



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST NOTICE OF INTENT

(revised 12/31/09)

## Board Clerk Use Only

Meeting Date: 8/5/2010  
Agenda Item #: C-1  
Est. Start Time: 9:30 am

**Agenda Title:** Notice of Intent to apply for a Library Services and Technology Act Grant for a D.I.Y. Intern Program-Toolkit for Success.

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

Requested Meeting Date: August 5, 2010 Amount of Time Needed: Not applicable  
Department: Library Division: Department Administration  
Contact(s): Daniel Flanigan  
Phone: 503-988-5431 Ext. 85431 I/O Address: 317/ADM/FIN  
Presenter(s): Consent Agenda

## General Information

### 1. What action are you requesting from the Board?

Request approval to apply for a Library Services and Technology Act grant through the Oregon State Library for a one-year grant "Do It Yourself Intern Program-Toolkit for Success."

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

According to the National Society for Experiential Education, an internship is any carefully monitored work experience in which a student has intentional goals and reflects actively on what he or she is learning throughout the experience. Schools of library and information science routinely offer their students experiential learning opportunities such as internships as a means of introducing students to the realities of the workplace and of fostering a sense of professional identity and values. Students in internship opportunities gain valuable work experience that enhances their employment credentials; a recent survey by the National Association of Colleges and Employers found that 64% of employers say they pay new, permanent, full-time hires with internship experience an average of 9% more than their

inexperienced counterparts. A popular venue for prospective student interns, Multnomah County Library (MCL) struggles to find the time and resources needed to develop and implement a consistent internship or practicum program for college students, a challenge shared by other Oregon libraries. It is especially difficult to find the time to develop position descriptions, an effective training program for interns, and other supporting materials (e.g., assessment tools for program completers, on-the-job supervisors, and faculty). As a result, library staff scramble to customize individual internships or turn away dozens of prospective interns each year. Funding constraints have forced many libraries to explore options to use limited staff more creatively. Public libraries need student interns to assist with the implementation of special projects and services, as well as to provide their permanent staff with a viable introduction to the complex world of managing human resources. An LSTA grant could help develop a coordinated internship program for MCL with selected universities that will also benefit partnering public libraries in the Portland metro area, by creating a toolkit of internship materials (e.g., position descriptions, training materials, and an implementation guide) that other Oregon libraries can customize for use in their local settings.

Program #80010 will be directly impacted by the D.I.Y Intern Program by increasing the opportunity for people to contribute their time and talents to Multnomah County Library in a volunteer capacity.

**3. Explain the fiscal impact (current year and ongoing).**

This is a one year grant for \$50,067. Additionally, there is an in-kind contribution from Multnomah County Library in the amount estimated at \$34,217 and consisting of 240 hours each by MCL employees June Bass, Project Director, and Mike Larsen, Learning Systems.

**4. Explain any legal and/or policy issues involved.**

None

**5. Explain any citizen and/or other government participation that has or will take place.**

There is an anticipated involvement of 96 hours each by six volunteer management advisers from area public libraries.

## ATTACHMENT A

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### Grant Application/Notice of Intent

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**

The Oregon State Library is the granting agency.

- **Specify grant (matching, reporting and other) requirements and goals.**

Local matching support for grant projects funded from LSTA sources is not required by federal or state regulations. However, cash and/or in-kind support is expected as evidence of local commitment to the project objectives. Quarterly project progress and financial status reports are required, with a full report at the end of the project.

- **Explain grant funding detail – is this a one time only or long term commitment?**

This is a one time only grant in the amount of \$50,067 which includes \$48,000 in contractual services for a Volunteer Management Consultant, \$750 for supplies, \$480 for travel/mileage reimbursement and \$837 for indirect charges.

- **What are the estimated filing timelines?**

The full grant proposal is due August 13, 2010.

- **If a grant, what period does the grant cover?**

We expect the grant will begin on February 1, 2011 and end on January 31, 2012.

- **When the grant expires, what are funding plans?**

Once the D.I.Y. Internship Program-Toolkit is in place no additional funding requirements are anticipated.

- **Is 100% of the central and departmental indirect recovered? If not, please explain why.**

Actual indirect charges up to 3% will be covered by the LSTA funds.

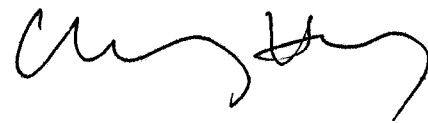
## ATTACHMENT B

### Required Signatures

Elected Official or  
Department/  
Agency Director:



Date: 7-19-2010



7-21-2010

Budget Analyst:

Date: \_\_\_\_\_