

DECISION BRIEF

GALWAY PUBLIC LIBRARY | BOARD OF TRUSTEES

Galway Digital Connections

A practical digital literacy, technology access, safety, and education initiative

BOARD DECISION REQUESTED

Authorize Galway Public Library to continue developing and submit a Digital Inclusion Grant application for up to \$75,000.

The opportunity

Galway Public Library is considering a Digital Inclusion Grant application with a potential request of up to \$75,000. The funding would support practical technology education, access to useful tools, individual assistance, and community learning opportunities for people who may otherwise be left behind as everyday services move online.

Why Galway Public Library is a strong fit

- Galway serves a rural community where distance, limited transportation, cost, connectivity, and uneven access to devices can make technology support harder to obtain.
- The Library is a trusted, welcoming place where residents can ask questions without feeling rushed, embarrassed, or pressured to purchase a product or service.
- Older adults, families, job seekers, students, small organizations, and local residents increasingly need help completing everyday digital tasks safely and confidently.
- The Library can connect technology learning with local interests, including family history, community stories, creative projects, education, employment, and access to public services.

The proposed program

Galway Digital Connections would offer a flexible mix of small-group classes, drop-in help, scheduled one-to-one assistance, and guided community projects. Programming would be practical, paced for beginners, and adjusted as resident needs become clearer.

Learn

Short classes focused on real tasks residents want to complete.

Practice

Patient, guided time to build skill and confidence.

Create

Digital storytelling and community-history projects with local value.

Stay safe

Clear instruction on scams, privacy, misinformation, and responsible use.

PROGRAM OVERVIEW

Who it would serve and what it could offer

Priority audiences

- Older adults who want patient help with devices, accounts, communication, telehealth access, and online services
- Rural residents with limited access to technology training, current devices, or dependable assistance
- Job seekers, caregivers, parents, students, veterans, and residents managing essential services online
- Small community organizations, volunteers, and local history partners that need basic digital communication and storytelling skills
- Residents who are curious about newer technology but want a safe, understandable place to begin

Examples of practical programs and assistance

Everyday devices

Smartphone, tablet, laptop, email, passwords, printing, scanning, cloud storage, video calls, and accessibility settings.

Online life

Telehealth portals, government services, online forms, calendars, digital payments, job searches, and reliable information finding.

Safety and judgment

Scam recognition, privacy, account security, misinformation, deepfakes, source checking, and protecting personal information.

Communication and creativity

Social media basics, creating a YouTube channel, simple websites, photos, video, and digital storytelling.

Community history

Modern digital literacy

← Word Galway_Public_Library_Digital_Inclusion_Board_Packet_Edi...

A staffing model designed to protect staff time

Grant funding would be used to bring in qualified instructors, facilitators, and program support. The intent is to expand service without placing the full burden of planning, teaching, troubleshooting, registration, and follow-up on current Library staff.

- A grant-funded coordinator or lead instructor could prepare lessons, schedule presenters, maintain materials, and track participation.
- Additional instructors or trained support could handle classes, drop-in hours, individual appointments, and specialized topics.
- Library staff would provide direction, coordinate use of Library space and systems, and remain informed, but would not be expected to become the primary technology trainers.

PLANNING FRAMEWORK

Budget, responsibilities, outcomes, and requested action

Proposed budget categories

The final budget would be developed with the Library Director and adjusted to the grant rules. A request of up to \$75,000 could include the following categories:

CATEGORY	POSSIBLE USES
Instruction and coordination	Lead instructor, guest instructors, drop-in assistance, curriculum preparation, scheduling, and participant follow-up
Equipment and access	Laptops, tablets, video or audio equipment, digitization tools, accessories, secure storage, and lending or in-Library use
Software and subscriptions	Learning, design, communication, productivity, security, accessibility, and digital-storytelling tools
Outreach and advertising	Local promotion, printed materials, community notices, program signage, and targeted outreach to residents who are harder to reach
Program support	Supplies, accessibility needs, partner or presenter costs, and reasonable participant supports permitted by the grant
Evaluation and administration	Outcome tracking, required reporting, financial administration, and other allowable costs

Expected community benefits

- Greater confidence completing everyday digital tasks and using online services
- Safer technology use and stronger awareness of scams, privacy risks, misinformation, and deepfakes
- More equitable access to devices, current tools, instruction, and patient local support
- Stronger community connections through digital storytelling, local history, and intergenerational learning
- A clearer understanding of what residents need, giving the Library a sound basis for future programming

Basic outcomes to measure

The program could track classes and help sessions offered, attendance and repeat participation, skills or tasks completed, changes in participant confidence, satisfaction, use of equipment and resources, and referrals to additional help. Demographic information would be limited, voluntary, and collected only when useful or required.

Expected Library responsibilities

The Library would provide governance and financial oversight, approve the final program and budget, designate a staff liaison, coordinate space and scheduling, follow procurement and grant requirements, support appropriate outreach, and complete required reporting. Youth participation and publication of community stories would follow Library procedures for supervision, consent, and permissions.

REQUESTED ACTION

Approve moving forward with the application, authorize the Library Director to finalize and submit it, and permit reasonable revisions that remain within the grant purpose and do not create an unapproved financial obligation.

BUDGET OVERVIEW

Preliminary Planning Budget

Galway Digital Connections | Potential grant request up to \$75,000

PURPOSE OF THIS BUDGET

← Word Galway_Public_Library_Digital_Inclusion_Board_Packet_Edi...

Recommended allocation

CATEGORY	WHAT IT COULD SUPPORT	AMOUNT	SHARE
Instruction and program coordination	Lead instructor, guest instructors, drop-in help, lesson preparation, scheduling, and participant follow-up	\$28,000	37%
Equipment and technology access	Laptops, tablets, video and audio equipment, digitization tools, accessories, secure storage, and Library-based or lending access	\$22,000	29%
Software subscriptions and digital resources	Learning, design, productivity, security, accessibility, communication, and digital-storytelling tools	\$8,000	11%
Community outreach and advertising	Local advertising, printed materials, community notices, program signage, and targeted outreach	\$5,000	7%
Program materials and accessibility support	Class materials, presenter or partner costs, adaptive accessories, and other allowable participant support	\$7,000	9%
Evaluation reporting and grant administration	Outcome tracking, financial administration, required reports, and documentation	\$5,000	7%
TOTAL POTENTIAL REQUEST		\$75,000	100%

Why this balance is recommended

The largest share supports people, not just purchases. Qualified instructors and coordination are necessary if the Library wants to offer dependable classes and individual help without shifting the full workload to current staff. Equipment is the second-largest category so residents can learn with current, useful tools. The remaining funds support access, outreach, safety, accessibility, and accountable grant management.

QUALIFICATIONS

Mark Kalinkewicz

Proposed program planning, instruction, and community outreach support

COMMUNITY CONNECTION

A longtime Galway educator and community volunteer with experience in teaching, technology, digital storytelling, program leadership, and grant development.

Education and leadership

- Retired after 33 years as a Galway Central School District physical education teacher
- Served 10 years as Department Head
- Master's degree in Educational Administration, University at Albany
- Completed BOCES Teacher Leader training
- Galway Preservation Society Board member with a strong interest in local history, community stories, and public service

Technology and digital storytelling experience

- Helped introduce and use emerging educational technology in Galway, from early video equipment and camcorders to computers and video editing
- Helped establish Galway's GTV school television program
- Experience developing visual stories, community-history projects, presentations, websites, and practical technology-learning ideas
- Comfortable explaining technology in clear language and adapting instruction for different ages, backgrounds, and confidence levels

Recent professional learning

Completed training related to responsible technology use, AI in education, digital safety, and grant development through organizations and platforms including:

Responsible technology

- Google, Microsoft, Common Sense/ChatGPT, MagicSchool, and University of Arizona
- Certifications & learning experiences

Grant development

Grant Seeking Essentials through NonprofitReady, plus continued work developing community and educational grant concepts

← Word Galway_Public_Library_Digital_Inclusion_Board_Packet_Edi...

- Ability to help design classes around real resident needs, including older-adult support, digital safety, creative communication, and local history
- A commitment to practical, responsible instruction that keeps newer tools, including AI, in proper perspective

Proposed role: Assist with program design, curriculum development, instruction, outreach, and grant-supported coordination as approved by the Library. Any paid role, scope of work, and compensation would be established through the Library's normal approval and contracting procedures and the final grant budget.

PROPOSED BOARD ACTION

Resolution Authorizing a Digital Inclusion Grant Application

Galway Public Library Board of Trustees

PURPOSE

To authorize continued development and submission of an application for the proposed Galway Digital Connections program.

Proposed resolution

WHEREAS, Galway Public Library seeks to expand practical digital literacy, technology access, online safety education, and technology assistance for residents of Galway and the surrounding rural community; and

WHEREAS, the proposed Galway Digital Connections program would place particular emphasis on residents who face barriers related to cost, distance, transportation, connectivity, access to current devices, or limited confidence using technology; and

WHEREAS, the Library is considering a Digital Inclusion Grant application for an amount up to \$75,000 to support qualified instructors and program coordination, equipment, software and subscriptions, outreach, program materials, accessibility, evaluation, and other allowable costs; and

WHEREAS, grant-funded instructors and support are intended to expand the Library's capacity while limiting additional workload for current Library staff;

NOW, THEREFORE, BE IT RESOLVED, that the Galway Public Library Board of Trustees authorizes the Library Director to continue developing, finalize, and submit a Digital Inclusion Grant application for the Galway Digital Connections program in an amount up to \$75,000; and

BE IT FURTHER RESOLVED, that the Library Director may make reasonable revisions to the program description and proposed budget as needed to meet grant requirements, provided that such revisions remain consistent with the purpose described above and do not create an unapproved financial obligation for the Library.

Short-form motion

"I move that the Galway Public Library Board of Trustees authorize the Library Director to continue developing, finalize, and submit a Digital Inclusion Grant application for the Galway Digital Connections program in an amount up to \$75,000, with authority to make reasonable revisions required by the grant, provided no unapproved financial obligation is created."

Moved by: _____

Seconded by: _____

Vote: _____

Date: _____



Check out Acrobat's new home in your browser