

RESOLUTION 2010 - 103

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, ON BEHALF OF THE ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM, TO SUBMIT AN APPLICATION, AND ANY ASSOCIATED PAPERWORK, FOR A LIBRARY GRANT, IN THE AMOUNT OF \$2,596.00 FROM THE LOIS LENSKI COVEY FOUNDATION.**

WHEREAS, the St. Johns County Board of County Commissioners, on behalf of the St. Johns County Public Library System is applying for a Lois Lenski Covey Foundation Grant; and

WHEREAS, the Foundation Grant funds will assist St. Johns County in providing library services to the young readers of St. Johns County.

WHEREAS, the County has reviewed the terms, provisions, conditions, and requirements of the Lois Lenski Covey Foundation Grant; and

WHEREAS, the County has determined that accepting the terms of the Agreement, and entering into said Agreement will serve the interests of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby authorizes the County Administrator, or designee, on behalf of the St. Johns County Public Library System, to submit an application and any associated paperwork for a library grant, in the amount of \$2,596.00, from the Lois Lenski Covey Foundation.

Section 3. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 4th day of May, 2010.

**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

By: \_\_\_\_\_

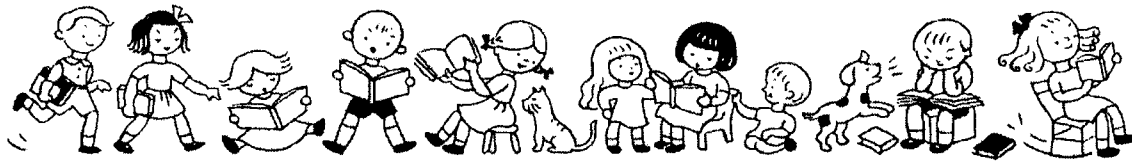
**Ron Sanchez, Chairman**

**ATTEST:** Cheryl Strickland, Clerk

By: \_\_\_\_\_

**Deputy Clerk**

**RENDITION DATE** 5/6/10



# THE LOIS LENSKI COVEY FOUNDATION, INC.

## 2010 GRANT APPLICATION

– for funding the purchase of children’s books –

Deadline: 15 June 2010

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Lois Lenski, children’s book author and 1946 Newbery medalist for *Strawberry Girl*, had a life-long concern that all children have access to good books. In pursuit of this goal she established a foundation to provide grants to agencies serving disadvantaged populations.

The Lois Lenski Covey Foundation, Inc. annually awards grants for purchasing books published for young people preschool through grade 12. Public libraries, school libraries, and 501(c)(3) agencies are eligible. The Foundation provides grants to libraries or organizations that serve economically or socially at-risk children, have limited book budgets, and demonstrate real need. Grants for 2010 will range from \$500 to \$3000 and are specifically for book purchases rather than administrative or operational uses.

More details regarding the grant program can be found on page 2. Only 2010 application forms will be considered. Complete pages 3-6 of this application and return to:

**The Lois Lenski Covey Foundation, Inc.**

**P. O. Box 255366**

**Sacramento, CA 95865**

All applications must be postmarked by 15 June 2010. Only hardcopy (paper) applications will be accepted. Applications sent via electronic media will not be accepted.

Grants will be awarded on or before 15 December 2010. Organizations receiving grants will be notified by mail. A list of those libraries will be posted by 21 December in the “News” section of the Foundation web site, <http://www.loislenskicovey.org/2.html>. No written notification will be sent to those organizations that were not awarded grants. Grant awardees will be asked to return a brief questionnaire and to provide documentation of grant spending.

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Questions regarding the Foundation or its grants may be addressed to:

Michael Covey

The Lois Lenski Covey Foundation, Inc.

P. O. Box 255366

Sacramento, CA 95865

Alternatively, questions may be sent by email to: [michael.covey@loislenskicovey.org](mailto:michael.covey@loislenskicovey.org)

If you would like acknowledgement of receipt of your application, enclose a stamped, self-addressed post card with your application. Write the following in the message panel: “This acknowledges receipt of my application for a 2010 Lois Lenski Covey Foundation grant.” Please allow 4 weeks for us to return your post card.

## **The Program**

The Lois Lenski Covey Foundation, Inc. annually awards grants for purchasing books published for young people preschool through grade 12. Grants for 2010 will range from \$500 to \$3000. The grants are specifically for children's book purchases, and are not for administrative or operational uses.

The LLCF library grant program provides grants for public libraries, school libraries, and charitable organizations [501(c)(3)] that have lending libraries where young people up to age 18 may check out books to read or to use for gathering information. We will also consider applications from non-profit abuse centers, rehab centers, detention centers, etc., as long as a lending library is actively maintained on the premises. Only libraries or organizations within the United States, its territories, or commonwealths are eligible.

The Foundation gives to libraries or organizations that serve economically or socially at-risk children, have limited book budgets, and demonstrate real need.

The library grant program provides grants for purchasing children's books. The books may be fiction or non-fiction. The library grant program DOES NOT provide grants for book-donation programs, classroom collections, atlases, dictionaries, basal readers or similar texts, workbooks or similar instructional tools, or for textbooks or encyclopedias.

Grant applications for audio books will be considered only in the cases of children with special needs, where audio books would be particularly appropriate in addressing those needs.

In order for a library to be considered, it must have been in operation for at least three years. County or district library systems cannot apply as a whole; public or school libraries within a county or district system are eligible to apply individually.

## **Instructions**

To apply for a grant, fill out the requested information on pages 3-6. Please be thorough, yet concise. You may use more space than provided, if necessary, but please limit your answer to any one question to no more than two or three paragraphs of reasonable length. The application may be completed by hand, in pen, as long as the responses are legible.

Incomplete applications will not be considered. The Foundation is not able to check applications for completeness, therefore it is important that you take the time to read through the instructions and prepare your application carefully and completely.

Be sure to sign and date the application.

Send a paper copy of the completed application to:

The Lois Lenski Covey Foundation, Inc.  
P.O. Box 255366  
Sacramento, CA 95865

Send the application on or before 15 June 2010. We cannot accept applications sent by email or other electronic means. Do not send pages 1 or 2. Please do not waste money sending your application via express mail. The deadline is for the postmark date, not the date of receipt.

## **Frequently Asked Questions**

Other helpful information regarding the program and the application may be found the Foundation web page <http://www.loislenski Covey.org/5.html>, which contains the answers to the queries most commonly received.

1. Library, school, or organization name St. Johns County Public Library System – Southeast Branch

Address 6670 U.S. 1 South

City St. Augustine State FL Zip 32086 .

Name and title of contact person Alyssa K. Gilbert, Youth Services Librarian

Contact person's email address AGILBERT@sicfl.us

Contact person's telephone number (904) 827-6912 (Direct/Office) or (904) 827-6900 (Branch Number)

Institution web site address http://www.sjcpls.org

2. Tell us about your library, school, or organization. Please be specific, thorough, yet concise. Evidence of outstanding service to children is appropriate. If you represent a public library, you may omit part E.

**Part A – Library (size of facility, age of facility, pertinent history, programs for children):**

The Southeast Branch Library is 20,000 square feet in size. This branch opened to the public on October 1, 2003, making it almost six and a half years of age. There is an elementary school, a middle school, and a high school within a 2-mile radius. This branch is a part of the St. Johns County Public Library System (SJCPLS).

The Southeast Branch Youth Services Department consists of one Youth Services Librarian, Alyssa Gilbert, and one Youth Services Assistant, Beth Joiner. In 2008, Ms. Gilbert began planning **READ To Rover**, a program that develops the reading skills of elementary-aged students. These children read to registered and certified therapy dogs. In developing their reading skills, the children also improve their self-confidence. The program takes place during the second and fourth Saturdays of the month. Ms. Gilbert applied for and received money from a Target Grant to support the needs of this program. The Youth Services Department also implements three weekly story times: "Just For Babies" (infants through 15 months old), Toddler Time (16 months old to 36 months old), and Preschool Story Time (3 years old to 5 years old). Family Programs, Teen Programs, and Family Movie Nights are also presented on a monthly basis.

**Part B – Hours per week library is open:**

The Southeast Branch is open to the public 53 hours per week:

- Monday: 10:00 AM – 8:00 PM
- Tuesday: 10:00 AM – 8:00 PM
- Wednesday: 10:00 AM – 6:00 PM
- Thursday: 10:00 AM – 8:00 PM
- Friday: 10:00 AM – 6:00 PM
- Saturday: 10:00 AM – 5:00 PM
- Sunday: Closed

**Part C – Computers on site:**

Total computers in library	Library computers set aside for children (0-18) to use	Number of computers in separate computer lab (if applicable)
58*	11	0

\*There are 16 staff computers, 5 IPAC computers, 10 public laptops, 16 adult computers, **2 Young Adult computers**, and **9 Children's computers**.

**Part D – Staffing (number of full-time staff, number and hours of part-time staff, training levels):**

The **Southeast Branch Library** has 9 full-time staff and 4 part-time staff. The 4 part-time staff members contribute 88 hours every week, and they are paraprofessionals. Of the 9 full-time staff, **Southeast Branch Library** has 3 full-time librarians, all of whom have attained Masters Degrees from ALA-accredited universities.

**3. Tell us about the community you serve. Setting, economic conditions, and special circumstances are appropriate:**

The **Southeast Branch Library** provides service to a community of an estimated 22,000 persons (according to the 2005 census) of the 96,277 registered borrowers within SJCPLS. These borrowers include St. Johns County residents, residents living in reciprocating counties, and non-residents who pay a nominal fee per quarter. The targeted population for this project will be the Southeast Branch Library service area.

The St. Johns County Public Library System is located in Northeast Florida. It is a department of the St. Johns County Board of County Commissioners. The Southeast Branch serves the city of St. Augustine and surrounding municipalities, including Crescent Beach and Treasure Beach (as well as other parts of St. Augustine Beach), St. Augustine Shores, and the City of St. Augustine. The overall SJCPLS budget is \$4,825,755.00. The Southeast Branch (as well as SJCPLS as a whole) has experienced a decrease in funding, which has severely impacted its collection development budget. The percentage of students in elementary, middle, and high schools who are eligible for free or reduced lunches is higher than the county's average.

Local funding has been reduced due to declining property tax revenues. Last year, SJCPLS received an 11.5% drop in local funding, plus the 30% reduction in State funding. Additional cutbacks impacting the next fiscal year are anticipated.

**4. Income data:**

Provide either per capita income or household income for the area you serve and for the state as a whole. Both numbers should be from the same year. There are many online sources for income.

	Per Capita Income	OR	Household Income
Area You Serve	\$43,086.00		
Entire State	\$34,001.00		

Year for which data is valid: 2005

Source of data: Office of Economic and Demographic Research, Florida Legislature (Included)

5. How many children use your library regularly? A number must be provided. It is important that this number accurately reflect the use of the library by individual children. The number of juvenile library cards, for instance, is not an appropriate measure of usage.
- Public libraries – please estimate, as accurately as possible, the number of children that use your library in a week’s time. Do not count multiple visits as separate children.

As a Public Library, approximately 200 children utilize the Southeast Branch Library’s services on a weekly basis.

6. What percentage of school-age children you serve qualify for free or reduced lunch programs? This information is obligatory for all applicants. Local school districts are usually able to provide this number.

W.D. Hartley Elementary School: 41% eligible students  
 South Woods Elementary School: 74% eligible students  
 Otis Mason Elementary School: 53% eligible students  
 Gamble Rogers Middle School: 46% eligible students  
 Pedro Menendez High School: 35% eligible students

7. How many children’s books (books published for children pre-school through teens) do you have in your collection? Include fiction and non-fiction titles.

There are a total of 20,653 children’s books at the **Southeast Branch Library**. Southeast Branch Library’s children’s books consist of Easy Picture Books (5431), Beginning Readers (998), Juvenile Fiction (3864), Juvenile Non-Fiction (6075), Young Adult Fiction (3000), and Young Adult Non-Fiction (1285).

8. In what condition are the children’s books? Provide percentages.

- 15 % Excellent (new and in good condition)
- 42 % Good (not new, but in good condition)
- 42 % Fair (well used, but not overly-deteriorated)
- ≤ 1 % Poor (significantly damaged, close to unusable)

If more than 10% of collection is in “poor” condition, provide explanation: Not Applicable

9. What is your historic and projected expenditures for the purchase of children’s books? (Books published for children pre-school through teens.)

- Use the table below to document dollar amounts from the last three years, and your projected amounts for 2010.
- If your budget includes monies for non-literature items (overhead lamps, supplies, etc.), do not include that portion.

	Budgeted *	Grants	\$ Donations	Other Income **	Total ***
2010	\$4,762.00	0	\$1305.00	0	\$6,067.00
2009	\$6,967.00	\$500.00	\$328.00	0	\$7,795.00
2008	\$7,600.00	0	\$237.00	0	\$7,837.00
2007	\$11,900.00	\$775.00	\$512.00	0	\$13,187.00

Provide the source of grants of \$1,000 or more:

2009: Target

2007: Target

Provide explanation of any drop in budgeted dollars of over 50%: Not Applicable

**10. In general, what type of children's books do you need?**

The Southeast Youth Services Department would like to expand the following collections:

- Circulating Juvenile Non-Fiction
- Reference Juvenile Non-Fiction
- Juvenile Fiction (Chapter Books)

**11. Approximately how many children's books are needed, at what total cost?**

The total cost would be \$2595.29. The Southeast Branch Youth Services Department intends to acquire approximately 100 Juvenile Non-Fiction books for its circulating and reference collections in addition to 71 books in a series of chapter books in Juvenile Fiction (Daisy Meadow's *Fairy* series).

**12. If desired, give additional information that you feel would be useful to our directors in considering your application by attaching no more than one extra page.**

The appended page needs to contain explanatory text that you have written yourself. Do not append book lists, printouts of state/local income data, or collection age lists.

Check here if you have opted to add information:

**13. How did you learn of the Lois Lenski Covey Foundation library grant program?**

<http://librarygrants.blogspot.com/>

Date: \_\_\_\_\_ Signed: \_\_\_\_\_