

KPLD receives \$26,000 grant!

Secretary of State Jessie White has announced that 41 public libraries and community college learning resource centers will share in a nearly \$1 million grant awarded to the Illinois State Library to enhance broadband computer access to citizens across Illinois. We are pleased to announce that Kewanee Public Library District is one of the recipients!

Kewanee Public Library District applied for the "Eliminate the Digital Divide Program Grant" which is being awarded by the Illinois Department of Commerce & Economic Opportunity (DCEO). This grant will provide equipment, training and services for broadband delivered education, employment and reading services to the unemployed, children, seniors, minorities, persons with disabilities and others.

KPLD chose to focus on the unemployed population and is offering classes to help those unemployed gain employment. Beginning May 31st, KPLD began offering 8 week sessions on becoming more employable. Classes will be offered daily Monday-Thursday at different times trying to reach as many people as possible. Class size is limited to 8 participants per class time and registration is required. Participants will have the opportunity to reserve a laptop for in-house use outside of regularly scheduled class times or may schedule additional one-on-one time with library staff.



Kewanee Public Library District

Hours

Memorial Day - Labor Day

Monday	9am - 7pm
Tuesday	9am - 7pm
Wednesday	9am - 7pm
Thursday	9am - 7pm
Friday	9am - 6pm
Saturday	9am - 1pm
Sunday	Closed



To Sign-Up

Call Information Services

309.856.8475 or E-mail

reference@kewaneeibrary.org

One on One Help is available

with 24 hours notice

"Eliminate the Digital Divide Program Grant" was awarded to the Illinois State Library by the Illinois Department of Commerce & Economic Opportunity (DCEO).

Kewanee Public Library District Presents: Bridging the Digital Divide Grant, Getting back into the workforce!

Class Times

Monday 9:30am-12:30pm

Tuesday 2-5pm

Wednesday 11am-2pm

Thursday 3:30-6:30pm

Class times will include instruction time and free time. You can attend all classes or pick & choose. Registration is required!

Basic Skills for the Job Seeker



Week 1: Orientation to basic computer skills:

- Internet use & setting up email with a professional address
- Create email name that is appropriate
- Create folders, save files in your folder or thumb drive

Week 2: Basic Word and Typing Tutor:

- Learning to type or typing faster
- Learn basic Word document skills

Week 3: How to file for unemployment: your responsibility to qualify each week:

- Keeping a job search log
- Documenting job hunting expenses
- Searching for jobs online
- Be aware of fraudulent job offers

Week 4: Writing a resume:

- What to include and what not to
- Business cards
- Cover letters
- Thank you letters
- Getting your credentials in order

Week 5: Job Searches online & hitting the street:

- Networking
- Looking for grants
- Going back to school, upgrade skills or start new career choice
- Employment agencies-who pays the fees

Week 6: Interview preparation: putting your best foot forward:

- Me in 30 seconds, me in 90 seconds
- Know when interview is over
- Dressing appropriately
- Body language
- Accepting job offer, negotiating salary



Week 7: Excel:

- Creating a basic spreadsheet
- Working with formulas
- Learning the functions of Excel

Week 8: Database searching for starting your own business:

- Create business plan
- How will customers find your product
- How will you finance & preparing financial statements
- Obtaining a business license & tax ID

Classes begin Sept 6th & will repeat every 8 weeks.

Week 1 class schedule: Session 1 Sep 6-9, Session 2 Oct 31-Nov 4, Session 3 Dec 27-30, Session 4 Feb 20-24, Session 5 Apr 16-20.

Week 2 class schedule: Session 1 Sep 12-16, Session 2 Nov 7-11, Session 3 Jan 3-6, Session 4 Feb 27-Mar 2, Session 5, Apr 23-27.

Week 3 class schedule: Session 1 Sep 19-23, Session 2 Nov 14-18, Session 3 Jan 9-13, Session 4 Mar 5-9, Session 5 Apr 30-May 4.

Week 4 class schedule: Session 1 Sep 26-30, Session 2 Nov 21-23, Session 3 Jan 16-20, Session 4 Mar 12-16, Session 5 May 7-11.

Week 5 class schedule: Session 1 Oct 3-7, Session 2 Nov 28-Dec 2, Session 3 Jan 23-27, Session 4 Mar 19-23, Session 5 May 14-18.

Week 6 class schedule: Session 1 Oct 10-14 Session 2 Dec 5-9, Session 3 Jan 30-Feb 3, Session 4 Mar 26-30, Session 5 May 21-25.

Week 7 class schedule: Session 1 Oct 17-21, Session 2 Dec 12-16, Session 3 Feb 6-10, Session 4 Apr 2-6 Session 5 May 29-Jun 1.

Week 8 class schedule: Session 1 Oct 24-28, Session 2 Dec 19-23, Session 3 Feb 13-17, Session 4 Apr 9-13, Session 5 Jun 4-8.

