

The Libri Foundation

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Dear Applicant:

Thank you for your interest in The Libri Foundation and its BOOKS FOR CHILDREN program.

The Libri Foundation is a nationwide non-profit organization which donates new, quality, hardcover children's books to small, rural public libraries throughout the United States. Since October 1990, the Foundation has donated over \$3 million worth of new children's books to more than 2,200 libraries in 48 states, including Alaska and Hawaii.

The Foundation works with the library's Friends of the Library or other local groups because we believe in community involvement and want to encourage and reward local support of libraries. The Foundation will match any amount of money raised by your local sponsors from \$50 to \$350 on a 2-to-1 ratio. Thus, your library could receive up to \$1,050 worth of new children's books (about 70 books). Local sponsors have five months (or longer, if necessary) after their library has been selected as a participant in the BOOKS FOR CHILDREN program to raise the matching funds.

Libraries are qualified on an individual basis. In general, county libraries should serve a population under 16,000 and town libraries should serve a population under 10,000 (usually under 5,000). Libraries should be in a rural area, have a limited operating budget, and an active children's department.

Please note: Rural is usually considered to be at least 30 miles from a city with a population over 40,000. It is therefore imperative that Question B in Section III be answered correctly. ****Incorrectly answering this question may accidentally disqualify your library**.**

Applications are accepted from independent libraries as well as libraries which are part of a county, regional, or cooperative library system. A school library may apply only if it also serves as the public library (i.e. it is open to the everyone in the community, has some summer hours, and there is no public library in town).

A branch library may apply if the community it is in meets the definition of rural. If the branch library receives its funding from its parent institution, then the parent institution's total operating budget, not just the branch library's total operating budget, must meet the budget guidelines. Please note: Town libraries with total operating budgets over \$150,000 and county libraries with total operating budgets over \$350,000 are rarely given grants.

BOOKS FOR CHILDREN grant recipients that have fulfilled all grant requirements, including the final report, may apply for another grant three years after the receipt of their previous grant. Grant

recipients that do not fulfill all the grant requirements, including the final report, are not eligible for another grant.

The Foundation offers grants three times a year. Applicants are encouraged to return their completed application forms as soon as possible. The application deadlines are: (postmarked by) January 15th, April 15th and August 15th.

Your completed, signed application form MUST be mailed to the Foundation. DO NOT email or fax your application. Return your application form with all the pages stapled together.

Grants are awarded January 31st, April 30th and August 31st. Qualifying libraries that do not receive a grant during one grant cycle will be reconsidered for a grant during the next grant cycle.

The librarian of each library participating in the BOOKS FOR CHILDREN program selects the books her library will receive from a booklist provided by the Foundation. The 700-plus fiction and nonfiction titles on the booklist reflect the very best of children's literature published in the last three years. These titles have been judged as outstanding or highly recommended by recognized authorities in the library and education fields. The booklist also includes a selection of classic children's titles.

For ease of use, the booklist is divided into two groups, based on recommended age and grade levels. Group 1 books are for young listeners and beginning readers (birth to age 7, preschool to grade 2). Group 2 books are for middle and intermediate readers (ages 8 to 12, grades 3 to 6). Please note: The booklist is for the sole use of participants in the Foundation's BOOKS FOR CHILDREN program.

The Foundation provides bookplates for all books received through the BOOKS FOR CHILDREN program. The bookplates state the books are a donation of the Friends of the Library, or other local sponsors, and The Libri Foundation. The Friends or local sponsors are listed first on the bookplate. If all of the library's matching funds were received "in honor of" or "in memory of" an individual, then the bookplates can be inscribed to honor that person.

If you have any questions about The Libri Foundation, its BOOKS FOR CHILDREN program, or the grant application, please don't hesitate to contact me. Normal office hours are: Monday-Friday, 10 a.m. to 4 p.m., Pacific Time.

Sincerely,
Barbara J. McKillip
President

PS: We respectfully request that you do not electronically share the attached application form.
Thank You.

The Libri Foundation

Books for Children Program Grant Application Form

Please answer the following questions. If additional space is needed, use the back of the form or attach additional sheets. Do not rewrite the form. Please return form with all pages stapled together. Forms may be typed or handwritten.

I. APPLICANT:

Name of Library: _____

Street Address: _____ PO Box: _____

City: _____ State: _____ Zip: _____

Shipping Address (if different): _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Library Phone: () _____ and/or Contact Phone: () _____

Library Fax: () _____ E-mail: _____

Previous BOOKS FOR CHILDREN grant recipient? Yes___ No___ If yes, what year? _____

II. TYPE OF LIBRARY:

A. Please circle the number which BEST describes your library:

1. City, town, township, or village library
2. Branch of a city, town, township, or village library - Name of main library? _____
3. County library
4. Branch of a county library - Name of main library? _____
5. Combination town & public school library
6. Tribal library. Tribal affiliation? _____
7. Other. Please explain _____

B. Does the library have any branches or bookmobiles? Yes___ No___ If yes, how many?___

C. Is your library a member of a regional or cooperative system? Yes___ No___ If yes,

1. What is the name of the system? _____
2. Are the libraries in the system governed jointly or separately? _____
3. How much funding does your library receive from the system? _____
4. What services does the system provide to your library? _____

III. AREA SERVED:

- A. For what geographic area is your library the primary library?

Name of Area: _____

Population of Area: _____

Population of the town in which the library is located: _____

In what county/parish/borough is the library located? _____

- B. What is the nearest city with a population of at least 40,000 people? _____

How many miles is the library from this city? _____

- C. Is there an institution of higher education in the library's district? Yes ___ No ___

Name of the institution: _____

- D. What are the area's primary industries? (Agriculture, fishing, forestry, mining, tourism, etc.)

IV. CIRCULATION/PROGRAMMING:

- A. How many hours per week is your library open? _____

Please list the library's hours: _____

- B. How many hours per week are your branches open? _____

- C. Approximately how many patrons come into the library each week? _____

- D. Approximately how many of these patrons are children age 12 and under? _____

- E. What is the average number of books checked out each week? _____

- F. Approximately how many of these books are children's books? _____

- G. What type and how many hours of children's programming does the library offer?

Programming can include storytelling, puppet shows, summer reading programs, service to day care centers, craft activities, etc. Please be as detailed as possible.

V. BUDGET INFORMATION: Please provide the following information for the applicant's most recently completed fiscal year. If your library is a branch library and receives its funding from the parent institution: 1) answer the questions first with your library's budget and 2) in parentheses, include the parent institution's budget. Any funds listed in Part II, Section C, question 3 must be included as part of your total annual budget.

A. Total annual budget (ALL expenditures, inc. salaries): _____

B. Total annual book budget (reference, adult, YA, children): _____

C. How many paid employees does the library have? _____

D. How many paid employees have an MLS, MLIS, or equivalent? _____

E. How is the library funded?

F. Has the library suffered any budget cuts in the last three years? Please explain.

VI. LOCAL FUND RAISING: The library's local sponsor(s) may raise between \$50 and \$350, which will be matched 2-to-1 by The Libri Foundation. The Foundation will only match funds raised by a local sponsor. It will not match funds taken from the existing library budget.

A. Who will be the library's local sponsor(s)? Note: The local sponsor may be a formal group such as the Friends of the Library or a service organization, or it may be an informal group of library supporters.

B. How much money does the sponsor(s) plan to raise? (Must be between \$50-\$350) _____

Important Note: The Foundation will not match more than \$350.

C. How does the sponsor(s) plan to raise the matching funds? Please be as specific as possible.

VII. **NEEDS ASSESSMENT:** Please explain why the library needs the Foundation's assistance to acquire new children's books.

VIII. **PUBLICIZING THE NEW BOOKS:** Describe how the library plans to publicize and promote its new children's books. Note: Libraries are strongly encouraged to celebrate their new books by hosting a special event, such as an open house or a special story hour.

IX. **BOOK SELECTION:** Please list the book reviewing sources the staff consults when selecting children's books.

X. **REPORT:** All grant recipients are required to write a one-page report, in the form of a letter, within eight weeks of receiving the new books. The letter should include general information about the library and the community it serves as well as specific information relating to the **BOOKS FOR CHILDREN** grant on topics such as how the local funds were raised, how the books will be used, and the impact the new books had on the library (ex: new patrons, increased community awareness, increased circulation). Copies of newspaper articles and other publicity items about the grant should be attached to the report.

Do you agree to provide this report within eight weeks of receiving the new books? Yes___ No___

Signature of Authorizing Official:_____

Print Name:_____

Title:_____ Date:_____

Questions should be directed to:

Barbara J. McKillip, President
The Libri Foundation
PO Box 10246
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Hours: Mon.-Fri: 10-4 PACIFIC TIME

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Web site: <http://www.librifoundation.org>

Completed application forms must be mailed to The Libri Foundation. Faxed or emailed applications will not be considered for a grant.