



2009 Renew Washington Grants

Final Narrative Report Cover Sheet

Date 9/29/10 Contract # 253-404-3943 Grant # G-4297

Library Tacoma Public Library

Title of Grant Employment Resource Center

Amount Awarded \$35,500

Grant Period

Start Date October 2009 Through August 13, 2010

Reporting Period

Start Date April 1, 2010 Through August 13, 2010

Submitted by Jerome Myers

Signatures Certifying the Final Report

We certify that all of the information contain herein is correct to the best of our knowledge. We certify that 17 of 17 objectives of this grant have been achieved. We certify this report includes an analysis of each objective of this grant and an evaluation of the impact this grant has made on our services. We certify \$ 35,448.08~~2~~ has been claimed and \$ ~~51.92~~ \$51.98 of the amount originally awarded was not used and the reasons are explained in this report.

Signatory _____ Date _____

Fiscal Agent _____ Date _____

Signatory: Defined as the person who would sign the grant contract and whose signature will be a representation that the legal entity submitting this report has authority to enter into the grant contract; and that the signatory has the authority to sign the grant contract on behalf off the legal entity.

Fiscal Agent: Defined as an individual authorized by the Grantee's governing body to obligate it to the financial liabilities and accountable to the Grantees governing body for the integrity of the official accounting system and the financial statements that the system provides.

Submit this form and the Final Narrative Report to:

Anne Yarbrough
Grants Program
Washington State Library
Post Office Box 42460
Olympia, WA 98504-2460

In addition, email electronic copy to:

anne.yarbrough@sos.wa.gov

Final Narrative Report

1. Do you feel this grant has helped you provide better service to your customers?

X	Strongly agree
	Agree
	Neutral
	Disagree
	Strongly disagree

Please explain:

The Education and Job Center (EJC) opened in February and has allowed us to offer patrons dedicated computers and a central location for job and career related resources and information at the Main Library. Because of the grant, we were able to better focus on a much needed area in today's economy.

2. Summarize the project, the situation it was intended to address, and the objectives of the project.

The Tacoma Public Library created an Education and Job Center at the Main Library. In today's economy, many have lost their jobs and are looking for new jobs and some are choosing to explore new careers. In June 2010, Tacoma had an unemployment rate of 9% (Bureau of Labor Statistics) Over the past 2 years we have noticed more and more patrons coming to the library to work on resumes and/or look for resources to help them on their career path. We created the EJC as a place for people to come and find the information they need and provide assistance to them as they explore opportunities.

The EJC resource center provides patrons with specific skills-building resources such as books, periodicals, databases and computers, centrally located in one space. In addition, we offered a speaker series with free workshops in career management, job search skills, resume writing, interviewing skills and dressing for success.

3. Summarize the results of the project, including activities accomplished, and any problems or unexpected outcomes encountered.

The EJC has become a welcome addition to the community. We have been successful in meeting all of our objectives. The space was created in the Main Library and we have created a one-stop shop for all employment related needs. We have 5 dedicated computers specifically providing skills-building programs (i.e.

BrainFuse JobNow and Learning Express Library), resume writing, job hunting and career resources such as information about particular careers.

The space located on the 2nd floor offers the opportunity for patrons to work in a quiet, distraction-free space. It is also adjacent to the reference desk, allowing patrons immediate access to assistance by library staff.

As part of the marketing plan, we promoted the EJC in newspapers, email, radio, TV and on the library's website. In addition, patrons learned about the EJC from library staff. The staff would recommend the EJC to patrons who were in the library looking for job related resources. Library staff also attended job fairs and promoted the EJC as well.

The grant provided us with the opportunity to utilize different methods of marketing the EJC. We were on TV Tacoma's CityLine program discussing the EJC and also ran a radio spot on KPLU-FM as well as local newspaper ads. During the marketing phase of the project, we were surprised to learn that most people learned about the EJC from library staff recommendations, word-of-mouth and from the library website.

4. Quantify, where possible, the results of the project, including how many people have directly used the new services and resources provided by the project.

An analysis of computer usage of the five EJC computers, shows that approximately 974 people used the computers from the end of February to the end of August. Since this was the first time we had dedicated job assistance computers, we are not able to provide a comparison.

Approximately 591 patrons were asked how they heard about the EJC and 90% responded through TPL staff and website publicity.

The EJC Speaker Series were well attended. The library was fortunate to have Robin Ryan and Paul Anderson conduct workshops on timely topics.

5. Did the project meet its stated **objectives**? Compare the project objectives to actual accomplishments.

Overall, the EJC did meet the grant objectives. With dedicated staff and a strong relationship with our partners (Goodwill, City of Tacoma Human Resources and WorkSource), the implementation of the project was very successful.

Working with the IT department, we were able to install software and state-of-art computers. The Collection Development department purchased resource materials for the EJC several times throughout the grant period. This allowed the collection of resources to be current and up-to-date.

The EJC Speaker Series with Robin Ryan and Paul Anderson, respected professionals in the job market field, were well attended. Additional hands-on resume writing, workshops were also popular.

Continuous promotion in the media was instrumental in spreading the word about the EJC to the community.