

WIAB 12-10

DATE: May 12, 2011

TO: ALL WIA YOUTH PROVIDERS *gmu*

FROM: Susan Simmons, Workforce Operations Manager
Workforce Development

SUBJECT: Summer Youth Work Experience Project with Idaho Commission for Libraries

The Idaho Commission for Libraries (ICFL) has partnered with Idaho's WIA program to support a 2011 IYC Summer Youth Work Experience Project. ICFL has set aside \$50,000 to support 50% of Work Experience wages, ICFL's \$50,000 will be matched with WIA State 15% funds to provide wage support *only* for this IYC Summer Youth Work Experience Project. This partnership with ICFL will provide worksites across the state at any of the specified 55 libraries (see attached).

Regular WIA Youth funds must be used to support ongoing case management staffing and any other costs, such as supportive services. *Therefore, only individuals enrolled in the regular WIA Youth Program are eligible to participate in this summer work experience project.*

Youth participants will help tutor patrons in "digital literacy", basic computer skills, Windows based programs, and internet usage (email, social networking, search engines and internet safety) through a variety of resources.

As WIA Youth case managers review current WIA Youth participants' interests and appropriateness for this summer employment opportunity, please reference the attached list of libraries to identify an appropriate library location. Case managers or interested Youth can contact the library of their choice for further details regarding the job opening, hours available, etc., and can contact the library directly to set up an interview with the supervisor.

Attached please find the complete job description provided by the ICFL, parent permission form as well as a complete list of participating library sites and their contact information.

Instructions for Enrollment

Youth must be enrolled in both the regular WIA Youth Program and in the State 15% IYC Summer Work Experience Project. As enrollments in this project occur, please post obligations for both program year 2010 and 2011.

Codes for dual-enrollment in the State 15% IYC Summer Work Experience Project:

TITLE: STATE 15%, TITLE S
PROJECT CODE: IDAHO COMMISSION FOR LIBRARIES SUMMER YOUTH, CODE 838
ACTIVITY CODE: SUMMER RELATED-Work Experience (Youth), CODE 53

As Youth complete the interview process and are hired by a library, please notify Ben Phillips to ensure set aside of the matching funds for each Youth and library worksite.

Please contact Ben Phillips at 332-3570, ext. 3398 or any of the Grants Management staff if you have any questions.

Description of Duties from Idaho Commission for Libraries BTOP project:

- Age requirement: 18 or older are preferred, however you can place appropriate youth down to the age of 16 into the work experience by having parents sign a Children's Internet Protection Act (CIPA) parent permission form.
- IYC Summer Work Experience may begin anytime after June 1st, and must be completed when school resumes, no later than September 30th.
- Some libraries are open only part-time hours, and in this case the job will only be a part-time job. Other libraries are open more than 40 hours a week. In this case, there may be two Youth Corp members assigned to that library, perhaps part-time. There are some libraries where a bi-lingual (Spanish/English) Youth Corp member would be especially helpful.
- WIA Youth Corps working this summer in public libraries involved in the "online @ your library" project will be assigned to the public library in their area. They will work with library visitors using the libraries new public access computers -- helping users get on-line, tutoring users, one-on-one on basic digital literacy. Each Youth Corp member will complete an on-line training to be a Digital Literacy Tutor, and will use on-line training materials as they tutor. The training begins with a series of lessons designed to inform tutors of essential project skills: accessing the digital literacy training on-line, getting learners started, being respectful and adaptive to a wide variety of learners, and logging time for project monitoring. The digital literacy training for library patrons covers: basic computer skills like using the mouse, keyboarding, and understanding how to use Windows operating systems. Additionally, learners will see how to access and make the most of the Internet, including email, social networking, search, and Internet safety. Content presented is self-paced and adapts to the learner's digital literacy skills and preferred language (English or Spanish).
- Youth Corp members will also be helping students (grades 3-9) sign up for the Apangea Summer Splash Math online program -- helping them with log-in and guiding them to the web site.
- When not busy digital tutoring, helping other library patrons with computers, or working with students on Math Splash, the Youth Corp member will be available to the library director for "other duties as assigned." These duties might range from shelving books, helping with the summer reading program for young children, to helping with library maintenance.

PARENTAL CONSENT FORM – PUBLIC LIBRARY INTERNET USE

I understand and agree that the _____ (Public Library) is not responsible for the contents of the Internet. I recognize that restricting access to all controversial materials is impossible for the Public Library, and I will not hold the Public Library or its personnel responsible for materials accessed on the Internet, either by the above named child, or by other patrons in the presence of the above named child.

I _____ permit my child _____
Print Parent's/ Guardian's Name Child's Name

who is under the age of 18 to use the Public Library computers. I indemnify and hold the Public Library District harmless from any and all liability for injury to my child arising out of his or her use of the Public Library computers.

Parent or Legal Guardian Signature

Date

libr	City	librdir	email	phone	physical address	mailing address (if different)	zip	Scheduled date for New bandwidth	Special info from library	Work hours	Start date	End date	T-shirt size
Aberdeen Public Library	Aberdeen	Stephanie Adamson	aberdeenlib@gmail.com	(208) 397-4427	76 E Central	PO Box 207	83210	3/28/11					
Ashton Public Library	Ashton	Kathy Henderson	ashlib@ida.net	(208) 652-7280	925 Main		83420	6/1/11					
Community Library Network & Athol	Athol	John Hartung	jhartung@cin.kcl.org	(208) 772-5612	30399 3rd	PO Box 70	83801	4/1/11					
West Bonner Library District - Blanchard	Blanchard	Katie Crill	westbonnerlibrary@priestriver.com	(208) 448-2207	412 Railroad Ave	PO Box 27	83804	5/1/11					
Boundary County Library	Ferry	Sandy Ashworth	bcl@turbonet.com	(208) 267-3750	6370 Kootenai St.	PO Box Y	83805	4/15/11					
Bruneau Valley District Library	Bruneau	Clara Morris	bruneau_library@yahoo.com	(208) 845-2131	32073 Ruth Street	PO Box 253	83604	1/18/11	Don't think we will need the help.				
Buhl Public Library	Buhl	Cynthia Toppen	libinbuhl@hotmail.com	(208) 543-6500	215 Broadway Ave N.		83316	4/17/11					
Burley Public Library	Burley	Julie Woodford	library@bplibrary.org	(208) 878-7708	1300 Miller Ave		83318	3/16/11					
Caldwell Public Library	Caldwell	Elaine Leppert	caldwelldirector@fiberpipe.net	(208) 459-3242	1010 Dearborn St		83605	3/31/11					
Little Wood River District Library	Carey	Mary Bowman	irishmaybell@yahoo.com	(208) 823-4510	16 Panther Avenue	PO Box 218	83320	5/1/12					
Cascade Public Library	Cascade	Robin Mayfield	casclib@frontiernet.net	(208) 382-4757	105 N. Front St.	PO Box 10	83611	7/1/11					
Clarkia Free Library District	Clarkia	Karen Anderson	clarkialibrary@yahoo.com	(208) 245-3807	377 Poplar Street	PO Box 1126	83812	9/1/11					
Craigmont Community Branch Library	Craigmont	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	112 W. Main		83523	7/1/11					
Culdesac Community Library	Culdesac	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	714 Main St.		83524	3/1/12					
Clark County District Library	Dubois	Kelly Phillips	clarkcolib10@gmail.com	(208) 374-5267	160 W. Main	PO Box 67	83423	5/1/11	Requested bilingual				
Camas County Public Library	Fairfield	Marilyn Ballard	camaslibrary@rtci.net	(208) 764-2553	607 Soldier Road	PO Box 292	83327	5/1/11					
Tri Community Library	Fernwood	Margaret Benson	readers@cpcinternet.com	(208) 245-4883	46 Isaacson	PO Box 157	83830	7/1/11					
Garden City Public Library	Garden City	Lisa Zeiter	lzeiter@gardencitylibrary.org	(208) 472-2941	6015 Glenwood Street		83714	2/1/11					
Garden Valley District Library	Valley	Kathy Smith	gardenvalleylibrary@frontier.net	(208) 462-3317	85 Old Crouch Rd		83622	7/1/11					
Eastern Owyhee County Library	Grand View	Kathy Chick	eolibrary@yahoo.com	(208) 834-2785	520 Boise Ave.	PO Box 100	83624	3/24/11					
Grangeville Centennial Library	Grangeville	Eddie Lustig	elustig@grangeville.us	(208) 983-0951	215 W. North St.		83530	7/1/11					
Community Library Network @ Harrison	Harrison	John Hartung	jhartung@cin.kcl.org	(208) 772-5612	111 S. Coeur d'Alene	PO Box 169	83833	7/1/11					
Island Park Library	Island Park	Kathy Henderson	ashlib@ida.net	(208) 652-7280	4377 County Circle , Macks Inn		83433	5/1/12					
Kamiah Community Library	Kamiah	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	505 Main		83536	7/1/11					
Kellogg Public Library	Kellogg	Debra Gibler	kellogglibrary@usamedia.tv	(208) 786-7231	16 West Market		83837	4/1/11					
Kooskia Community Library	Kooskia	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	26 S. Main		83539	2/1/11					
Lapwai Community Library	Lapwai	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	103 N Main St.		83540	6/1/11					
Leadore Community Library	Leadore	Jeri Ann Beyeler	leadorelibrary@centurytel.net	(208) 768-2640	202 S. Railroad 3453 East 480 North	PO Box 106	83464	2/1/11					
Lewisville Public Library	Lewisville	Darlene Selman	lewisvillelibrary@live.com	(208) 754-8608	320 Capitol Ave.	PO Box 158	83431	7/1/11					
Mackay Free Library District	Mackay	Shirley Olsen	library@atcnet.net	(208) 588-3333	111 Third Ave W.	PO Box 355	83251	7/1/11					
Lizard Butte District Library	Marsing	Janna Streibel	lizardbuttelibrary@yahoo.com	(208) 896-4690	790 N. 10th East	PO Box 60	83639	7/1/11					
Mountain Home Public Library	Home	Luise House	lhouse@mountain-home.us	(208) 530-2051	117 Hunter St		83647	7/1/11					
Mullan Public Library	Mullan	Tamara Lindroos	mplib@mctvusa.tv	(208) 744-1220		PO Box 479	83846	4/30/11					

Nampa Public Library	Nampa	Mark Rose	mark@nampalibrary.org	(208) 465-2263	101 11th Avenue South		83651	3/28/11					
Nezperce Community Library	Nezperce	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	602 4th Ave		83543	7/1/11					
Oakley District Library	Oakley	Pamela Jenks	oaklib@pmt.org	(208) 862-3434	185 E. Main St.		83346	3/15/11	Don't think we will need the help.				
Clearwater Memorial Public Library	Orofino	Ellen Tomlinson	etom@orofino-id.com	(208) 476-3411	402 Michigan Ave.	PO Box 471	83544	7/1/11					
Peck Community Library	Peck	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	217 N Main		83545	3/1/12					
Community Library Network @ Pinehurst	Pinehurst	John Hartung	jhartung@cin.kcl.org	(208) 772-5612	107 Main	PO Box 634	83850	7/1/11					
Larsen-Sant Public Library	Preston	Clotee Dahle	larsensantlib@plmw.com	(208) 852-0175	109 South 1st East		83263	4/1/11					
Priest Lake Public Library	Priest Lake	Jody Pettit	plplibrary@hotmail.com	(208) 443-2454	28769 N. Hwy 57		83856	7/1/11					
West Bonner Library District - Priest River	Priest River	Katie Crill	westbonnerlibrary@priestriver.org	(208) 448-2207	118 Main St.		83856	7/1/11					
Community Library Network @ Rathdrum	Rathdrum	John Hartung	jhartung@cin.kcl.org	(208) 772-5612	16780 W. Hwy 41	PO Box 7	83858	4/1/11					
DeMary Memorial Public Library	Rupert	Sharon Kimber	demary@pmt.org	(208) 436-9719	417 7th Street		83350	7/1/11					
Sandpoint Branch	Sandpoint	Gina A. Emory	ann@ebcl.lib.id.us	(208) 263-6930	1407 Cedar St.		83864	4/29/11					
Community Library Network @ Spirit Lake	Spirit Lake	John Hartung	jhartung@cin.kcl.org	(208) 772-5612	32575 N. 5th	PO Box 186	83869	4/1/11					
St. Anthony Public Library	St. Anthony	Kathy Henderson	ashlib@ida.net	(208) 652-7280	420 N. Bridge Suite E		83445	6/1/11					
St. Maries Public Library	St. Maries	Leslee Adams	smlibrary@smgazette.com	(208) 245-3732	822 College Ave		83861	6/1/11					
Stanley Community Library	Stanley	Jane Somerville	stanlib@ruralnetwork.net	(208) 774-2470	33 Ace of Diamond	PO Box 230	83278	4/1/11					
Ada Community Library - Star Branch	Star	Mary De Walt	mdewalt@adalib.org	(208) 362-0181	10706 W. State, Ste. D		83669	5/9/11					
Tensed-Desmet Library	Tensed	Leann Daman	tensedlibrary@imbris.com	(208) 274-2922	315 C Street	PO Box 28	83870	9/1/11					
Twin Falls Public Library	Twin Falls	Susan L. Ash	sash@lib.tfid.org	(208) 733-2964	201 4th Ave. E.		83301	7/1/11					
Clearwater County Free Library District - Weippe Branch	Weippe	Terri Summerfield	weippelibrary@weippe.com	(208) 435-4058	204 Wood St.	PO Box 435	83553	7/1/11					
Wilder Public Library District	Wilder	Susan Waldemer	wpl@cableone.net	(208) 482-7880	207 A Avenue East	PO Box 128	83676	6/1/11					
Winchester Community Library	Winchester	Claudia Jones	cjones.riv@valnet.org	(208) 843-7254	314 Nezperce St.		83555	7/1/11					