Adult Literacy at Trent Hills Public Library:
Connecting Offline and Online Learning Project

Request for Proposal

What   Contract for *Adult Literacy at Trent Hills Public Library: Connecting Offline and Online Learning* project (COOL Project)

Seeking Proposals from   Adult Literacy Educators

PROPOSAL DUE   July 17, 2023 at 5:00 pm
Send to Audrey Gardner, Committee Chair, COOL Project
Friends of THPL, audrey.gardner@me.com

Introduction

The project, *Adult Literacy at Trent Hills Public Library: Connecting Offline and Online Learning* (COOL) is managed by the Friends of the Campbellford/Seymour Carnegie Library (Friends of THPL) in partnership with the Trent Hill Public Library (THPL). The Friends of THPL does not do programming directly. Its primary goal is to enhance the resources and services offered by the THPL. The Friends of THPL organizes fundraising events, focuses public attention on the library's resources and services, and represents the mutual interests of the library and the communities it serves. The THPL has three branches: Campbellford, Hastings and Warkworth.

As rural libraries are life-long learning and social engagement hubs, the aim of the COOL project is to build the THPL's capacity to better help adults and seniors to build their basic digital skills and knowledge to be able to use computers and smartphones; and to strengthen their social connections and reading skills through using Hi-Lo chapter books, engaging in book club events and participating in other adult literacy activities offered by the THPL. The COOL project is funded by the Peter Gzowski Foundation for Literacy Grant.

Scope of Project

This is a one-year project (July 2023 to June 2024) and includes the following activities:

- Develop curriculum materials for staff and volunteer training on tutoring and group facilitation on teaching basic digital literacy, and on leading book club/reading groups using Hi-Lo chapter books

- Train staff and volunteers for tutoring 1-to-1 and small groups for basic digital literacy learning and Hi-Lo chapter book club/reading groups

- Provide basic digital literacy tutoring to library members and guests, 1-to-1 and small groups

- Create and facilitate book club/reading groups using Hi-Lo chapter books

- Promote digital literacy learning and book club/reading groups, including digital equipment and Hi-Lo chapter books

The expected outcomes of the project are:
- THPL will have increased capacity to serve adults wanting to gain basic digital skills and knowledge, and/or improve their reading skills
- Increased use of digital devices by adults at library branches
- Increased participation by adults in adult literacy learning events at library branches

Required Contractor Services

The Contractor is required to use adult learning principles and an adult literacy learner-centred approach. Under the direction of the Friends of THPL COOL Project Committee and working in close collaboration with THPL staff and volunteers, the Contractor will take on the lead role in the project to:
- Create and produce curriculum materials for library members and guests and for staff and volunteers
- Provide relevant information for promotional and public communication materials and methods
- Facilitate training to staff and volunteers
- Demonstrate/facilitate tutoring and small group facilitation strategies and approaches

Include in the proposal:
- Detailed workplan and timeline for providing the above deliverables
- Include project milestones in the timeline (see milestones below)
- Outline a method for information collection for the expected project outcomes (see benchmarks below)
- Payment dates & amounts

The budget for the Contract is $12,000. which includes travel costs, HST and any other expenses incurred by the Contractor.

Project Milestones
By end of month four (Oct 31, 2023)
- Curriculum developed for digital literacy learning and tutor training initiated
- Promotion materials and methods developed and implemented for Hi-Lo chapter books, book club/reading group & digital literacy learning
- Recruitment for Hi-Lo book club/reading group planned

By end of month eight (Feb 28, 2024)
- Continue promotions of Hi-Lo chapter books, book club/reading group & digital literacy learning
- Tutor training implemented with library staff and volunteers for 1-to-1 & small group facilitation
- Digital literacy tutoring implemented (1-to-1 and small groups)
- Recruitment for book club/reading group implemented and book club started
- Hi-Lo chapter books being used by community members

By end of month twelve (June 30, 2024)
- Tutor training ongoing
- Digital literacy tutoring continuing (1-to-1 and small groups)
- Book club/reading group continuing
- Project evaluation (see project outcomes benchmarks below)

Benchmarks for expected project outcomes
- Number of staff and volunteer hours providing digital literacy learning and book club/reading group facilitation
- Number of loans of hi-lo chapter books
- Number of requests to use computers and other digital device equipment
- Number of participants in 1-to-1 and group digital literacy learning events
- Number of participants in Hi-Lo chapter book club/reading group events
- Feedback from participants, staff and volunteers on changes from engaging in the COOL project (confidence, knowledge, capacity)

Submit proposal to
Audrey Gardner, Committee Chair, COOL Project, Friends of THPL, audrey.gardner@me.com

Due Date
July 17, 2023 at 5:00 pm

Questions
Email Audrey Gardner, audrey.gardner@me.com

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