



Date: October 27, 2017

To: AEBG Consortium

From: Brent Field, Research Librarian SBPL

RE: Request to revise Digital Literacy Hub program budget

Categories	Approved	Proposed
1000 Certificated	0	0
2000 Classified	0	0
3000 Benefits	0	0
4000 Supplies	12,800	<b>2,500</b>
5000 Consultants	17,544.06	<b>27,844.06</b>
6000 Capital Outlay	6,532	6532

#### 4000 Supplies & Materials

The approved amount included \$6,700 for the Learning Express database, and \$3,600 for ACT WorkKeys licenses and Curriculum software, for a total of \$10,300. Having served 33 library patrons in 153 individual assessment and training sessions over the last three months, we have observed that there is no training demand for either Learning Express or ACT software. We have used freely available computer training programs on the internet to assist our patrons, primarily [gcflearnfree.org](http://gcflearnfree.org). Most importantly, our patrons benefit from the one-to-one interaction with our library technicians. Therefore, we would like to move the \$10,300 from category Supplies to the Consultants category.

#### 5000 Consultants

In May 2017 we hired 2 library technicians for 6 months to staff the program for 34 hours per week. At present we have allocated 70% of the \$17,544 budgeted amount, and we anticipate allocating all \$17,544 by middle December 2017. Increasing this category budget by \$10,300 would allow us to extend the program, i.e. offer the unemployed computer skills training, through March 2018.