

Notes for Dr. Hoffmann

I have prepared an application for an NEH Challenge Grant. Instructions for this particular grant can be found at <http://www.neh.gov/grants/guidelines/challenge.html>

I chose this grant application because the sections follow the ones you want to see very closely. Following are some of the things I had to change to meet your guidelines:

- Challenge Grant applications require the use of an online form that automatically makes a coversheet. I have substituted a coversheet using your guidelines.
- I have left out the “Institutional fact summary” required for the Challenge Grant because this would all be made-up statistics.
- I replaced the “Narrative” section of the Challenge Grant application with the sections you suggest.

Also, I chose this grant because the application is similar to what you wanted to see. I do not think we would be likely to raise the required matching funds (at least 3 times the amount requested) in our community. For the purpose of this assignment, I imagined matching contributions from local industry, business, and individuals with a history of such gifts.

I have taken liberty to make up any statistics included in this application. The appendix is real information, however, I would include more appendices if I were really applying (such as financial worksheets, the history of the library project, blueprints of the library, etc.).

Thanks,
Tina Woodward

**EXPERIENCING ENRICHMENT:
A PUBIC LIBRARY FOR THE RURAL COMMUNITY
OF LEXINGTON, TEXAS**

NEH CHALLENGE GRANT

November 1, 2005

THE CITY OF LEXINGTON, TEXAS
PO Box 56
Lexington, TX 78947

Requested funds: \$38,000
Matching funds: \$120,000

Abstract

The city of Lexington, Texas needs a public library. Currently, to check out a book, community members must travel to a neighboring town. Citizens of Lexington have shown outstanding support for the Lexington Library project. It is time to provide our community with this service.

The Lexington Library project will be a combination public and school library that will meet the diverse educational and enrichment needs of our citizens and students. The facility will be located in the current school library, but changes will be necessary to accomodate citizens as well as students. A library committee will be organized to hire a full-time certified librarian, expand the resources available in the current school library collection to meet the needs of the entire community, and faciliate the incorporation of an adjoining classroom to accomodate the expanded collection.

Table of Contents

Introduction	1
Needs Statement	2
Goals and Objectives	2
Project Design	3
Budget	4
Evaluation Design	6
Dissemination of Services	7
Plan for Future Spending	7
Appendix A: City of Lexington	9
Appendix B: Grant Coordinator Resume	10

Introduction

Lexington, Texas is a wonderful place to live. We are a rural community with strong values and diverse interests. Unfortunately, the resource and enrichment needs of the citizens of Lexington are not being met. We need a public library. Community support for the Lexington Library project has been overwhelming. Citizens, business owners, city officials, and school representatives see the need to provide our community with this fundamental service.

The Lexington Library project will be a dual-use library facility shared between the city of Lexington and Lexington Independent School District. This partnership will provide educational and cultural enrichment to our citizens and our students. We will meet the needs of our patrons by hiring a full-time librarian, expanding the existing school library facility, and adding to the collection of books, periodicals, and multimedia.

Patrons of the Lexington Library will enjoy a collections that appeals to local interests. Works based on agriculture, genealogy, and entrepreneurship are among those that will be included in our collection. As well as computer services, high-speed Internet, and other multimedia that will be of interests to our community. Reading sessions and computer training will also be hosted by the library open to all.

A library committee will be organized to first hire and librarian, then to facilitate the remainder of the project, and to evaluate the progress of the Lexington Library. This committee will consist of the city mayor, superintendent of Lexington schools, one member of the city council and school board of trustees, a library volunteer, two to four community members, and the newly hired librarian.

Needs Statement

The Lexington community needs a public library. To check out a book, a resident of the city must travel at least 18 miles. A survey conducted by the City of Lexington indicates that 78% of residents would utilize a library, while only 12% have visited a public library in the previous six months.

Despite overwhelming public support and charitable funding for books and library expansion, the city requires additional funding to begin the project by funding the hire of a full-time librarian. The librarian will oversee expansion of library facilities and collections, as well as advertise and oversee evaluation of the project. The librarian will be the keystone of the Lexington Library project.

Goals and Objectives

The goal of the Lexington Library project is to establish a dual-use library facility that provides broad educational and cultural enrichment for citizens and students in the Lexington community.

The first objective is to hire a full-time librarian. The librarian will be a critical position, overseeing library expansion, integrating school and public library use, and managing library business. Further, the librarian will advertise public library services and relay progress to the oversight committee.

The second objective is to expand the existing school library to serve the greater community. This will be accomplished by purchasing additional books, periodicals, and multimedia. Particular attention will be paid to items of local interest, for example books examining agriculture, entrepreneurship, and nature. At the end of three years, more than 2,000 items should be added to the library collection, and community interest will be demonstrated by membership and usage records.

To accomplish the collection expansion, it will be a necessary objective to physically expand the existing library facility. By the end of the first year, a neighboring classroom will be integrated into the library space. The adjoining wall will be removed, the room will be renovated to integrate with the greater library, and shelving units will be installed to house a growing collection.

Project Design

The first order of action will be to organize a library committee. The automatic members will be the superintendent of Lexington schools and the city mayor. One member each of the city council and school board of trustees will be nominated and elected by his or her peers to serve on the library committee. Likewise, library volunteers will nominate and elect a fellow volunteer to serve on the committee. Two to four community members will serve on the committee. These positions will be advertised. If more than four community members file to serve, four will be chosen by lottery.

After it is formed, the committee's first objective will be to hire a librarian. The position will be advertised in local and statewide newspapers. The successful candidate should hold at least a master's degree in library science and have some relevant experience, preferably in both school and public libraries. The librarian will be hired by majority vote of the committee. After hire, the librarian will become a voting member of the committee.

The librarian will serve both school and public library functions. As such, the librarian will work on a Tuesday through Saturday workweek, with daily work hours of 10 am to 6 pm. The school will provide an aide to work in the library on Mondays, when the library will be open only to school children during school hours. Because of the balance of school and public library functions, the librarian's salary and benefits will be 2/3 funded by the school district and 1/3 funded by the city.

When the librarian begins work, the first task will be oversight of library expansion. In consultation with the library committee, the librarian will oversee demolition and reconstruction by a committee-chosen third party for the physical expansion of the library to incorporate an adjacent classroom. Upon completion of this phase, the librarian will purchase additional books, periodicals, and multimedia items and devices of interest to the larger community. After a portion of the collection expansion is complete, the librarian will advertise a public grand opening to highlight the new community focus for the library.

The librarian and library committee will organize fundraisers and facilitate investment in the library expansion. This will be accomplished by encouraging donations of materials and funds as outlined below. The librarian will prepare and submit semi-annual progress reports to the library committee, which will be modified and approved by majority vote of the committee and sent to funding agencies and made available to the public. The librarian will maintain data on membership and library use by school and public library users for the purposes of such reports. Because of important managerial duties, day-to-day operation of the library will be largely performed by existing school personnel during the first year of the project.

Budget

Summary

Total NEH funds requested:	\$38,000
Year 2006:	\$18,000
Year 2007:	13,000
Year 2008:	7,000
Total nonfederal contributions:	\$120,000
Total grant funds (NEH plus match):	\$158,000

Detail

Requested

Personnel

Full-time librarian	\$36,000
---------------------	----------

The librarian will be funded 1/3 by the city and 2/3 by the school district, reflecting the librarian's weekly balance of public and school-specific duties. \$36,000 represents one third of the total cost for this position, including salary and benefits, for three years. The librarian will work Tuesday to Saturday weeks, and the library will be staffed with a school aide on Mondays.

Non-personnel

Books	\$80,000
-------	----------

The library collection will be expanded to include more items of interest to adult readers, as well as expansion of youth collections. At an average cost of \$35 per book, this will allow the purchase of about 2,200 books.

Multimedia	15,000
------------	--------

Multimedia includes the purchase of 3 televisions and DVD players (\$800) in addition to 5 CD players (\$200). Also, the multimedia collection will be expanded to include additional DVD and CD items (\$4,000). In addition, four computers will be purchased (\$10,000).

Facilities expansion	22,000
----------------------	--------

Facilities will be expanded by incorporating an adjacent classroom into the existing library. The cost includes demolition of a wall (\$5,000), renovation of the interior (\$8,000), and building shelving for this room (\$8,000).

Facilities maintenance	5,000
------------------------	-------

Maintenance includes expected replacement of outmoded computer system (\$3,500) as well as routine repairs.

Total requested	\$158,000
-----------------	-----------

Donated

Personnel (3-year cost)	
Full-time librarian (2/3 salary and benefits from Lexington ISD)	\$72,000
Volunteer archivist	\$15,000
Non-personnel	
Books	\$8,000
Utilities (donated by City)	\$15,000
Total donated	\$110,000

Evaluation Design

Evaluation of this project is necessary to ensure that the needs of a diverse population are met. Expansion of a school library to serve the general community will require careful consideration of the audience. Therefore, a panel comprised of school and city officials as well as private citizens will regularly evaluate progress toward the objective.

A committee will be formed to evaluate the progress of the Lexington Library. The committee will consist of the Lexington ISD superintendent of schools, the mayor of Lexington, one member each of the city council and school board, a library volunteer, and at least three citizens of the Lexington community. The committee will meet at the beginning of the project to advertise for and hire a librarian. Upon hire, the librarian will become the presiding officer of the committee.

After hiring a librarian, the committee will meet to evaluate renovation plans. In addition, regular meetings will be held to discuss and evaluate progress. Citizen input in the form of speakers and letters will be encouraged by advertising the meetings. This committee will have full control of library personnel funded in any part with city finances. In addition, all formal complaints filed with the library will be disclosed to the

full committee. The committee will approve yearly progress updates submitted to funding agencies.

Dissemination of Services

The Lexington Library will exist to serve the residents of the Lexington community. Awareness of library services will be encouraged in several ways. First, a preliminary survey to establish interest in a public library drew an outstanding response and has already generated community interest in the project. Progress will be advertised with occasional newspaper advertisements in the *Lexington Leader* newspaper and general delivery postcards. The library opening will be advertised in these ways, as well as with signs.

In addition, special programs at the library will enhance community awareness. The library will host occasional reading sessions. To draw different audiences, multimedia sessions (computer training sessions, movie viewing, etc.) will be hosted by the library. Further, some cultural and community activities will be hosted by the library to expose additional community members to the facilities. Computer records of membership and book checkouts will facilitate preparation of usage reports, separating school and community library members, and these reports will be presented to the library committee and included in updates to funding agencies.

Plan for Future Spending

The Lexington Library will be a valuable resource for a small, but rapidly growing, community. As such, the library will benefit from continual expansion. However, after the initial phase of establishment, a gradual, community-funded expansion should be sufficient. Community interest will allow increased funding for the project with city revenue.

Besides city funding, local businesses and industry have shown great interest in funding this project. The library will encourage future support by advertising these businesses as sponsors and displaying plaques in recognition of their support, in addition to providing them with progress reports.

Private individuals will also be encouraged to sponsor the library. Simple forms will be prominently displayed for the donation of money or books in memory or honor of a person. Donated books will be labeled with inserts describing the donation. Donated funds will be honored by addition of the honoree's name to a large plaque. Recent donations will also be advertised by fliers posted in the library.

Appendix A: City of Lexington

City of Lexington, Texas

PO Box 56
Lexington, Texas 78947

(979) 773-2221

Mayor

Robert Willrich, Sr.

City Council

Robert Poston (Mayor Pro-Tem)

Cindy Herklotz

William Langehennig

Elvis Lewis

Judy Skolaut

Appendix B: Grant Coordinator Resume

Tina Henderson Woodward

Objective

To provide enrichment resources for the citizens of Lexington, Texas.

Qualifications

I am certified to teach grades K-8 by the State of Texas.

I have training in library-related technology.

In addition, I have surveyed contemporary and classic literature for readers of various ages.

Education

M.L.S. Library Science
Sam Houston State University
expected December 2005

B.S. Elementary Education
Sam Houston State University
2002

Relevant Experience

Classroom teacher
Fifth grade language arts and social studies
Lexington ISD
2004-present

Substitute teacher
Dime Box ISD
2003-2004

Curriculum data specialist
Lexington ISD
2002-2003