descriptions:

I. Salaries/Wages/Benefits

Include all salaries, wages, and benefits paid to staff directly contributing to the project; narrative should include position titles (but not names) and number of FTEs (full time equivalent).

Not applicable

II. Consultant Fees

Not applicable

III. Travel

Not applicable

IV. Supplies and Materials

Include costs for consumable items necessary to carry out the project. Narrative should include descriptions and quantities of supplies/materials, such as print books, ebooks, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, ereaders, etc. with a per item cost under \$5,000. (See Budget Narrative)

V. Supplies/Materials/Hardware

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here; advance, written permission is required before each item is purchased. List each item, plus cost and quantity per item. (See Budget Narrative)

VI. Equipment

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here; advance, written permission is required before each item is purchased. List each item, plus cost and quantity per item. (See Budget Narrative)

VII. Services

List activities to be provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

(See Budget Narrative)

VIII. Subtotal

Multiply the subtotal by the applicable percentage to determine the matching amount.

(See Budget Narrative)

VIII. Indirect Costs

A recent change in the federal regulations requires recipients of federal funds to accept the grant applicant's federally-negotiated Indirect Cost rate; supporting documentation must be provided with the application. If you are unsure whether this applies to your library, consult the regulations below and your organization's grants, finance, and/or legal department to determine how to proceed.

(Not applicable)

9. BUDGET NARRATIVE

- a. Provide a clear explanation of each grant and matching expenditure proposed for your projects; be sure to explain the basis for determining any salaries and show benefits separately from the salary.

Supplies will be provided by the Forsyth County Public Library and represent 2 % of the overall library book budget. This amount will be designated for the collection and will include hardback and paperback titles appropriate for preschool, school age and adult customers. With the average cost of a book being \$14.72 will purchase 300 new titles for the collection.

The computer and technology equipment will be acquired through Forsyth County's Management Information Systems Department (MIS).

This project will add 5 laptops at a cost of \$1527.85 each, for a total of \$7639.25. These will be Dell Latitudes with the current standard configuration specified by MIS.

The four iPads will be purchased by the Library. The total for four iPads at \$353.07 each will be \$1,412.28. The iPads will be used for training and customers will be able to use for general research and Internet use. The Library is requesting \$200.00 for educational and recreational Apps to be added to the iPads. One Hewlett-Packard Officejet 100 cybermobile printer to be used for mobile printing. The printer will be set up through the Meraki MX router, the cost for the printer is \$1100.00.

Forsyth County Public Library 2015-2016

The Dell OptiPlex 9030 all-in-one will be used as the online catalog. The computer will be mounted with touch screen enhancements at a cost of \$1500.00.

The total equipment cost to outfit the mobile library with wireless access using Meraki MX router at a cost of \$1500, one switch for a cost of \$500 with an aircard with a cost of \$60.00 respectively, and providing access for 7 laptops and one all-in-one desktop which will be used as an online catalog at a cost of \$8000.

b. If applicable, provide equipment/hardware specifications for each equipment/hardware item **and** a vendor quote for equipment/hardware and software that will be purchased. Applications that do not include specifications for equipment/hardware will not be considered for funding.

The mobile library vendor quote is from Mathews Speciality Vehicles in Greensboro, North Carolina. This quote was supplied by Sales Director, Dennis Hoag.

(See Addendum 2 for Bookmobile Specifications)

c. If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.

(See Addendum 3 for Technology/Equipment Specifications)

10. MATCHING FUNDS / LOCAL COMMITMENT

Identify the source(s) of matching funds such as Friends group, foundation, local business, library budget, etc.

Forsyth County Public Library will be the only source of matching funds. Matching funds will come out of the library's budget.

11. ABSTRACT

Clearly and concisely summarize your project in 200 words/1300 characters, or less. Then copy/paste the text into the Application Form and the LSTA Online Signature Page.

Forsyth County Public Library is applying for a Literacy and Lifelong Learning grant to purchase a mobile library that will provide continued services to underserved communities by circulating books and materials to address literacy and emergent literacy needs; and to make technology, computer learning classes and access to technology available to customers to address their diverse needs and to aid in closing the gaps in the digital divide.

ADDENDUM

[1. Bookmobile Specifications.....14](#)
[2. Technology/Equipment Specifications.....22](#)

Addendum 1: Bookmobile Specifications

One (1) 2015 MSV Series 1000-Utilimaster.....**\$96,934.00**

OPTIONAL ITEMS: (please indicate requested options with an "x")

- Delivery and training.....INCLUDED
- ¼ Wrap Graphics Package.....\$3,850.00
- ½ Wrap Graphics Package.....\$4,700.00
- Full Wrap Graphics Package.....\$5,550.00
- One-Step Electric Awning.....\$3,075.00

TERMS AND CONDITIONS:

1. Our detailed proposal does not include taxes, tags or fees.
2. Payment Terms: 20% upon award; 30% upon arrival of the chassis and body; balance upon completion and acceptance
3. This proposal is valid for 30 days.
4. Production time: 210 to 240 days

Customer

Matthews Specialty Vehicles

Name: _____

Name:

Signature: _____



Signature: _____

Title: _____

Title:

Director

Date: _____

Date: February 3, 2015

MSV Series 1000-16

Ford E-450 mobile library

BASIC VEHICLE DIMENSIONS

Width: Interior		89"
	Exterior	96"
Height:	Interior	84"
	Exterior	11'6"
Length:	Interior (Body)	16'
Wheelbase:		176"

CHASSIS SPECIFICATIONS

Ford E-450 Super Duty Cutaway

ALTERNATOR

HD 155 Amp

AXLES/SUSPENSION

Front: Twin I-Beam IFS with computer selected coil springs and stabilizer bar, gas shocks

Rear: Multileaf 2-Stage leaf springs/solid axle, gas shocks

BATTERIES

12V maintenance free

BRAKES

Power 4-Wheel disc anti-lock brakes

CONVENIENCE

Dual Cloth Captain's Chairs

ENGINE

6.8L Triton 20-Valve V10

- Rated Horsepower: 305HP at 4250RPM
- Rated Torque: 420 Lb-Ft @ 3250 RPM
- Fuel: Gasoline

EXHAUST SYSTEM

Stainless Steel

FUEL TANK

55 Gallon, aft of axle

G.V.W.R.

14,500 lbs.

TIRES

LT 225/75/R16E

TRANSMISSION

Torqshift 5-Speed Automatic

WHEELS

16" White steel wheels

BODY SPECIFICATIONS

BUMPER

Ford factory chrome front bumper
8" Tread-plate full step rear bumper

CONSTRUCTION

No MDF or particle board acceptable anywhere in the vehicle to include inner sheeting of plywood or cabinetry.

Floor

3" formed cross members – 16" centers
5" formed channel long sills
¾" plywood flooring

Walls

.040" pre-painted white aluminum exterior sheeting
Side wall Z-posts on 16" centers

Forsyth County Public Library 2015-2016

Roof

Aluminum one-piece roof

Anti-sag roof bows on 16" centers

Roof reinforcement for AC

Fiberglass "aero-cap" installed above cab, attached to body front. This will include cabinet storage accessible from the interior of the vehicle.

DOORS

Two (2) Ford OEM cab doors

One (1) sedan style side entry passenger side door.

Door to be equipped with Parker or equal door closer. Paddle Slam type latches and lock to be provided with an additional deadbolt lock. Stainless steel grab handles to be provided on the interior and exterior of the door.

LIGHTS

Factory standard Ford lighting

STORAGE COMPARTMENTS

Compartments to be installed for storage of generator, batteries, and shoreline.

UNDERCOATING

Floor, skirts and wheelhouses shall be undercoated with asphalt emulsion water-based material or equal.

CONVERSION SPECIFICATIONS

AUXILLARY STEP

An manual operated step will be provided below the entrance door. Steps shall be 30" wide tread area to be positive non-skid surface.

CABINETY - FINISH

All interior cabinetry shall be finished using a UV wood acrylate finish cured with Ultra Violet light – one sealer coat plus one topcoat, both cured to total dry thickness of .8 – 1.0 mil. Finish shall contain 0% formaldehyde content, 0% VOC emissions, and exceed AWI, NKB, and ANSI standards with a 30%-40% reflection level.

CABINETY - CONSTRUCTION

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood. Plywood shall be constructed using cross-grain and long-grain Poplar and Fir core layers, sanded to ensure maximum smoothness.

Interior cabinetry shall be constructed from pre-engineered components produced by a CNC router, with accuracy to design of +/- .0001". Component design files shall be kept by the vendor for a minimum of 15 years to allow for identical field replacement should such become necessary. All

Forsyth County Public Library 2015-2016

cabinet components shall be identified with a UPC bar code and written description to additionally facilitate this requirement.

All exposed edges shall have a 3mm, hardened PVC edgeband applied to ensure durability and superior aesthetical qualities. Banding shall applied using AD-20, EVA Ethylene – Vinylacetate based adhesive and using only machinery

Drawers and cabinets with include flush style positive latches. Desk will include a pencil drawer with marine latch. One drawer in each desk will be lockable. Final layout to be determined upon award of bid. Final design may include one or more built in book drops.

Front Desk: A desk shall be installed at the front of the vehicle. Final design will be decided during pre-construction process.

Closet – One (1) storage closet with brass coat hooks will be constructed according to final floorplan.

SHELVING

MSV aluminum shelving shall be provided. Exact layout to be determined during pre-construction process.

CEILING

Kemlite L-1062 semi-rigid panel of fiberglass reinforced plastic (FRP). Ceiling will be covered with 1/2" Luann grade plywood then covered with .075" FRP panel.

DELIVERY

A trained driver shall deliver vehicle. Representative will train staff on vehicle, bumper to bumper. Staff members shall be trained to operate every component on mobile library and train other staff, if necessary.

ELECTRICAL SYSTEM

AC Electrical System:

Shall be a 120/240 VAC system rated for anticipated conversion load. System shall include a 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers. Circuit breakers shall be sized per component manufacturer's recommendation or to 125% of anticipated load.

System shall be wired using EPM 12 gauge, 3-conductor (12/3), 600V rated, UL approved, multi-stranded boat cable. All wiring shall be color-coded: black = hot, white = neutral and green = ground. Additionally, wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.

Wiring shall be supported on 12" centers with insulated, non-conductive clamps. Wire bundles shall be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure

to high heat. Wiring run in external areas shall be encased and liquid tight conduit to further protect against damage.

Specific number and type of receptacles shall be determined during the pre-construction process.

DC Electrical System:

Shall be a 12VDC, negative ground system rated for anticipated conversion load. System shall include distribution panel(s) using Type 1 automatic reset circuit breakers unless connected component manufacturers specifications require other. All added circuits shall be protected from over current by circuit breakers rated for a minimum of 125% of anticipated load. Circuit breaker functions shall be clearly designated by printed labels. Wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points.

Auxiliary battery system shall include one (1) Interstate Group 31 deep-cycle battery mounted in an exterior compartment (or suitable alternative) and one (1) 65A, three-stage, fully regulated battery charger wired to the generator and/or shore cord. Battery charger must be fully regulated to prevent battery overcharging.

Charging system shall include provisions for automatic and manual battery bank merging to provide redundant battery power for vehicle and generator starting. System shall provide battery isolation during operation periods when the vehicle engine is not running to prevent depletion of both battery systems.

Wiring Requirements:

All high-current battery cabling shall utilize full-length cable runs sized to load; splices are not acceptable. Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

All added wiring for 12VDC load runs shall be AWG 8, 10, 12, and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals shall be insulated with insulation grip, Type II, Class 2, and crimped with tooling recommended by manufacturer.

All added wiring shall be supported on 12" centers and bundles shall be tied with trimmed nylon ties. Entire system shall be installed to modern US automotive standards using best practices available at time of installation. Plastic grommets and/or dielectric sealants shall be used to protect wiring and/or looms where they pass through sheet metal, bulkheads, or structural supports. Convuluted polyethylene tubing shall be used to protect against chafing and abrasion where required. Extreme care shall be exercised to provide for easy serviceability of the system in future years. Extreme care shall be taken to avoid the engine manifold, engine exhaust, muffler, or any high-heat items that may subject the wiring to severe overheating during long periods of operation. These shall be the minimum acceptable wiring standards.

FLOOR COVERING

10- to 20-year commercial grade carpeting. Customer will choose color from manufacturer's selections after award of bid.

GENERATOR

Onan 5.5 kW Gas Generator to be installed. Generator fuel line will be tied into the existing chassis fuel tank.

The generators shall be mounted beneath the vehicle utilizing a "slide-out" mounting frame system with a front access door set. General generator installation shall be in full accordance with manufacturer's recommendations including any air flow restrictions associated with the installation method.

GENERATOR COMPARTMENT

An all-steel compartment will be designed and built to accommodate the required generator. The compartment will be securely tied into body framework to avoid damage to the compartment and the equipment by road vibration and road surface faults. Generator shall have double swing-out doors for ease of access. The doors will have ventilation panels of louvered metal installed as required to move air over and around the generator, away from air inlets, and meeting manufacturer's requirements. The generator compartment must be insulated to maximum possible for elimination of heat, noise, and fumes to the coach area through walls and/or flooring without interfering with necessary airflow. Insulation of foil type will surround all possible areas of the generator compartment. The latches will be locking Southco flush mounted latches, keyed alike.

GENERATOR CONTROLS

Generator start, stop and hour meter shall be located in the front interior of vehicle.

HVAC

Air Conditioning:

One (1) 13,500 BTU roof mounted Coleman air conditioners, 110 volt. Roof section to be reinforced where air conditioner is to be mounted.

Heaters:

Two (2) Electric fan forced air heaters with variable control 1500 watts.

LIGHTING, INTERIOR

Six (6) white LED ceiling mounted lights installed in vehicle.

12-volt entry light mounted at the topside of entry door.

12-volt stepwell light

PAINT AND GRAPHICS

Vehicle comes with factory color base white. Base Graphics package will be installed according to customer Bid specifications (1/4 wrap included). Graphics must be 3M™ Scotchprint™ and installed by a 3M™ Scotchprint™ Graphics Certified installer. Installer must be a member of the United Application Standards Group (UASG). When you choose 3M's matched component products to produce Scotchprint® Graphics, you'll know that every component has been designed, developed, tested and manufactured for superior performance and total compatibility. The result is a range of perfectly balanced products that print, cut and apply consistently. With 3M matched component products you can create graphics that meet your needs, from short-term promotional to long-term durable applications.

SAFETY/SECURITY

- One (1) AudioVox Back-up camera with monitor will be installed (microphone included).
- One (1) back-up alarm
- One (1) 5 lb. fire extinguisher
- One (1) first aid kit
- One (1) set of triangle flares

SHORELINE CORD

Heavy-duty rubber covered 120/240-volt shoreline cord to be provided, 25' minimum length. Transfer switch to prevent simultaneous use of generator and shoreline cord will be located in interior front of vehicle.

WALLS

½" Oak or Maple cabinet grade plywood walls will be installed.

WINDOWS

Emergency escape window will be installed on the rear wall.

Addendum 2: Technology/Equipment Specifications

Description	Quantity	Unit Cost	LSTA\$	Local\$	Total\$
Laptops	5	\$1400.00		\$7000.00	\$7000.00
Ipads	4	\$353.07		\$1412.28	\$1412.28
Printer	1	\$1100.00		\$1100.00	\$1100.00
All In-One Touch Screen	1	\$1500.00		\$1500.00	\$1500.00
Portable Projector	1	\$400.00		\$ 400.00	\$ 400.00

Wireless Mobile				\$10060.00	\$10060.00
<ul style="list-style-type: none"> • Meraki MX router • PC connectivity (8) • Switch • Verizon Aircard 		\$1500	\$8000	\$500.00	\$60.00
Total Equipment Cost					\$21,472.28

All equipment will be acquired through Forsyth County’s Management Information Systems Department (MIS), at costs discounted for government purchasing.

This project will add 5 laptops at a cost of \$1527.85 each, for a total of \$7639.25. These will be Dell Latitude with the current standard configuration specified by MIS. See appendix B4 for details.

The four iPads will be purchased by the Library. The total for four iPads at \$353.07 each will be \$1,412.28. The iPads will be used for training and customers will be able to use for general research and Internet use. The Library is requesting \$200.00 for educational and recreational Apps to be added to the iPads. Please see Appendix B5 for details.

One Hewlett-Packard Officejet 100 mob printer to be used for mobile printing. The printer will be set up through the Meraki MX router, the cost for the printer is \$1100.00.

The Dell OptiPlex 9030 all-in-one will be used as online catalog. The computer will be mounted with touch screen enhancements at a cost of \$1500.00.

The total equipment cost to outfit the mobile library with wireless access using Meraki MX router at a cost of \$1500, one switch for a cost of \$500 with an aircard with a cost of \$60.00 respectively, and providing access for 7 laptops and one all-in-one desktop which will be used as an online catalog at a cost of \$8000. Please see Appendix A6 for details.

**Worksheet B4
Laptops**

Laptop Make:	Dell
Laptop Model:	Latitude 14 5000 Series
Operating System	Windows 7 Professional
CPU	500GB Solid State Hybrid Drive
Memory	4GB DDR3L at 1600MHz
Optical Drive	8X DVD +/-RW
Graphic Card	NVIDA Geforce GT 720M 2GB Graphics

**Worksheet B5
iPads**

Ipad Make:	Apple
iPad Model	Retina Display - 4th Generation
Operating System	Apple iOS 6
CPU	A6X

**Worksheet B6
All-in-one Desktop**

Desktop Computer	Dell OptiPlex 9030 All-in-one
Operating System	Intel Core i5-4590S processor
Memory	8GB (2x4GB) 1600MHz DDR3L
CPU	500GB 5400 rpm SATA

LSTA ONLINE SIGNATURE PAGE, see sample on next page.

The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

Complete and submit the LSTA Online Signature Page. The project manager will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signatures in blue ink, scan and email the signed LSTA Online Signature Page and the Application Form as an attachment to LSTA@ncdcr.gov.

SAMPLE LSTA ONLINE SIGNATURE PAGE

State Library of North Carolina
2015-2016 LSTA Online Signature Page

Print this page, obtain the required signatures in blue ink, scan the PDF and return it with the application as an attachment to LSTA@ncdcr.gov by 2:00 p.m. on February 27, 2015.

Grant Category: _____ Multi-year? _____
Institution/Library: _____
Mailing Address: _____
City: _____ Zip Code: _____
U.S. Congressional District (in which library is located): _____
Library Director, Name: _____
Phone: _____ E-mail: _____
Project Manager, Name: _____
Phone: _____ E-mail: _____

Grant Amount Requested: \$ _____
Matching Funds: \$ _____
Project Total: \$ _____

Project Abstract:

Sample

Certification and Signatures (please sign in blue ink)
We are aware of and agree to comply with all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant application. This application has been authorized by the appropriate authorities of my institution/library.

Printed name of library director	Printed name of local government of institutional authorizing official
Signature of library director	Signature of above official
Date	Date

Rev. Aug. 2014

QUESTIONS?

Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, State Library of North Carolina at 919-807-7423 or raye.oldham@ncdcr.gov.

Section 3, APPLICATION FORM

Using the format below, start the application by copying/pasting this page into a new document and typing responses under each number and heading. Insert the institution/library name in the document header; insert the grant category and page numbers in the document footer. Provide information for #8 in the Budget Table.

INSTITUTION / LIBRARY NAME, year x of y

1. LIBRARY USERS AND NEED

2. INTENDED OUTCOMES

3. PROJECT DESCRIPTION

4. PROJECT PARTNERS, if applicable (others respond with N/A)

5. PROJECT ACTIVITIES

Insert a table.

6. EVALUATION

7. GOALS

8. BUDGET TABLE

Complete the table in the instructions, begin new page, then copy/paste table here.

9. BUDGET NARRATIVE

10. MATCHING FUNDS / LOCAL COMMITMENT

11. ABSTRACT

LITERACY & LIFELONG LEARNING 2015-2016 PROJECT GRANT

1. LIBRARY USERS AND NEED

The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use.

a. Who are the current or future library users this project will benefit?

The Forsyth County Public Library bookmobile currently serves local day care, home care and Headstart programs with books and materials for teachers and preschool children. The bookmobile also provides services at selected communities where there are geographic, transportation, economic, and other barriers to using the Central Library and library branch locations. The bookmobile regularly transports more than 2,500 items, including but not limited to, adult books, children's books, audiobooks, and magazines. Access to these materials impacts over 1000 children and adults monthly. Circulation figures for the bookmobile total 21,297 books and materials, a door count of 6,793 and 536 bookmobile library card users for 2014.

A new mobile library is what we are requesting to replace our current bookmobile in order to continue to serve daycare and home care providers, and those with less access to resources. It will also continue to serve select low income neighborhoods where staff safety is not compromised. We see the need to have updated technology to address the digital divide. Based on statistics, 22% of Forsyth County residents have no Internet connection and other reasons noted in our community survey. In our envisioned new mobile library, our equipment needs would consist of 5 laptops, 4 iPads, 1 portable printer, 1 multi-media projector, and reliable access to the Internet in our mobile library. The mobile library will inherit the existing collection and with the requested technology will enable our library system to provide economical full-services to an otherwise unreached community.

With this new mobile library, the goal will be to reach the following audiences:

- preschool educators and preschool children
- to residents in assisted living facilities,
- residents in transitional housing
- people experiencing homelessness
- users who have limited or no English skills, as well as those with limited access to transportation.

Users will benefit from the expanded resources in print and online via the Internet. They will be able to learn technology skills with the computer classes we will provide on-site, and will be able to utilize our library system's increasing amount of online and digital resources - Live Homework Help, downloadable magazines (Zinio), downloadable music (Freegal), downloadable audiobooks and videos (OverDrive), downloadable e-books, and research databases.

b. Describe how the need for this project was determined and the extent of the current problem(s) for the users?

The current need for the bookmobile is to serve preschool and school aged children and help foster their emergent literacy. The bookmobile continues to be a viable resource that children can depend on, a resource that instills a love for books, helping children discover ways to access information and become lifelong learners. It is flexible and versatile and meets children in their own neighborhoods, thus breaking down any barriers they may face in receiving various library services. For some, the bookmobile is the only educational resource that is available and preschool educators have come to rely on it due to its flexibility. It is available to come to their centers, allowing them access to books and materials they can use for curriculum planning, literature knowledge, and literature trends for their charges.

School aged library customers who live in the urban areas use the bookmobile primarily to access information that is needed for homework and research for their various school endeavors. A number of these children are home alone until their parents return from work each day. A trip to the local library is more than likely out of the question during the week. Current bookmobile schedule visits 15 select neighborhoods a month, for three hour visits each afternoon.

Equipped with technology, the new mobile library will provide services to address the Digital Divide. Mobile libraries will make the most difference in terms of addressing access and equity of service.

In Forsyth County, the survey found that:

- 87 percent of the residents had a computer.
- About 22 percent of county residents had no Internet connection, either because they did not own a computer or because they had a computer but no Internet connection.

(2013 American Community Survey <http://www.census.gov/acs/>)

A survey was provided to residents of the Housing Authority of Winston Salem, the Bethesda Center, the seniors at the Senior Games and the Veterans Helping Veterans organization, and Iglesia El Buen Pastor, that focused on interest in a mobile library that provides access to books and other materials, access to the Internet, and access to Wi-Fi. The survey found that:

- Respondents were asked if they have Internet access in their homes or where they live, and 27 out of 48 responded that they do not have Internet access where they live.
- Respondents were asked if they would utilize a mobile library that had books, computer classes, access to Internet and digital devices. 44 out of 48 responded that they would use the mobile library.

Based on the findings of the EDGE Initiative, the following inadequacies will be addressed with the envisioned mobile library:

- More Spanish computer classes.
- A handicap ramp and computers with assistive technology.
- Regular access to educational and health information, financial literacy information, and access to other online services.

2. INTENDED OUTCOMES

1. Information Access:

The new mobile library will improve users' ability to obtain information resources.

- Forsyth County Public Library wants to provide information access to all Forsyth County residents.
- The mobile library's resources will make print materials, technology use, and Internet access available at various sites to our underserved customers.

2. Lifelong Learning:

The new mobile library will improve users' general knowledge and skills.

- Offering varied learning opportunities conducive to lifelong learning.
- Allow customers to gain needed computer skills.
- Allow for the hands on experience with various digital devices.
- Provide educational resources for English, GED review and other learning opportunities.

3. PROJECT DESCRIPTION

a. Forsyth County Public Library recognizes the Digital Divide in communities that we serve, and would like to apply for a 2014-2015 LSTA grant to purchase a new mobile library with technology to

include digital devices, laptop computers, and reliable wireless service. A mobile library outfitted accordingly will offer our customers increased online learning in this digital age, while still allowing traditional library services.

A technologically outfitted mobile library would be more versatile and flexible and offer an innovative way to provide books, materials, technology and instruction. A mobile library improves development and learning in our most underserved areas. The requested mobile library includes:

- Five laptop computers
- Wireless projector
- One wireless printer
- Four iPads
- OPAC computer
- The vehicle

In summary, the five laptops will be used primarily for computer training and general use, and the wireless projector will be used with computer training. The wireless printer will allow customers to print their documents from the laptops and any mobile device, and the iPads would be used for demonstrations, early literacy programs for young children, and for those who have learning disabilities. The OPAC will allow customers to look up books, place holds and view the library system's and consortium holdings. The vehicle will house all of the equipment, books and materials for services to the targeted community.

The library plans to target users who do not have access to computers by providing computer training and access to the Internet and Wi-Fi on the mobile library. Ten weekly one-hour classes and demonstrations will be provided on topics ranging from job training to research databases and would be designed for up to four children or up to four adults per training session. For those who are in underserved communities, this connection will be empowering and have the potential to change the way people think, make decisions, and structure their lives. The added technology on the mobile library will make it a trusted, viable resource that is versatile, flexible, and visible in our community. With added technology and access, the mobile's customer base will increase by 25 percent and provide sustainability.

New mobile library customers will include select assisted living senior communities, agencies that target homelessness, customers who experience transitional housing and Housing Authority managed apartments, and limited English speakers.

- Seniors in assisted living centers have very little computer training, and also primarily depend on group outings since most do not drive. A mobile library with expanded features for technology will allow staff to take the mobile to assisted living facilities and work with the program directors to plan ongoing computer learning classes at their facilities. The residents would sign up for classes and take classes in the mobile lab while still being able to check out books and other materials if they chose. The vehicle will be handicapped accessible.
- Agencies that house homeless populations would also serve as a targeted audience. An estimated 3194 persons experienced homelessness in Forsyth County at some point in 2011. (Forsyth Futures 2013)
The Bethesda Center day shelter houses approximately 160 men and women during each day. Their day-to-day activities include job training and limited computer classes. As a targeted site, the mobile library would be able to visit the day shelter and provide residents access to books and materials and also include computer classes for learning twice a month, for three hours each visit. The mobile library would visit Green Street Church due to its popular ministry focusing on the homeless. The Library Peer Specialist and Computer Training Bridge staff would coordinate this effort.

- Residents living in transitional housing, in select housing managed by private groups, and in apartment homes managed by the Housing Authority of Winston-Salem would also be targeted for mobile library services. Transitional housing includes family housing for homeless families, Salvation Army, and privately managed apartment complexes, Salem Garden Apartments, and Rolling Hills Apartments. Housing Authority units include Cleveland Avenue homes, Piedmont Park Apartments, and Sunrise Towers. The mobile library will serve both children and parents offering books, other materials for check out, computer open labs for Internet access, and computer classes for research, job hunting and learning.
- Residents who speak limited English in Forsyth County (14%) are also a targeted audience. The mobile library would service El Buen Pastor Latino Community Services, a noted agency in the community that works primarily with Hispanic families twice a month. Mobile home parks and apartment complexes with large numbers of Hispanic residents would benefit from homework help databases, computer classes, ESL databases that are supported by the library's online resources. The library's Hispanic Services Department will coordinate best days and times for visits, and the library's Computer Training Bridge staff will provide actual computer instruction.

b. Why was this solution selected?

The current statistics of those individuals in Forsyth County who do not have access to computers and Wifi, coupled with the fact that our Central Library location is closed until approximately 2018, makes a reliable, updated mobile library an urgent need. The mobile library will expand access to books and other library materials as well as access to Wi-Fi and computer learning during and after Central is back online. Another solution doesn't accomplish this in the same way.

The mobile library is sustainable and a logical choice to continue the library's outreach mission to providing current users, as well as new ones, digital and literacy access.

c. Include how library staff will be trained or prepared to support the project

Forsyth County Public Library already employs two full-time mobile library drivers. These full-time staff members also have experience working in a branch location, take ongoing training for computer applications and databases and ongoing training for collection development. In addition to the drivers, we have a Computer Training Bridge Coordinator on staff responsible for coordinating computer training sessions on the mobile. Currently, the Computer Training Bridge Coordinator trains staff members in new computer software packages and other technology designed applications. The Peer Support Specialist will assist with coordinating training sessions with the homeless populations.

d. Describe how the target audience will be made aware of the project

The first people we will contact are the following agencies: Housing Authority of Winston Salem, Senior Services, Bethesda Center, and Iglesia El Buen Pastor, to help us reach our target audiences. Additionally, various marketing and publicity will be planned in conjunction with PR and library staff. Brochures announcing the mobile library, will be delivered to our targeted audiences. Further, this same information will be available on the library's website and Forsyth County's website. Library staff will attend programs in the community such as community day programs, family literacy programs, area schools, and other select agencies, to promote the new mobile library's enhanced services. The new mobile library will continue the current schedule of visiting sites of the old bookmobile. We will add new sites previously mentioned in our new mobile library schedule.

e. What will happen to the project after the funding period has ended? How will the library sustain the new program/service for library users? How will the library replace/update equipment funded for this project when it ages out?

Forsyth County Public Library 2015-2016

If awarded funding for a new mobile library, Forsyth County is committed to funding this program after the grant concludes. The county already budgets for two full time trained staff to drive and operate the mobile, and already funded library staff will provide computer instruction and coordinate the replacement and repair of software and computer hardware; our county fleet department has an existing budget to provide maintenance, gas, and repairs for the mobile.

4. PROJECT PARTNERS, if applicable (others respond with N/A)

Not Applicable

5. PROJECT ACTIVITIES (2 page maximum)

July 2015	Order mobile library from vendor. Estimated production time is 200-240 days.
-----------	--

Forsyth County Public Library 2015-2016

August 2015 - ongoing	Order,process books and materials. The mobile library will have on board at least 1000 volumes of books, magazines, and CD's. Outreach Services Manager selects books from existing collections, and Technical Services processes them.
August 2015	<p>Prepare mobile library schedule: The mobile library will visit 20 preschool centers during the morning hours (9am-12pm-Mondays-Thursday), on a monthly rotation, visiting the Bethesda Center day shelter and targeted assisted living facilities alternating Friday mornings,(9am-12pm) offering customers access to books, materials and one hour of computer classes and WiFi access.</p> <p>In the afternoons, the mobile library will visit 15 apartment complexes, after school programs, and other locations to provide library services, offer computer classes, and technology demonstrations, and WiFi access to children and adults, visiting each site at least once a month. One hour computer learning sessions will take place each afternoon at scheduled sites (4pm-5pm). The mobile library will participate in two or more community day events to promote library services and to showcase computer access from the mobile library.</p>
September 2015	The Computer Services Supervisor will order the laptop computers and computer hardware. Equipment will include: five laptop computers, one wireless printer, four iPads, one portable projector to be used for computer instruction.
March 2016	Mobile library outfitted for wireless service.
March 2016	The mobile library staff will be trained on how to operate the mobile library, allotting time to familiarize themselves to the vehicle operations and manual, and computer hardware. Outreach Services Manager will train all mobile library drivers by the end of March 2016 and ongoing as needed. Mobile services begin to the community.
March 2016	Forsyth County will promote the new mobile library using the library webpage, newspaper and news media outlets. Promotional materials printed and delivered for distribution and onsite displays. The library Public Relations Director will coordinate announcements and press releases, and Children's Outreach will deliver brochures.
March 2016 - ongoing	The mobile library staff will offer and collect program and computer evaluation tools. After each of the programs, computer learning classes, and select mobile library services, evaluations will be given out and collected from library customers who have attended these programs and benefited from mobile library services. These tools will measure customers' learning and satisfaction with programs and services offered. This will be a combined effort from the Children's Outreach and Computer Training Bridge staff.
May - August 2016	Prepare mobile library for special summer month programming that will include special guests and system-wide programming.

6. EVALUATION

The mobile library will use daily statistics, door counts, computer sign-ups, program evaluations, comment cards, as well as pre and post surveys to document and measure success in meeting program needs and intended outcomes.

- Staff will monitor mobile library registrations made during the first year of mobile library operations. Our goal is between 100 - 200 registered borrowers.
- Staff will monitor door count and recording numbers. Our goal is 50-150.
- Evaluation forms will be given to mobile library customers who take computer learning classes, participate in programs, and other beneficiaries of mobile library services (preschool teachers having access to books and materials etc.) Evaluations will measure:
 1. Customer satisfaction
 2. If computer skills have improved
 3. Programs and services have addressed their needs
- Staff will also count assistive-technology users in the mobile library.
- Staff will also count actual use for Jobs or Careers in the mobile library.

a. OUTPUTS

- Staff will count users during each stop and record numbers for statistics. Our circulation system will show totals of items circulated each month, and in house circulation will be documented by staff. Staff will look at increases in door count numbers and the increase in books and materials circulated to measure the increase of customers utilizing books and materials. A 50% increase in the door count and circulation from the previous year will determine the success of users taking advantage of the mobile library and its books and other resources.
- Staff will use a statistic form to count the number of programs (computer, storytime sessions, school aged, etc.) and the number of attendees for each program. This will also be reflected in monthly statistics. Staff will look at the increase in program attendance to measure the success of program attendance and the mobile library meeting customer needs. A 50% increase in attendance from previous year will determine the success of users participating in programs and being satisfied with programs.
- Computer class instructors will assess participants' technology skills to indicate skill and knowledge level. Instructors will encourage self assessment tools to determine if learning needs have been met.
- Staff will survey library users to indicate if they have benefited from an enhanced library technology infrastructure.
- Testimonials will be collected demonstrating that local community leaders are aware of library technological resources. Staff will count the number of positive feedback to measure the success of the overall program and if services are meeting the needs of customers. If more than 60% of the overall users convey positive feedback about the mobile library, this will determine that the mobile library is effective in community.

b. How will you illustrate whether the project reached or moved toward the intended outcomes? What changes were brought about, in part, as a result of the project in the target audience's behavior, attitudes, skills, knowledge, status or life condition?

Through evaluations and testimonials, the library will be able to show:

- Children's reading behaviors improved with the mobile library visiting their neighborhoods through pre and post surveys.
- Families reading more together, thus improving their attitude on literacy and the importance of reading through observation, conversation and pre and post surveys.

- Senior populations target audience increased knowledge of computers and computer software--improving their skills and having more positive behavior with the concept of computer learning through observation, conversation and pre and post surveys.
- Homeless population target audience increased knowledge of library services, increased knowledge of computers and computer software-- improving their skills and having more positive behavior with the concept of computer learning through observation and pre and post surveys.

7. Library Goals

a. How does the proposed project support your library’s mission and goals?

Forsyth County Public Library’s mission is “Connecting our community to reading, information, and lifelong learning”. A mobile library with the traditional function of providing books and other materials falls directly into the scope of our mission. The added access to computer learning, current technology devices, and Wi-Fi certainly addresses the needs of our community while connecting our users with information and opportunities to network. Having a materials collection to check out, to read, to discover, and having the technological resources they can use, as well as offering computer classes, are lifelong learning opportunities that will be provided by the Mobile Library.

b. How does the proposed project support Goal #3 of North Carolina’s LSTA Five-Year Plan? “North Carolina libraries will equip users for success in life, school, and work through library programs and services that support literacy and lifelong learning.”

This project supports goal 3 of the North Carolina LSTA Five Year Plan in these ways:

- Providing reading materials to an underserved population promotes N.C. libraries’ literacy and learning goals.
- Providing access to information through books, online databases, and Internet sources supports students’ information and research needs.
- Computer classes and hands-on technology use in the Mobile Library equips people with the skills needed in today’s digital environment.
- Computer skills and familiarity with certain applications are requirements for job seekers.
- Self-motivated individuals may seek out library services and enroll in courses, but the Mobile Library targets people who are unaware of the resources available to them.

8. BUDGET TABLE

List all proposed grant and matching expenditures in the table below using the Budget Category Descriptions; add/delete rows as needed.

Category	LSTA \$	Matching \$	Total \$
I. Salaries/wages/benefits	0.00	0.00	0.00
II. Consultant fees	0.00	0.00	0.00
III. Travel	0,00	0.00	0.00
IV. Supplies/materials	0,00	\$5,000.00	\$5,000.00

V. Supplies/Materials/Hardware	0.00	\$21,472.28	\$21,472.28
VI Equipment	\$100,000.00	0.00	\$100,000.00
VII. Services	0.00	0.00	0.00
VIII. Subtotal	\$100,000.00	\$26,472.28	\$126,472.28
IX. Indirect Costs	0.00	0.00	0.00
X. Total	\$100,000.00	\$26,472.28	\$126,472.28
Indirect Cost Rate*			
Total Allowable Indirect Costs			

*Insert N/A if not applicable or if the library chooses not to include Indirect Costs.

Budget Category Descriptions:

I. Salaries/Wages/Benefits

Include all salaries, wages, and benefits paid to staff directly contributing to the project; narrative should include position titles (but not names) and number of FTEs (full time equivalent).

Not applicable

II. Consultant Fees

Not applicable

III. Travel

Not applicable

IV. Supplies and Materials

Include costs for consumable items necessary to carry out the project. Narrative should include descriptions and quantities of supplies/materials, such as print books, ebooks, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, ereaders, etc. with a per item cost under \$5,000. (See Budget Narrative)

V. Supplies/Materials/Hardware

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here; advance, written permission is required before each item is purchased. List each item, plus cost and quantity per item. (See Budget Narrative)

VI. Equipment

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here; advance, written permission is required before each item is purchased. List each item, plus cost and quantity per item. (See Budget Narrative)

VII. Services

List activities to be provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

(See Budget Narrative)

VIII. Subtotal

Multiply the subtotal by the applicable percentage to determine the matching amount.

(See Budget Narrative)

VIII. Indirect Costs

A recent change in the federal regulations requires recipients of federal funds to accept the grant applicant's federally-negotiated Indirect Cost rate; supporting documentation must be provided with the application. If you are unsure whether this applies to your library, consult the regulations below and your organization's grants, finance, and/or legal department to determine how to proceed.

(Not applicable)

9. BUDGET NARRATIVE

- a. Provide a clear explanation of each grant and matching expenditure proposed for your projects; be sure to explain the basis for determining any salaries and show benefits separately from the salary.

Supplies will be provided by the Forsyth County Public Library and represent 2 % of the overall library book budget. This amount will be designated for the collection and will include hardback and paperback titles appropriate for preschool, school age and adult customers. With the average cost of a book being \$14.72 will purchase 300 new titles for the collection.

The computer and technology equipment will be acquired through Forsyth County's Management Information Systems Department (MIS).

This project will add 5 laptops at a cost of \$1527.85 each, for a total of \$7639.25. These will be Dell Latitudes with the current standard configuration specified by MIS.

The four iPads will be purchased by the Library. The total for four iPads at \$353.07 each will be \$1,412.28. The iPads will be used for training and customers will be able to use for general research and Internet use. The Library is requesting \$200.00 for educational and recreational Apps to be added to the iPads. One Hewlett-Packard Officejet 100 cybermobile printer to be used for mobile printing. The printer will be set up through the Meraki MX router, the cost for the printer is \$1100.00.

Forsyth County Public Library 2015-2016

The Dell OptiPlex 9030 all-in-one will be used as the online catalog. The computer will be mounted with touch screen enhancements at a cost of \$1500.00.

The total equipment cost to outfit the mobile library with wireless access using Meraki MX router at a cost of \$1500, one switch for a cost of \$500 with an aircard with a cost of \$60.00 respectively, and providing access for 7 laptops and one all-in-one desktop which will be used as an online catalog at a cost of \$8000.

b. If applicable, provide equipment/hardware specifications for each equipment/hardware item **and** a vendor quote for equipment/hardware and software that will be purchased. Applications that do not include specifications for equipment/hardware will not be considered for funding.

The mobile library vendor quote is from Mathews Speciality Vehicles in Greensboro, North Carolina. This quote was supplied by Sales Director, Dennis Hoag.

(See Addendum 2 for Bookmobile Specifications)

c. If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.

(See Addendum 3 for Technology/Equipment Specifications)

10. MATCHING FUNDS / LOCAL COMMITMENT

Identify the source(s) of matching funds such as Friends group, foundation, local business, library budget, etc.

Forsyth County Public Library will be the only source of matching funds. Matching funds will come out of the library's budget.

11. ABSTRACT

Clearly and concisely summarize your project in 200 words/1300 characters, or less. Then copy/paste the text into the Application Form and the LSTA Online Signature Page.

Forsyth County Public Library is applying for a Literacy and Lifelong Learning grant to purchase a mobile library that will provide continued services to underserved communities by circulating books and materials to address literacy and emergent literacy needs; and to make technology, computer learning classes and access to technology available to customers to address their diverse needs and to aid in closing the gaps in the digital divide.

ADDENDUM

[1. Bookmobile Specifications.....14](#)
[2. Technology/Equipment Specifications.....22](#)

Addendum 1: Bookmobile Specifications

One (1) 2015 MSV Series 1000-Utilimaster.....**\$96,934.00**

OPTIONAL ITEMS: (please indicate requested options with an "x")

- Delivery and training.....INCLUDED
- ¼ Wrap Graphics Package.....\$3,850.00
- ½ Wrap Graphics Package.....\$4,700.00
- Full Wrap Graphics Package.....\$5,550.00
- One-Step Electric Awning.....\$3,075.00

TERMS AND CONDITIONS:

1. Our detailed proposal does not include taxes, tags or fees.
2. Payment Terms: 20% upon award; 30% upon arrival of the chassis and body; balance upon completion and acceptance
3. This proposal is valid for 30 days.
4. Production time: 210 to 240 days

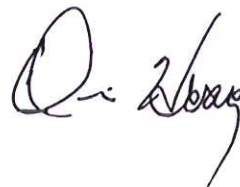
Customer

Matthews Specialty Vehicles

Name: _____

Name:

Signature: _____



Signature: _____

Title: _____

Title:

Director

Date: _____

Date: February 3, 2015

MSV Series 1000-16

Ford E-450 mobile library

BASIC VEHICLE DIMENSIONS

Width: Interior	89"
Exterior	96"
Height: Interior	84"
Exterior	11'6"
Length: Interior (Body)	16'
Wheelbase:	176"

CHASSIS SPECIFICATIONS

Ford E-450 Super Duty Cutaway

ALTERNATOR

HD 155 Amp

AXLES/SUSPENSION

Front: Twin I-Beam IFS with computer selected coil springs and stabilizer bar, gas shocks

Rear: Multileaf 2-Stage leaf springs/solid axle, gas shocks

BATTERIES

12V maintenance free

BRAKES

Power 4-Wheel disc anti-lock brakes

CONVENIENCE

Dual Cloth Captain's Chairs

ENGINE

6.8L Triton 20-Valve V10

- Rated Horsepower: 305HP at 4250RPM
- Rated Torque: 420 Lb-Ft @ 3250 RPM
- Fuel: Gasoline

EXHAUST SYSTEM

Stainless Steel

FUEL TANK

55 Gallon, aft of axle

G.V.W.R.

14,500 lbs.

TIRES

LT 225/75/R16E

TRANSMISSION

Torqshift 5-Speed Automatic

WHEELS

16" White steel wheels

BODY SPECIFICATIONS

BUMPER

Ford factory chrome front bumper
8" Tread-plate full step rear bumper

CONSTRUCTION

No MDF or particle board acceptable anywhere in the vehicle to include inner sheeting of plywood or cabinetry.

Floor

3" formed cross members – 16" centers
5" formed channel long sills
¾" plywood flooring

Walls

.040" pre-painted white aluminum exterior sheeting
Side wall Z-posts on 16" centers

Forsyth County Public Library 2015-2016

Roof

Aluminum one-piece roof

Anti-snag roof bows on 16" centers

Roof reinforcement for AC

Fiberglass "aero-cap" installed above cab, attached to body front. This will include cabinet storage accessible from the interior of the vehicle.

DOORS

Two (2) Ford OEM cab doors

One (1) sedan style side entry passenger side door.

Door to be equipped with Parker or equal door closer. Paddle Slam type latches and lock to be provided with an additional deadbolt lock. Stainless steel grab handles to be provided on the interior and exterior of the door.

LIGHTS

Factory standard Ford lighting

STORAGE COMPARTMENTS

Compartments to be installed for storage of generator, batteries, and shoreline.

UNDERCOATING

Floor, skirts and wheelhouses shall be undercoated with asphalt emulsion water-based material or equal.

CONVERSION SPECIFICATIONS

AUXILLARY STEP

An manual operated step will be provided below the entrance door. Steps shall be 30" wide tread area to be positive non-skid surface.

CABINERY - FINISH

All interior cabinetry shall be finished using a UV wood acrylate finish cured with Ultra Violet light – one sealer coat plus one topcoat, both cured to total dry thickness of .8 – 1.0 mil. Finish shall contain 0% formaldehyde content, 0% VOC emissions, and exceed AWI, NKB, and ANSI standards with a 30%-40% reflection level.

CABINERY - CONSTRUCTION

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood. Plywood shall be constructed using cross-grain and long-grain Poplar and Fir core layers, sanded to ensure maximum smoothness.

Interior cabinetry shall be constructed from pre-engineered components produced by a CNC router, with accuracy to design of +/- .0001". Component design files shall be kept by the vendor for a minimum of 15 years to allow for identical field replacement should such become necessary. All

cabinet components shall be identified with a UPC bar code and written description to additionally facilitate this requirement.

All exposed edges shall have a 3mm, hardened PVC edgeband applied to ensure durability and superior aesthetical qualities. Banding shall applied using AD-20, EVA Ethylene – Vinylacetate based adhesive and using only machinery

Drawers and cabinets with include flush style positive latches. Desk will include a pencil drawer with marine latch. One drawer in each desk will be lockable. Final layout to be determined upon award of bid. Final design may include one or more built in book drops.

Front Desk: A desk shall be installed at the front of the vehicle. Final design will be decided during pre-construction process.

Closet – One (1) storage closet with brass coat hooks will be constructed according to final floorplan.

SHELVING

MSV aluminum shelving shall be provided. Exact layout to be determined during pre-construction process.

CEILING

Kemlite L-1062 semi-rigid panel of fiberglass reinforced plastic (FRP). Ceiling will be covered with 1/2" Luann grade plywood then covered with .075" FRP panel.

DELIVERY

A trained driver shall deliver vehicle. Representative will train staff on vehicle, bumper to bumper. Staff members shall be trained to operate every component on mobile library and train other staff, if necessary.

ELECTRICAL SYSTEM

AC Electrical System:

Shall be a 120/240 VAC system rated for anticipated conversion load. System shall include a 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers. Circuit breakers shall be sized per component manufacturer's recommendation or to 125% of anticipated load.

System shall be wired using EPM 12 gauge, 3-conductor (12/3), 600V rated, UL approved, multi-stranded boat cable. All wiring shall be color-coded: black = hot, white = neutral and green = ground. Additionally, wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.

Wiring shall be supported on 12" centers with insulated, non-conductive clamps. Wire bundles shall be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure

to high heat. Wiring run in external areas shall be encased and liquid tight conduit to further protect against damage.

Specific number and type of receptacles shall be determined during the pre-construction process.

DC Electrical System:

Shall be a 12VDC, negative ground system rated for anticipated conversion load. System shall include distribution panel(s) using Type 1 automatic reset circuit breakers unless connected component manufacturers specifications require other. All added circuits shall be protected from over current by circuit breakers rated for a minimum of 125% of anticipated load. Circuit breaker functions shall be clearly designated by printed labels. Wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points.

Auxiliary battery system shall include one (1) Interstate Group 31 deep-cycle battery mounted in an exterior compartment (or suitable alternative) and one (1) 65A, three-stage, fully regulated battery charger wired to the generator and/or shore cord. Battery charger must be fully regulated to prevent battery overcharging.

Charging system shall include provisions for automatic and manual battery bank merging to provide redundant battery power for vehicle and generator starting. System shall provide battery isolation during operation periods when the vehicle engine is not running to prevent depletion of both battery systems.

Wiring Requirements:

All high-current battery cabling shall utilize full-length cable runs sized to load; splices are not acceptable. Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

All added wiring for 12VDC load runs shall be AWG 8, 10, 12, and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals shall be insulated with insulation grip, Type II, Class 2, and crimped with tooling recommended by manufacturer.

All added wiring shall be supported on 12" centers and bundles shall be tied with trimmed nylon ties. Entire system shall be installed to modern US automotive standards using best practices available at time of installation. Plastic grommets and/or dielectric sealants shall be used to protect wiring and/or looms where they pass through sheet metal, bulkheads, or structural supports. Convuluted polyethylene tubing shall be used to protect against chafing and abrasion where required. Extreme care shall be exercised to provide for easy serviceability of the system in future years. Extreme care shall be taken to avoid the engine manifold, engine exhaust, muffler, or any high-heat items that may subject the wiring to severe overheating during long periods of operation. These shall be the minimum acceptable wiring standards.

FLOOR COVERING

10- to 20-year commercial grade carpeting. Customer will choose color from manufacturer's selections after award of bid.

GENERATOR

Onan 5.5 kW Gas Generator to be installed. Generator fuel line will be tied into the existing chassis fuel tank.

The generators shall be mounted beneath the vehicle utilizing a "slide-out" mounting frame system with a front access door set. General generator installation shall be in full accordance with manufacturer's recommendations including any air flow restrictions associated with the installation method.

GENERATOR COMPARTMENT

An all-steel compartment will be designed and built to accommodate the required generator. The compartment will be securely tied into body framework to avoid damage to the compartment and the equipment by road vibration and road surface faults. Generator shall have double swing-out doors for ease of access. The doors will have ventilation panels of louvered metal installed as required to move air over and around the generator, away from air inlets, and meeting manufacturer's requirements. The generator compartment must be insulated to maximum possible for elimination of heat, noise, and fumes to the coach area through walls and/or flooring without interfering with necessary airflow. Insulation of foil type will surround all possible areas of the generator compartment. The latches will be locking Southco flush mounted latches, keyed alike.

GENERATOR CONTROLS

Generator start, stop and hour meter shall be located in the front interior of vehicle.

HVAC

Air Conditioning:

One (1) 13,500 BTU roof mounted Coleman air conditioners, 110 volt. Roof section to be reinforced where air conditioner is to be mounted.

Heaters:

Two (2) Electric fan forced air heaters with variable control 1500 watts.

LIGHTING, INTERIOR

Six (6) white LED ceiling mounted lights installed in vehicle.

12-volt entry light mounted at the topside of entry door.

12-volt stepwell light

PAINT AND GRAPHICS

Vehicle comes with factory color base white. Base Graphics package will be installed according to customer Bid specifications (1/4 wrap included). Graphics must be 3M™ Scotchprint™ and installed by a 3M™ Scotchprint™ Graphics Certified installer. Installer must be a member of the United Application Standards Group (UASG). When you choose 3M's matched component products to produce Scotchprint® Graphics, you'll know that every component has been designed, developed, tested and manufactured for superior performance and total compatibility. The result is a range of perfectly balanced products that print, cut and apply consistently. With 3M matched component products you can create graphics that meet your needs, from short-term promotional to long-term durable applications.

SAFETY/SECURITY

- One (1) AudioVox Back-up camera with monitor will be installed (microphone included).
- One (1) back-up alarm
- One (1) 5 lb. fire extinguisher
- One (1) first aid kit
- One (1) set of triangle flares

SHORELINE CORD

Heavy-duty rubber covered 120/240-volt shoreline cord to be provided, 25' minimum length. Transfer switch to prevent simultaneous use of generator and shoreline cord will be located in interior front of vehicle.

WALLS

½" Oak or Maple cabinet grade plywood walls will be installed.

WINDOWS

Emergency escape window will be installed on the rear wall.

Addendum 2: Technology/Equipment Specifications

Description	Quantity	Unit Cost	LSTA\$	Local\$	Total\$
Laptops	5	\$1400.00		\$7000.00	\$7000.00
Ipads	4	\$353.07		\$1412.28	\$1412.28
Printer	1	\$1100.00		\$1100.00	\$1100.00
All In-One Touch Screen	1	\$1500.00		\$1500.00	\$1500.00
Portable Projector	1	\$400.00		\$ 400.00	\$ 400.00

Wireless Mobile				\$10060.00	\$10060.00
<ul style="list-style-type: none"> • Meraki MX router • PC connectivity (8) • Switch • Verizon Aircard 		\$1500			
		\$8000			
		\$500.00			
		\$60.00			
Total Equipment Cost					\$21,472.28

All equipment will be acquired through Forsyth County's Management Information Systems Department (MIS), at costs discounted for government purchasing.

This project will add 5 laptops at a cost of \$1527.85 each, for a total of \$7639.25. These will be Dell Latitude with the current standard configuration specified by MIS. See appendix B4 for details.

The four iPads will be purchased by the Library. The total for four iPads at \$353.07 each will be \$1,412.28. The iPads will be used for training and customers will be able to use for general research and Internet use. The Library is requesting \$200.00 for educational and recreational Apps to be added to the iPads. Please see Appendix B5 for details.

One Hewlett-Packard Officejet 100 mob printer to be used for mobile printing. The printer will be set up through the Meraki MX router, the cost for the printer is \$1100.00.

The Dell OptiPlex 9030 all-in-one will be used as online catalog. The computer will be mounted with touch screen enhancements at a cost of \$1500.00.

The total equipment cost to outfit the mobile library with wireless access using Meraki MX router at a cost of \$1500, one switch for a cost of \$500 with an aircard with a cost of \$60.00 respectively, and providing access for 7 laptops and one all-in-one desktop which will be used as an online catalog at a cost of \$8000. Please see Appendix A6 for details.

Worksheet B4 Laptops

Laptop Make:	Dell
Laptop Model:	Latitude 14 5000 Series
Operating System	Windows 7 Professional
CPU	500GB Solid State Hybrid Drive
Memory	4GB DDR3L at 1600MHz
Optical Drive	8X DVD +/-RW
Graphic Card	NVIDA Geforce GT 720M 2GB Graphics

Worksheet B5 iPads

Ipad Make:	Apple
iPad Model	Retina Display - 4th Generation
Operating System	Apple iOS 6
CPU	A6X

**Worksheet B6
All-in-one Desktop**

Desktop Computer	Dell OptiPlex 9030 All-in-one
Operating System	Intel Core i5-4590S processor
Memory	8GB (2x4GB) 1600MHz DDR3L
CPU	500GB 5400 rpm SATA

LSTA ONLINE SIGNATURE PAGE, see sample on next page.

The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

Complete and submit the LSTA Online Signature Page. The project manager will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signatures in blue ink, scan and email the signed LSTA Online Signature Page and the Application Form as an attachment to LSTA@ncdcr.gov.

SAMPLE LSTA ONLINE SIGNATURE PAGE

State Library of North Carolina
2015-2016 LSTA Online Signature Page

Print this page, obtain the required signatures in blue ink, scan the PDF and return it with the application as an attachment to LSTA@ncdcr.gov by 2:00 p.m. on February 27, 2015.

Grant Category: _____ Multi-year? _____
 Institution/Library: _____
 Mailing Address: _____
 City: _____ Zip Code: _____
 U.S. Congressional District (in which library is located): _____
 Library Director, Name: _____
 Phone: _____ E-mail: _____
 Project Manager, Name: _____
 Phone: _____ E-mail: _____

Grant Amount Requested: \$ _____
 Matching Funds: \$ _____
 Project Total: \$ _____

Project Abstract:

Certification and Signatures (please sign in blue ink)
 We are aware of and agree to comply with all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant application. This application has been authorized by the appropriate authorities of my institution/library.

Printed name of library director	Printed name of local government of institutional authorizing official
Signature of library director	Signature of above official
Date	Date

Rev. Aug. 2014

QUESTIONS?

Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, State Library of North Carolina at 919-807-7423 or raye.oldham@ncdcr.gov.

Section 3, APPLICATION FORM

Using the format below, start the application by copying/pasting this page into a new document and typing responses under each number and heading. Insert the institution/library name in the document header; insert the grant category and page numbers in the document footer. Provide information for #8 in the Budget Table.

INSTITUTION / LIBRARY NAME, year x of y

1. LIBRARY USERS AND NEED

2. INTENDED OUTCOMES

3. PROJECT DESCRIPTION

4. PROJECT PARTNERS, if applicable (others respond with N/A)

5. PROJECT ACTIVITIES

Insert a table.

6. EVALUATION

7. GOALS

8. BUDGET TABLE

Complete the table in the instructions, begin new page, then copy/paste table here.

9. BUDGET NARRATIVE

10. MATCHING FUNDS / LOCAL COMMITMENT

11. ABSTRACT