

Grand Traverse Band of Ottawa and Chippewa Indians
IMLS Native American Library Services Enhancement Grant

Abstract

GTB Heritage Library Mission Statement

The Heritage Library will provide a quality atmosphere that supports the interests of the community with audio, visual, and printed materials, technology and programming in a welcoming and respectful way to generate an interest in exploring new subjects and an enjoyment in learning and reading.

The purpose of this project is to enhance the GTB Life Long Learning Department's mission to assist and promote lifelong learning. The project will expand the GTB Heritage Library's services by updating software, purchasing a computer dedicated to the library software, hiring a full-time Librarian, updating the Heritage Library and the three satellite sites "mini library" collections, and to provide educational programming and community outreach.

A full time librarian will benefit our community by implementing new library software, updating our collection through purchasing more books, dvds, magazine and newspaper subscriptions, documenting our library collections and inputting the information in to the new software, and providing educational programming at our main site, the Heritage Library, and at our three satellite sites (mini libraries). The current library hours will also be expanded, to include early evenings and Saturday hours in order to serve more of the community.

The first year of the grant will be dedicated to making sure we obtain the necessary library software to catalog our collections, documenting and labeling our collections, updating the collection at all four sites, and providing updates to the community. The updates to the community will be provided through the GTB Newsletter, GTB Health Fair, the GTB Pow-Wow, promotions at the main site and satellite sites, and the GTB website.

The second year of the grant will focus on keeping the software, the Heritage Library and three satellite sites "mini libraries" operating successfully and begin offering educational programs. Comments will be solicited through library patrons to see what type of programs they would like to see offered and decisions will partly be based on the comments received. Educational programs will be offered in 2-month time periods. A program will be held once a week at the main site, the Heritage Library, and once a month at the satellite office sites or "little libraries". For example, week one, Benzie Site, week two, Charlevoix Site, and week three, Traverse City Site. Offering the programming in 2-month increments will allow the Librarian to evaluate the programs that received the most interest, and assist in making the decision if that particular program was successful or not. It will also allow a rotation of the programs in order to continue to garner interest from the community in the programs being offered through the library.

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Statement of Need

•Briefly describe your community

The Grand Traverse Band of Ottawa and Chippewa Indians (GTB, Grand Traverse Band) became restored as a federally recognized Indian tribe on May 27, 1980 and achieved self-governance status on October 1, 1992. The Grand Traverse Band has a six-county service area located in rural northwest Lower Michigan, which includes Antrim, Benzie, Charlevoix, Grand Traverse, Leelanau, and Manistee Counties. The administrative offices are located in Peshawbestown which falls within Leelanau County, with satellite offices located in Benzie, Charlevoix, and Grand Traverse Counties. All counties in the GTB Service Area are designated as rural by U.S. Department of Agriculture. A map of the service area is attached.

The GTB service area economy is mostly at poverty level standards based on the 2010 US Census. The U.S. Department of Labor reported national unemployment rate of 4.9% (February 2016) whereas the state of Michigan's unemployment rate was 4.9% (February 2016), and the unemployment rate for the GTB six-county service area was on average 6.9% (Antrim 8.4%, Benzie 8.4%, Charlevoix 6.5%, Grand Traverse 4.9%, Leelanau 5.2%, and Manistee 7.8%), which is above the national rate. Tribal members are unemployed, under-employed, or working full-time but with earnings below the poverty line. These individuals are most likely to reside in the tribal housing communities where tribal services are readily available.

The current dropout rate for GTB tribal students is 50%. Based on the newest reports, Native American students in the service area public schools, such as Benzie Central Schools, Charlevoix-Emmet Public Schools, Elk Rapids Schools, Suttons Bay Public Schools, and Traverse City Area Public Schools, are much more likely to drop out of high school than their non-Native peers.¹ The GTB Kitchi Minogining Tribal School is non-public and addresses the educational needs of tribal students so they may graduate.

The 2014 poverty rate for ages 5-17 in the six county service area are Antrim 19.8%, Benzie 17.2%, Charlevoix 17.2%, Grand Traverse 12.4%, Leelanau 13.1% and Manistee 23.8%. The trends in child well-being and poverty were tracked in the 25th Edition of the Kids Count Data Book (2014) by the Annie E. Casey Foundation, and reported upon in the online edition of the Lansing State Journal. The article stated that child poverty rates in the U.S. are on the rise, although the trend in education and health are showing improvements, and stated that "[d]espite some progress being made across racial divides, Latino, African American and Native American groups still suffer more than other ethnic groups."²

The Project will work towards addressing some the community's issues in achieving the intended outcomes of the Project, which includes increased knowledge in computers and an increased interest of children, families and community members in lifelong learning. This project will also support the Grand Traverse Band Tribal Council's goal to preserve Tribal traditions by educating and communicating the rich history of the Grand Traverse Band. The Tribal Council Resolution and Motion which demonstrates their support is attached.

•Describe the current role of the library in the community and the services it provides

The GTB Heritage Library's mission is to provide a quality atmosphere that supports the interests of the community with audio, visual, and printed materials, technology and programming in a welcoming and respectful way to generate an interest in exploring new subjects and an enjoyment in learning and reading. This is the guiding force in determining the services it will provide to the community members. The Project Goal includes updating the GTB Heritage Library's infrastructure and to expand the core library services in the areas of education through community programming and collection development. The GTB Heritage Library serves

¹ MI School Data website:

<https://www.mischooldata.org/DistrictSchoolProfiles/StudentInformation/GraduationDropoutRate2.aspx>

² Child poverty rates on the rise in U.S., Lansing State Journal,

<http://www.lansingstatejournal.com/viewart/20140722/NEWS08/307220009/Child-poverty-rates-rise-U-S->, last visited July 29, 2014.

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the community at large and the GTB Kitchi Minogining Tribal School (Tribal School). The Tribal School is a state recognized non-public school whose primary function is to provide curriculum and instruction for high school students grades 9-12. The School uses state-approved curriculum for issuing high school credit and diplomas which are accepted by public schools and state colleges and universities. The School also offers online Ed-Options, High School/GED courses, tutoring for K-12, high school credit recovery, summer school tutoring, and assistance with resumes, letters, forms and applications.

The Library's collection consists of over 2,000 items in the form of books, journals, media, DVDs, CDs, books on tape, etc. The library continues to collect these materials. There is no official register of patrons in the form of library cards, presently utilizing the honor system by having community members both Native and non-Native to check out the material by a sign-in sheet to track the movement of the Library materials. Approximately 1,190 items are checked out per year, and there is one main computer that currently has the Athena library software that is outdated and not in operation. Unfortunately, we are unable to query through a catalog and continue cataloging of incoming materials for the past four years. There are eight computer stations that are shared between the Library and the Kitchi Minogining School. There is internet and wireless connection on all the computers available but there is no interconnectivity with other public programs. There is WIFI access to all who use the Library that have a portable computing device. The Library has copier and laser printing available. All the computers have 2010 Microsoft Office Professional (i.e., Word, Excel, Access, PowerPoint, and Outlook). The Library staffing currently consists of the Kitchi Minogining Teacher's hours that coincide with the Library's hours of operation; the teachers ensure that the Library is accessible to the community. The Teacher and Indian Education/Program Director are the main individuals responsible for managing the Library. Other support staff for the Library includes the Education Department Manager. Library hours of operation are currently Tuesdays from 8am to 8pm, Thursdays from 8am to 5pm, and Fridays from noon to 4pm; the Project will address the accessibility of the Library for the community outside these hours of operation.

Community programming has been offered at our Library and three satellite offices. The nature of the programming has included: Fall Feast, Make a Fleece Pillow and Sneaky Snacks, Make Your Own Beehive, Quilt Wall Hanging Project, Make Your Own Meal Bundle, Green Christmas, and Building a Community with Manoomin (Wild Rice). Participants included youths and adults, and these programs were conducted by our Tribal School teachers. The Library would like to expand programming by collaborating with community members for storytelling, Tech Talk (How to use Electronic Gadgets), computer classes and various other types of programs and activities. The Library is also used as a meeting room for the community for Sutton Bay Schools Title VI meetings and Anishinaabemowin classes.

•Describe the purpose of the proposed Enhancement Grant project as it relates to a specific need that you have identified

The purpose of the Enhancement Grant project is to work towards the goal of expanding the core library services at the GTB Heritage Library in the areas of education through community programming and collection development. This will be accomplished by updating the Library software and purchasing a computer dedicated to that software, updating the main site, the Heritage Library's collection and installing 3 "little library" collections at the satellite offices, the Charlevoix site, Benzie site, and the Traverse City site, hiring a full-time librarian, and providing community programs. The community programming will include programming for youths and adults at large, and GTB members. The programming will include computer literacy classes from basic to advanced, storytelling that can include history about our Tribe, board game family nights, arts and craft nights for activities such as cornhusk doll making, candle making, family/who we are collages, how to do scrapbook, coloring club, Lego club, a Native Pride Film Fest, and Tech Talk (How to use Electronic Gadgets). Overall, the Library will open the door to literacy and more educational opportunities through programming to help develop potential in children and adults as well as promote family cohesiveness through the activities. Programming will be provided at the main site, the Heritage Library and the three satellite offices that will have

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the “mini libraries”, the Charlevoix site, Benzie site, and Traverse City Site. 2-4 educational programs will be chosen and offered in 2-month time periods. A program will be held once a week at the main site, the Heritage Library, and once a month at the satellite office sites or “little libraries”. For example, week one, Benzie Site, week two, Charlevoix Site, and week three, Traverse City Site. Although we are unable to provide services in each of our 6-county services areas due to lack of satellite offices in all of the counties, by providing outreach to the 3 satellite offices we will be able to reach more of our members to form a more inclusive community.

•Describe the type and results of the assessment

An informal assessment was conducted in the form of a survey that was posted in the December 2012 GTB Newsletter and was also sent out through global email to the GTB government and gaming employees. The following were among the results that will be provided as baseline data:

1. The top three materials expected at the library are Cultural and Arts, Educational, and Material for Children.
2. The top three reasons why they don't use the library are 1) they use a different library, 2) the hours are inconvenient, and 3) they have their own computer.
3. The majority would like to see a FT Librarian (65%).
4. The majority requested Culture and Art Information (92%).
5. The majority would use the library more frequently if it had a website or online accessibility (97%).

The majority of the community members, families and individuals use the library work for GTB or one of its entities. Others that utilize the library stop by and share their library needs with the teacher and/or education staff. These survey results and others who shared their needs gave direction of this Project towards its objective and goals. An assessment through solicited patron comments will be one of the tasks of the Librarian to see what the community wants and an evaluation of the programs will also be completed after the conclusion of each program to determine its overall success. The results will help decide what the Library will offer through services, materials, and various programming.

Following the survey results is the best solution to meet the needs for the community members and Library at this time since it is the most updated survey. The Library is in need of professional improvement and development of community programs. Professional improvement includes reestablishing the use of a Library Management System (LMS), cataloging media and videos, and cataloging Native Americans materials (i.e., books, videos, CDs, DVDs) and other incoming materials. This will help in organizing material and provides a pattern of regular use of material within the Library by community members; in addition, recognize community member's material library needs. In order to sustain the cataloging, the Librarian will provide librarian services training to the Education/Program Director, Education Department Manager, the Kitchi Minogining teacher, and future volunteers. Having a librarian that concentrates on collection development, education and community programming will enhance the current state/base line of the Library in service of the community needs.

This project is not a research proposal.

Project Design

Describe the proposed project's work plan

Project Goal: The overarching goal of the project is to address the Grand Traverse Band Heritage Library mission statement to assist and promote lifelong learning.

Year one of the proposed projects work plan.

Objective 1: To enhance the GTB Heritage Library's core library services by updating the Library software and computer, hiring a full-time librarian, enhancing the current collection, and providing community programs (Months 1-12).

Activity 1.1 – Post and hire a Librarian (Months 1-2).

Activity 1.2 – Purchase library software, library materials such as a label maker, label stickers, laminating materials for library cards, and general office supplies, and designate specific computer(s) dedicated to the

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software. Requests for Proposals will be posted for the library software in accordance with the GTB Bidding Code (Months 2-4).

Activity 1.3 – Librarian will document current collection located at the Heritage Library and at the three satellite offices located in Benzie, Charlevoix, and Traverse City which have “little libraries” (Months 3-5).

Activity 1.4 – Labels will be created for the documented collection materials in order to scan with new library software and collection will be entered into the new library software (Months 5-7).

Activity 1.5 – New collection materials will be purchased for the Heritage Library (1st order) as well as for the 3 satellite sites to enhance the current collections; they will be labeled and entered in to the new library software as they arrive (Months 7-9).

Activity 1.6 – Comments from library patrons will be solicited in order to determine which type of programs they would like to see the Heritage Library and three satellite offices host. These solicited comments will be for the second year of the grant which will focus on educational programming for the communities (Months 7-12).

Activity 1.7 – When each sites upgrade are completed the accomplishments will be posted in the monthly GTB Newsletter, promoted at the GTB Health fair, GTB Pow-Wow, and at each satellite office. The GTB website that describes the Heritage Library will insert a link that will provide information on new library hours, the upgrades completed, the collection list and site location, as well as the programs offered (Months 7-12).

Year two of the proposed projects work plan.

Objective 1: Using comments solicited from library patrons in the first year to determine the types of educational programming they would like to see, the Librarian, Project Director, Department Manager, and Kitchi Minogining Teacher will determine the programs and days/times they will be offered at each site. The Librarian will implement the programs to be offered and also maintain the Heritage Library and the “Little Libraries”. (Months 13-24).

Activity 1.1 – 2-4 educational programs will be chosen and offered in 2-month time periods. A program will be held once a week at the main site, the Heritage Library, and once a month at the satellite office sites or “little libraries”. For example, week one, Benzie Site, week two, Charlevoix Site, and week three, Traverse City Site (Months 13-24).

Activity 1.2 – The second order for new library collection materials will be purchased for the main site, the Heritage Library (Months 13-15).

Activity 1.3 – When the second order of new library collection materials arrive, Librarian will input them in to software, label them accordingly, and submit updated information to the GTB website at the Heritage Library link (Months 15-17).

Activity 1.4 – After each 2-month period for programs, Librarian will solicit comments from participants in order to determine if the programs were successful form their point of view and something they would like to continue in the future (Months 13-24).

Activity 1.5 – When upgrades are completed and the library programs are chosen the details will be posted in the monthly GTB Newsletter, promoted at the GTB Health fair, GTB Pow-Wow, at each satellite office, and through the GTB website link to the Heritage Library (Months 13-24).

•Information about the roles and commitments of partnering organizations, if applicable

Project Staff Roles: Melissa Alberts, Indian Education/Program Director, will serve as Project Director. Five percent (5%) of her time, over the 24-month duration of the project, will be allocated to this project as a donated resource. She will be responsible for grant management and reporting, and coordinating the IMLS Native American Enhancement grant project. Ms. Albert’s resume is attached to this application.

Dawn Shenoskey, Department Manager, will serve as Project Supervisor. Two and a half percent (2.5%) of her time, over the 24-month duration of the project, will be allocated to this project as a donated resource. She will be responsible for supervising the Librarian in the implementation of Project activities. Mrs. Shenoskey’s resume is attached to this application.

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Kelli Barton, Kitchi Minogining Teacher, will serve as support staff for the GTB Heritage Library. Ten percent (10%) of her time is dedicated to maintaining daily open hours for the GTB Heritage Library and Kitchi Minogining School in Peshawbestown, and her time will be allocated to this project as a donated resource. Ms. Barton's resume is attached to this application.

Librarian, TBN, will execute the Project. One hundred percent (100%) of the Librarian's time, over the 24-month duration of the Project, will be allocated to the Project. This position will serve as Librarian under the supervision of the Project Supervisor. The Librarian will work thirty-four (34) hours per week – at a minimum of 5 hours per day – during the evening hours from Tuesday through Friday, and on Saturdays during the day. The Librarian will be responsible for the overall duties of the Library to include: organize, catalogue, track library materials, equipment and facilities for effective use and circulation and implement educational programs. The Librarian's job description is attached to this application as Supportingdoc1.

A full time librarian will benefit our community by providing her expertise related to library software and inputting our collections in correctly, updating the collections at the main site, the Heritage Library, and implementing "little libraries" at the three satellite sites, soliciting information from patrons about what type of programming they would like to see, developing and implementing programs for children and adults, and evaluating the programs after they are completed. The current library hours will also be expanded to include early evening and Saturday hours. The librarian will be responsible in researching and selecting an updated software application that can be utilized at all four sites in order to maintain the integrity of all of our collection materials at each location.

Rationale for using any procedures that deviate from accepted practice and explanation of whether the results would be compatible with other resources that follow existing standards

The Library will promote and provide community programs, such as, monthly community events and interest groups during the expanded Library hours and at the satellite locations. As the GTB service area includes six counties, covering approximately 2,565 square miles, the need to conduct outreach to the outlying counties is essential in providing a valuable connection through the use of community events and interest groups as well as through the use of technological connections.

Library events will be promoted in the monthly GTB Newsletter, while a Library Booth will be present at the GTB Health Fair and the GTB Pow-Wow to disseminate information and to highlight upcoming events. Additionally, an activity designed to raise awareness of the library would be through the introduction of a community project of building, decorating, and planting a "Little Library" at each satellite office. This project will provide an opportunity to advance the library collection with new purchases, to raise awareness of library programs, and to provide a sense of inclusion and ownership to the patrons in that area.

Impact

•Describe the goals that will be established to guide your project to completion

The Heritage Library is located on the GTB reservation, the reservation is designated rural by the USDA. The reservation is located approximately 25 miles from Traverse City, MI, which has the largest library in the area. Transportation to this library is an issue for many residents on the Reservation and many other residents do not have access to computers in their homes. The crucial impact that the updated library services would have on the reservation is that access to staff and unlimited resources that high-speed internet provides which would open more information to tribal members and the population in general. Students working on homework for school projects would be able to visit the library and receive assistance from the librarian. Tribal members and the community at large would have resources at their fingertips in their own backyard. The convenience of a centrally located library that is within walking distance is the major advantage. The overarching goal of the project is to address the Grand Traverse Band Heritage Library mission statement to assist and promote lifelong learning. There are two objectives: the year one objective is to enhance the GTB Heritage Library's core library services by updating the Library software and computer, hiring a full-time

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librarian, enhancing the current collection, and providing community programs; the year two objective is to use comments solicited from library patrons in the first year to determine the types of educational programming they would like to see, the Librarian, Project Director, Department Manager, and Kitchi Minogining Teacher will determine the programs and days/times they will be offered at each site. The Librarian will implement the programs to be offered and also maintain the Heritage Library and the “Little Libraries”. Education will be addressed by providing educational material and educational and fun programming activities. The impact of education will be on youths and adults. Some of the educational materials will be shared during storytelling which will enhance literacy skills and computer literacy activities that will enhance the education of adults as well as children learning Word and Excel and becoming familiar with other office products. Community programming will be for youth and adults, it will include activities to educate about our culture, but also provide activities to be successful within their current situation and promote family activities for family cohesion. The collection development will be done by the Librarian. Further, the Librarian will adjust and expand the hours to the community needs. Little Libraries will be available at three sites. It is expected that a staffed library with updated technology and resources would entice the community into the library. The value of the library continues to grow as a community center for outreach and supporting resource center for the Tribe. The schedule of completion for year one and year two (attached) will guide the project.

•Project results.

Expected outcomes include: increased knowledge in computers, increased interest of children, families and community members in lifelong learning, and an increase in patronage and interest in the Library. In addition, the Library collection will be organized and easier to utilize. This will create community involvement in their lifelong learning and build relationships. Each community program or activity will be evaluated by the librarian and comments will be solicited from the patrons that attend to determine what they thought of the activity or program compared to the librarian’s observation. This will help determine if that particular activity or program should be continued. The Library serves not only the GTB community members, but all other non-Indian members of the community. The community activities of the Project will ensure that all community members alike will be notified of upcoming activities to participate in, and will solicit any suggestions for hours that are convenient. Promotion of the Project will bring awareness of the Library activities and generate interest in participation. The Heritage Library Project Director and Librarian will evaluate the Library enhancement project to ascertain the progress toward the project objectives and to gain feedback from the library patronage. The Project Director and Librarian will track project activities and compare outcomes achieved to the outcomes anticipated and make any modifications on an on-going basis. Evaluation instruments will be utilized to assess the impact of the program and will be developed to specifically measure the anticipated outcomes listed above. A Patron Survey/Comment Card will be used to seek information from patrons about their impressions of the library programs and services, materials, hours, etc. The Librarian will ask each patron to fill out an anonymous short survey/comment card during their visit and deposit it in a box located in the library. Results will be compiled by the librarian in an Excel spreadsheet and reported on at least a quarterly basis. Results will be used to modify programs and services and inform Tribal leadership and IMLS about the project progress.

With regard to monitoring, a tracking sheet will be used to audit the program as a means of determining whether significant program milestones did occur. If deviations occurred, they will be noted and their impact on the program will be stated. A record form will be used to track the number of library activities completed by each patron and to track increases/decreases in the number of materials checked out, the number of participants in programs, and the overall number of library cardholders. Results will be reported to IMLS and Tribal Leadership.

Communications Plan

- Description of the audiences you plan to reach and how you will reach them.

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The Heritage Library is located on the GTB reservation; this project will involve the Leelanau community and the outer lying areas of the GTB six-county service areas. The Project will be promoted for all ages in the community. Library events will be promoted in the monthly GTB Newsletter, while a Library Booth will be present at the GTB Health Fair and the GTB Pow-Wow to disseminate information and to highlight upcoming events and on the GTB Heritage Library website. Additionally, an activity designed to raise awareness of the library would be through the introduction of a community project, building, decorating, and planting a “Little Library”. This project will provide an opportunity to advance the library collection with new purchases, to raise awareness of library programs, and to provide a sense of inclusion and ownership to the patrons in that area.

- Plans for community building and/or audience engagement via discussion, involvement, collaboration, or adoption. The intent of this project is to engage the Community with the programming and share the results of how the library is evolving into a place to learn and exchange information with all community members. In all GTB heritage promotions the staff will give a short survey/comment card for community members to have input in upcoming community programming and seek information on how the library can be more connected in the community. The “Little Library” will be in three communities where staff will also initiate programming for each community.

- Means to measure audience engagement and outcomes will arise through staff assignments and their evaluations as well as through their community outreach, promotion, and dissemination.

- Plans for technical documentation where applicable.

The impact will be evaluated throughout the two year project, by Project Director and Librarian will track project activities and compare outcomes achieved to the outcomes anticipated and make any modifications on an on-going basis. The information will be shared freely on how the project has help involve the community and outsiders including the lessoned learned along the way and the intended results that will continue to evolve with the Heritage Library Enhancement Project and beyond.

Sustainability

Describe how the applicant will continue to support the project, its results, and/or new models that are created beyond the grant period.

The Library Project team will begin implementing plans for ultimate self-sufficiency immediately upon receipt of the grant award. The Grand Traverse Band operates several enterprises, including two casinos. Funds generated from these enterprises support a variety of programs to increase the health and wellbeing of all tribal members. Because these discretionary funds are limited, programs must be able to demonstrate a compelling need. The Project data and evaluation will be used to approach the GTB Tribal Council for their continued financial support of the project in years beyond the grant period. Project staff will consistently work on financial sustainability through monthly reports to Tribal Council including project updates. GTB will continue to engage the community with library community outreach after the grant period with volunteers and the GTB educational program. The GTB Heritage Library results of this Project will be useful in advising other small, rural, Native American libraries. The project staff will continue to monitor the project and its intended outcomes for years after grant completion. The project director and teacher will catalog the material and track material use, as well as the GTB Information Technology Department who will ensure programs; computers and data storage are current including backup of files on the GTB File server. The hours of operation will continue with the Teacher, Education/Program Director, and possibly volunteers. The operations will continue after the grant period with the GTB Education Life Long learning program budgets.

Performance Goals

Describe the intended performance goals and benefits of this project.

The GTB heritage Library will utilize the IMLS agency level goal 1: Learning will ensure the library supports communities of practice and provide inclusive and accessible learning opportunities by improving the

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Library collection organization, provide educational programs/activities for community members (i.e., youth and adults), and provide community programs to meet community needs. This will benefit the project by having an updated Library cataloging. The educational components for community members will benefit youth and adults. The youth will learn community involvement with being at a storytelling and community programming. The adults will learn to be more computer literate in software such as Microsoft Office. The three little libraries will be placed at each GTB satellite office; the little libraries will open reading opportunities to marginalized children and families. The GTB staff with community outreach to area libraries will allow us to provide educational and enrichment programming for larger audiences within our six county service area.

- Performance indicators

The GTB Heritage library staff will be dedicated to using the IMLS agency level goal 1: Learning the heritage library staff will measure how effective understanding has changed due to community programming, how increased interest, and evaluate confidence after the programs and training. Library staff will evaluate the programs with a short survey/comment cards to ensure program activities are reaching maximum community involvement.

- Each computer programming and educational workshop will be measured by using a short surveys/comment cards.

A post-program survey form/comment card will be filled out by all program activity participants in order to measure their impressions of the program, their satisfaction; self-reported knowledge gained, and self-reported changes in comfort level.

- What are the project targets for these performance measures? How will you measure success toward these targets? The project targets for computer programming will be based on the activity meaning a activities for youths and adult

GTB heritage library will use best practices for libraries include establishing partnerships and collaborations, improve digital literacy, and remove systemic barriers in the library. The Tribal School has a great partnership and collaboration with the Library, the Tribal School teacher integrates class work with Library resources. The proposed project addresses digital literacy with the computer classes, starting from beginners to those with more advanced knowledge, in order to teach the ability to understand and obtain information through the use of digital technology. Finally, the Library is open to all community members, whether Native or non-Native, and the Project will include all community members in its programming, including those of special needs. This is a tribal tradition, and is seen at all community functions where the community members support one another.

Another best practice is using the Library as a Family Resource Center where books and resources about parenting is on hand, story times to support early literacy, orientations for students in conjunction with the Tribal School, and the School-Library collaboration. This Project will continue the partnership and collaboration with the Library, and also provide parenting information, story times, and other family-oriented activities. Results will be compiled and analyzed by the Librarian after each program whenever possible to help inform on-going program improvements and milestones.

What tangible products will result from this project?

The tangible benefits that the GTB six county service areas will experience will be an increased level of reading and family involvement in the GTB heritage library and the “little library” sites at the satellite offices. The tangible products of the Project will be the installation of the software, cataloging of the Library Collection, the surveys/comment cards with subsequent results. Library programming will help the community gain increased knowledge in computers, increased interest of children, families and community members in lifelong learning, and an increase in patronage and interest in the Library. In addition, the Library collection will be organized and utilized more easily. This will create more involvement in their lifelong learning and build stronger family and community relationships.

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SCHEDULE OF COMPLETION (Year One)

Date:	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep
Month:	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1.1												
Activity 1.2												
Activity 1.3												
Activity 1.4												
Activity 1.5												
Activity 1.6												
Activity 1.7												

GOAL: *The overarching goal of the project is to address the Grand Traverse Band Heritage Library mission statement to assist and promote lifelong learning.*

Objective 1: To enhance the GTB Heritage Library's core library services by updating the Library software and computer, hiring a full-time librarian, enhancing the current collection, and providing community programs (Months 1-12).

Activity 1.1 – Post and hire a Librarian (Months 1-2).

Activity 1.2 – Purchase library software, library materials such as a label maker, label stickers, laminating materials for library cards, and general office supplies, and designate specific computer(s) dedicated to the software. Requests for Proposals will be posted for the library software in accordance with the GTB Bidding Code (Months 2-4).

Activity 1.3 – Librarian will document current collection located at the Heritage Library and at the three satellite offices located in Benzie, Charlevoix, and Traverse City which have “little libraries” (Months 3-5).

Activity 1.4 – Labels will be created for the documented collection materials in order to scan with new library software and collection will be entered into the new library software (Months 5-7).

Activity 1.5 – New collection materials will be purchased for the Heritage Library (1st order) as well as for the 3 satellite sites to enhance the current collections; they will be labeled and entered in to the new library software as they arrive (Months 7-9).

Activity 1.6 – Comments from library patrons will be solicited in order to determine which type of programs they would like to see the Heritage Library and three satellite offices host. These solicited comments will be for the second year of the grant which will focus on educational programming for the communities (Months 7-12).

Activity 1.7 – When each sites upgrade are completed the accomplishments will be posted in the monthly GTB Newsletter, promoted at the GTB Health fair, GTB Pow-Wow, and at each satellite office. The GTB website that describes the Heritage Library will insert a link that will provide information on new library hours, the upgrades completed, the collection list and site location, as well as the programs offered (Months 7-12).

Grand Traverse Band of Ottawa and Chippewa Indians
FY17 IMLS Native American Library Services Enhancement Grant

SCHEDULE OF COMPLETION (Year Two)

Date:	18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep
Month:	13	14	15	16	17	18	19	20	21	22	23	24
Activity 1.1												
Activity 1.2												
Activity 1.3												
Activity 1.4												
Activity 1.5												

GOAL: *The overarching goal of the project is to address the Grand Traverse Band Heritage Library mission statement to assist and promote lifelong learning.*

Objective 1: Using comments solicited from library patrons in the first year to determine the types of educational programming they would like to see, the Librarian, Project Director, Department Manager, and Kitchi Minogining Teacher will determine the programs and days/times they will be offered at each site. The Librarian will implement the programs to be offered and also maintain the Heritage Library and the “Little Libraries”. (Months 13-24).

Activity 1.1 – 2-4 educational programs will be chosen and offered in 2-month time periods. A program will be held once a week at the main site, the Heritage Library, and once a month at the satellite office sites or “little libraries”. For example, week one, Benzie Site, week two, Charlevoix Site, and week three, Traverse City Site (Months 13-24).

Activity 1.2 – The second order for new library collection materials will be purchased for the main site, the Heritage Library (Months 13-15).

Activity 1.3 – When the second order of new library collection materials arrive, Librarian will input them in to software, label them accordingly, and submit updated information to the GTB website at the Heritage Library link (Months 15-17).

Activity 1.4 – After each 2-month period for programs, Librarian will solicit comments from participants in order to determine if the programs were successful from their point of view and something they would like to continue in the future (Months 13-24).

Activity 1.5 – When upgrades are completed and the library programs are chosen the details will be posted in the monthly GTB Newsletter, promoted at the GTB Health fair, GTB Pow-Wow, at each satellite office, and through the GTB website link to the Heritage Library (Months 13-24).