



# **GRANTS ADMINISTRATION COMMITTEE MANUAL**

**June 2013**

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## PART I: BACKGROUND INFORMATION AWARDS & GRANTS

### History and Purpose

**Penguin Young Readers Group:** This award provides a \$600 stipend per award winner, provided by Penguin Young Readers Group, for up to four winners to attend their first ALA Annual Conference. Applicants must have fewer than 10 years of experience as a children's librarian and work directly with children.

**Baker & Taylor Summer Reading Program Grant:** Made possible by an annual gift from Baker & Taylor and is administered by a committee of ALSC. It supports an exemplary public library summer reading program for children. One winner each year receives \$3,000.

**Maureen Hayes Author/Illustrator Visitor Award:** This \$4,000 award was established with funding from Simon & Schuster Children's Publishing, in honor of Maureen Hayes, to bring together children and nationally recognized authors/illustrators by funding an author/illustrator visit to a school or public library that has not before had the opportunity to host one.

**Bookapalooza:** ALSC will select three libraries to receive a Bookapalooza collection of books, audiobooks and DVDs to be used in a way that creatively enhances their library service to children and families. Since ALSC receives such a wide variety and assortment of these materials, we are unable to guarantee the format and quality of content of all materials provided.

### Committee Function Statement

- To select annually the recipient(s) of the **Penguin Young Readers Group Award**, given to children's librarians to attend their first ALA Annual Conference.
- To select annually the recipient of the **Baker & Taylor Summer Reading Grant** for an outstanding public library summer reading program for children.
- To select annually the recipient of the **Maureen Hayes Award**, given to an ALSC member library to fund a visit from an author and/or illustrator who will speak to children who have never before had the opportunity to hear a nationally-known author or illustrator.
- To select annually three recipients of the **Bookapalooza** collection of books, audiobooks and DVDs (estimated to be worth \$10,000 each) to be used in a way that creatively enhances their library service to children and families.

### Composition

The Grant Administration Committee consists of nine members appointed from the ALSC membership at large, serving 2-year terms and led by the committee chair. (Chair + 8). All members of the committee are virtual.

### Origin

Established in 2009 at the request of the ALSC Board of Directors.

### Division Leadership Manual – June 2012

This committee functions as a virtual committee.

#### 6. Virtual committees.

6.1. ALSC may determine that some committees can conduct their business entirely online and designate these as virtual committees.

6.2. All members of virtual committees must have convenient access to email.

6.3. It is recommended that the chair of virtual committees attend midwinter and annual conference in order to participate in the division leadership meeting and to conduct other business.

6.4. It is particularly important that all members of virtual committees participate fully in electronic discussion of committee business.

6.5. In order to facilitate input from members at large about committee business, virtual committees are required to announce their electronic agendas on ALA Connect well in advance of decision deadlines and solicit comments from the membership.

Review [Best Practices for Virtual Committees](#)

#### Penguin Young Readers Group Terms & Criteria:

##### **Terms**

Each applicant will be judged on the following:

- Involvement in ALSC, as well as any other professional or educational association of which the applicant was a member, officer, chairman, etc.
- New programs or innovations started by the applicants at the library in which he/she works
- Library Experience

##### **Criteria**

Applicants must:

- Be personal members of ALSC as well as ALA; organizational members are not eligible
- Work directly with children in elementary, middle schools or public libraries
- Have less than ten years, but more than one year, of experience as a children's librarian by the opening of the Annual Conference
- No previous attendance at an ALA Annual Conference

#### Baker & Taylor Summer Reading Grant Terms & Criteria:

##### **Terms**

A financial grant will be awarded annually for an outstanding theme-based public library Summer Reading Program for children

- The Grant is restricted to those who are personal members of ALSC and work directly with children.
- The committee in its deliberations is to consider only applications eligible for the Grant, as specified in the Criteria.

##### **Criteria**

In identifying "outstanding summer reading programs" committee members need to consider the following:

- Program must be open to all children (birth to 14 years)
- Program must be theme-based
- Program must be planned and administered by a public library
- Program must be innovative

- Programs which involve children with special needs or are designed for special populations

All applications must:

- Be postmarked by the stated date
- Contain a narrative that addresses all questions in the application
- Include an itemized budget

Submissions will be evaluated on the following:

- Successfully define community and target audience
- Define how the program will work
- Explain how the program will be implemented
- Discuss what is creative about the program
- Include why children will like the program
- Explain how the grant money will be used to enhance the program

#### Maureen Hayes Award Terms & Criteria:

##### **Terms**

Each application will be judged on the following:

- Reasons for the application. The applicant seeks to provide a visit from an author/illustrator who will speak to children who have not had the opportunity to hear a nationally known author/illustrator. Reasons for applying could include: particular contribution; a special celebration, etc.
- Facilities. The appropriateness, both in terms of capacity and accessibility.
- Administrative support. The organization and administrative capabilities of the person or group submitting an application evident in the enclosed budget, and partially manifested in the presentation of the application itself.
- Cooperation with other organizations. The applicant must work cooperatively with other types of libraries (academic, public and school) and bookstores within the local community to provide the author/illustrator visit, thereby also providing a broader audience. The applicant must present the library's educational goals, as well as evidence of how those goals apply to the local community's educational goals. The extent to which meaningful cooperation among various local or area groups would suggest an ability to share responsibilities of personnel, time, and money needed to cover local expenses.
- Author/Illustrator visit visibility. Emphasis on the presentation as a distinctive event publicized to and open to all potential attendees in the area is a priority for each Award.

##### **Criteria**

Applicants must:

- Be personal members of ALSC as well as ALA; organizational members are not eligible
- Act as host for the author/illustrator visit, the date to be arranged at the mutual convenience of the artist/illustrator and the host institution
- The award covers only the honorarium and travel expense to and from the host city. The host is responsible for making travel arrangements that are mutually agreed upon by the host and the author/illustrator, and for paying the upfront travel costs. Maximum award is \$4,000
- Host institution must arrange to pay for any reception, dinner, or other hospitality honoring the speaker following the visit and to pay for all local lodging, means, etc. of the lecturer
- Prepare and distribute publicity

- If applicable, autographing and sale of books may be arranged with the publisher by the host institution. Any other programs/events (other than those promoting the visit) must be arranged with the author/illustrator's publisher(s) or agent, and must be arranged with the author/illustrator's knowledge and permission, and must be funded separately

Bookapalooza Terms & Criteria:

**Terms**

Creating a better future for all children through libraries is ALSC's core purpose. ALSC envisions a future where:

1. In every library, children come first.
2. All libraries acknowledge the importance of children's service with adequate materials and resources.
3. All libraries recognize ALSC as a leader in promoting high quality service to children.
4. Libraries recognize and support the value of all staff serving children.
5. Resources, collections, services, and staff reflect the communities they serve.
6. The library's physical space reflects the developmental needs of children.
7. Children and their families are being served by a variety of non-traditional programs and activities in off-site locations.

In keeping with this envisioned future, the Bookapalooza Program will offer select libraries a collection of materials that will help transform their collection and provide the opportunity for these materials to be used in their community in creative and innovative ways.

Each application will be judged on the basis of:

- The degree of need in the community.
- The degree of need of the library where the materials will be used.
- The extent to which the materials will improve service to children in the community.
- The extent to which the plan for using the materials is creative and innovative.
- The clarity and effectiveness of the plan to make the materials available.
- The clarity and effectiveness of the statement of need.

Applicants must demonstrate:

- Why the collection is needed for their community.
- Why the collection is needed in their library.
- How the collection will be used/distributed and how acquiring the collection will help them better serve the youth of their community in creative and innovative ways.
- How the library supports equity of access for its youth patrons.

**Criteria:**

- Applicants must be personal members of ALSC as well as ALA. Organizational members are not eligible.
- Libraries must be located in the United States.
- Libraries must work directly with children.
- All entries must include the application cover sheet, and information about the library as described in the "How to Apply" section below and in the application.
- The application must be signed by the director of the public library, the superintendent of schools, the building-level administrator, or the director of the institution.
- Applicants must agree to accept all the materials provided by the ALSC office, with the understanding that the collection of materials is targeted primarily for children age birth

through fourteen and covers a wide range of formats including but not limited to picture books, early readers, non-fiction, and audiovisual material.

- Shipping and handling charges for shipment of the Bookapalooza collection are the responsibility of the libraries selected. For the purpose of estimating shipping costs, winning collections are anticipated to weigh as much as 600 pounds and include as many as 25 cartons. Shipping rates may range from \$200 - \$500 when shipped at book rate

## PART II: COMMITTEE WORK

### Welcome

Serving on the Grants Administration Committee is a rare professional experience. When all committee members have been appointed, it is recommended that the Chair send a letter of welcome to the membership.

### Committee Participation

Wise selection of award winners requires complete participation of all members of the committee. Persons elected or appointed to an award or media evaluation committee should:

- Be able to attend all required virtual discussion and follow procedures established by the committee.
- If a committee member cannot participate virtually, especially during the selection process, it is necessary to resign immediately so that the selection of a replacement may be made as soon as possible. Resignations, in writing, are addressed to the ALSC President with copies to the committee chair, the Priority Group Consultant, ALSC executive director and ALSC Awards Coordinator.
- Each member has the responsibility to read eligible applications and to take full part in corresponding with the committee through the Chair. A committee member who finds it impossible to do this should resign as soon as possible. If the Chair does not hear from a committee member, the Chair is responsible for contacting the committee member to ascertain if there is a potential or an on-going problem that prevents the member from full participation. If there is such a continuing problem, the Chair, after consultation with the Priority Group Consultant, must request that the member resign for the good of the committee. The president of ALSC shall immediately accept such resignations when tendered. If the Chair cannot contact the committee member or feels that the lack of participation will continue, and the member has not resigned, the Executive Committee shall request that the committee member tender his/her resignation. If a committee member refuses, the Executive Committee shall remove the member and inform the board of its action. The president shall then appoint a new committee member. The final decision rests with the Executive Committee.

### Electronic Communication

Electronic communication facilitates the distribution of information from the chair to committee members, and the regular discussion of procedural issues. The chair will establish ground rules for electronic communication by the committee at the beginning of his/her term. At times, the Chair may invite open discussion on a matter of concern. The chair facilitates such open discussions. If the chair or another committee member cannot facilitate conference calls for committee discussions, the ALSC office will be asked to handle this detail.

The Committee adheres to the "[Guidelines for Electronic Communication for ALSC Committees](#)" as found in the ALSC Handbook of Organization.



Since the committee's electronic communication is generally confidential, there are several ways to better insure confidentiality. For e-mail, include the word "confidential" on the subject line or as part of the transmission options. For FAX communication, include the word "confidential" on a cover sheet.

### Confidentiality

Committee members need to maintain a high degree of confidentiality regarding the committee's discussions, both oral and written. All committee members need to feel free to speak frankly in a closed discussion, knowing that their comments will not be repeated outside that group, and that they preserve the right to speak for themselves outside of that closed discussion.

Do not forward e-mail to anyone outside of the committee except those in ALSC responsible for governance: the Executive Director, the President, and/or the Priority Group Consultant. Our reason is to ensure the privacy rights of committee members and candidates under discussion.

Please remember, then, that the following items are not for public discussion at any time—prior to, during, or following the selection of the award:

- Reasons given by individual committee members for supporting or not supporting applications from consideration.
- Specific applications under consideration.
- Details of the votes, if the committee votes on the applications.

### Suggested Voting Procedures

Under the direction of the Chair, the committee may discuss and agree upon any of the following procedures for shaping the list:

- Consensus: general agreement or opinion
- Virtual vote (for example, use a vote of three to keep a nominee on the discussion list when shaping the final list of names)
- Secret ballot for final selection
- Any combination of voting strategies

The selection of winner(s) must be a committee decision with strong support from each member.

### Promotion & Marketing

The Committee may promote the Grants and Awards in various ways, including but not limited to:

- Listserv announcements (Appendix E)
- Posting on the ALSC wiki, website, and blog (Appendix E)
- Person to person encouragement
- Each member is involved in promoting the award throughout the year. Each member also reads all of the award applications and is responsible for completing the evaluation

sheets and submitting them to the Chair prior to the Midwinter Meeting (See Appendix B – Evaluation Sheet Sample).

### Calendar

It is the responsibility of the chair to establish and distribute a calendar of the year's work as soon as possible. It is the responsibility of committee members to meet all deadlines to assure that the selection process is orderly and timely.

### [Committee/Task Force Quarterly Reporting Form \(Due by Feb 15, May 15, September 15, and December 15\)](#)

All committee and task force chairs, both virtual and face-to-face, should submit a report summarizing committee meetings and activities since the last reporting period due by **February 15, May 15, September 15, and December 15.**

Committee/task force meeting minutes or notes also need to be uploaded to your committee/task force space in **ALA Connect** in order to maintain a history of proceedings and ensure a smooth transition for the next chair and committee. Additionally, this allows all ALSC members interested in your committee/task force work to access reports.

If your committee is a professional or book and media award committee, please do not include confidential information.

Additionally, if you are experiencing any sensitive issues, challenges, members who are not participating at an effective level, or wish to highlight particular work or recommend a committee member for exemplary service please send a separate email the ALSC President with a copy to the Executive Director.

### Schedule

During the 2013 ALSC Executive Committee Spring Call it was decided that ALSC's Professional Awards and Grants current application/announcement schedule will be reorganized so that more time and attention can be given to these awards. Currently, the deadline date for the professional awards and grants is December 1 and the committee must decide the winners by the Midwinter Meetings.

It was noted that the book and media awards overshadow the professional award announcements during Midwinter and the committees have less than 2 months to select all of the award recipients. The new schedule will stagger the announcements throughout the year and will help reduce staff workload that happens immediately after Midwinter.

## **JUNE/JULY**

- Appointments are made/completed; terms begin at the CLOSE of Annual Conference, chair sends welcome email to members.
- The ALSC Awards Coordinator sends manual to Chair, who sends it to committee members. Works with chair to make edits to any of the award applications.
- Applications open for the **Penguin Young Readers Group Awards**

- The Chair and committee members promote the award and encourage potential candidates to apply.

## **AUGUST**

- Applications open for the **Baker & Taylor Summer Reading Grant**
- Applications open for the **Maureen Hayes Award**
- The Chair and committee members promote the awards and encourage potential candidates to apply.

## **SEPTEMBER**

- Applications open for **Bookapalooza**
- The Chair and committee members promote the awards and encourage potential candidates to apply.

## **OCTOBER**

- Applications DUE October 1 for the **Penguin Young Readers Group Awards**
- The Chair and committee members read and evaluate the applications.
- The committee members discuss their evaluation sheets with the Chair by the predetermined deadline (winners should be announced by **November 1**).
- The Chair calls the winners to notify them of their award and sends a letter of regret to the other applicants (See Appendix D – Letter to Unsuccessful Applicants).
- The Chair prepares press release and sends to the ALSC Awards Coordinator (See Appendix C – Sample Press Releases).
- The ALSC Awards Coordinator sends congratulatory documents to winners and sends invoice to the award sponsors for payment, uploads the press release, and updates the website

## **NOVEMBER**

- Applications DUE November 1 for the **Baker & Taylor Summer Reading Grant**
- Applications DUE November 1 for the **Maureen Hayes Award**
- The Chair and committee members read and evaluate the applications.
- The committee members discuss their evaluation sheets with the Chair by the predetermined deadline (winners should be announced by **December 1**).

- The Chair calls the winners to notify them of their award and sends a letter of regret to the other applicants (See Appendix D – Letter to Unsuccessful Applicants).
- The Chair prepares press release and sends to the ALSC Awards Coordinator (See Appendix C – Sample Press Releases).
- The ALSC Awards Coordinator sends congratulatory documents to winners and sends invoice to the award sponsors for payment, uploads the press release, and updates the website.

## **JANUARY**

- The Chair attends the Leadership & ALSC Meeting on Saturday morning at Annual Conference.

## **FEBRUARY**

- Applications DUE February 1 for **Bookapalooza**
- The Chair and committee members read and evaluate the applications.
- The committee members discuss their evaluation sheets with the Chair by the predetermined deadline (winners should be announced by **March 1**).
- The Chair calls the winners to notify them of their award and sends a letter of regret to the other applicants (See Appendix D – Letter to Unsuccessful Applicants).
- The Chair prepares press release and sends to the ALSC Awards Coordinator (See Appendix C – Sample Press Releases).
- The ALSC Awards Coordinator sends congratulatory documents to winners, uploads the press release, and updates the website. Begin packing books for a March shipment.

## **MARCH**

- The ALSC Awards Coordinator will pack and send Bookapalooza materials to the winners.

## **APRIL**

- The ALSC Awards Coordinator updates the award applications and web pages with photos from winners.
- The committee promotes all the award winners

## **JUNE**

- The Chair attends the Leadership & ALSC Meeting on Saturday morning at the Annual Conference.
- If necessary, the committee may meet at the ALSC All-Committee meeting at the Annual Conference. Items to be discussed may include updating the committee manual, promoting the award, and ways to improve the committee's processes. Work with Awards Coordinator to request a table at All-Committee
- Chair, committee members, and winners may attend the ALSC Membership Meeting, usually held Monday morning or midday, to hear winners recognized.
- After the Annual Conference, the Chair and committee members will destroy all the applications and evaluation sheets in their possession.

## PART III: ROLES AND RESPONSIBILITIES

### Committee Chair

The committee Chair is a voting member of the committee with all the rights and responsibilities of other committee members.

There is a delicate balance that the Chair must maintain between being the Chair and being a committee member. Many Chairs find it helpful to the free flow of the discussion if they limit their discussion to applications they feel strongly about, speak later in the discussion of any application, and speak only to make a point that has not already been made.

The Chair is responsible for setting the tone for committee discussion. This can be done by accepting all statements relative to the discussion, by firm leadership leading the discussion on pertinent issues, and by the ability to provide opportunity for all committee members to speak, without allowing any member to dominate. In addition, the Chair does the following:

- Send a letter of welcome to new members of the committee. The letter might include an outline of the year's work and upcoming issues. It is usually accompanied by relevant enclosures (e.g., the committee manual, the roster, promotional ads for the awards, etc.).
- Work with ALSC Awards Coordinator to review the applications before they are posted on the ALSC website, verify membership of applicants, provide information on winners for the press releases, etc.
- Coordinate the promotion of the awards and grants.
- Attend Leadership & ALSC Meetings at Midwinter and Annual Conference.
- Receive and review applications
- Submit a report summarizing committee meetings and activities since the last reporting period due by **February 15, May 15, September 15, and December 15.**
- Upload meeting minutes or notes to your committee space in **ALA Connect** in order to maintain a history of proceedings and ensure a smooth transition for the next chair and committee. Additionally, this allows all ALSC members interested in your committee work to access reports.

### Committee Members

- Promote the award
- Read and evaluate award applications
- Maintain confidentiality

- Attend required virtual meetings
- Correspond with other members about committee business when necessary

#### **Priority Group Consultant**

- Respond to questions from the Chair and the committee regarding procedure and the eligibility of applicants.
- Work with the Chair to review annually the procedures of the committee and to make recommendations for improving the process. The recommendations range from those that can be implemented easily to those requiring action by the ALSC Board.
- Resolve unusual issues that the Chair cannot address, particularly issues regarding the Chair.

#### **ALSC Program Coordinator**

- Sends letters of invitation to new committee members at President's instructions and confirms acceptance (spring).
- Makes sure online roster is current (June).

#### **ALSC Awards Coordinator**

- Distributes manuals to new committee Chair (June).
- Posts new application on ALSC Website.
- Verifies ALSC membership standing of award applicants.
- Handles all ALSC office correspondence (press releases, letters, invoices, etc.) related to the awards and grants.
- Markets professional awards through: new member packets, conferences and events, website, and *ALA Connect*
- Solicit pictures and information from winners for blog, etc. and update the website with new winner information.

#### **ALSC President**

- Appoint members to the committee.
- If necessary, make appointments to fill vacancies on the committee.
- If necessary, deal with problems or non-participation of committee members, in consultation with the Executive Committee and Priority group Consultant.
- Preside at announcement and presentation ceremonies.

### **ALSC Membership**

- Encourage and/or solicit applications from among peers.

### **ALSC Board**

- Upon request, votes on changes to function statement, membership, etc.



## PART IV: APPENDIX

### Appendix A: Sample Online Applications

#### 2013 Penguin Young Reader's Group Award

These awards, made possible by an annual gift from Penguin Young Readers Group, are administered by a committee of the Association for Library Service to Children (ALSC). They will enable up to four children's librarians to attend the American Library Association's Annual Conference in XXX-XXX. Four librarians working directly with children in elementary, middle schools or public libraries will each receive \$600. **All applications due by October 1, 2013.**

#### Requirements

- ALSC membership (applicant must be a person member of ALSC and ALA by the application deadline)
- One to ten years of experience as a children's librarian by the opening of ALA Annual Conference
- No previous attendance at an ALA Annual Conference
- Must submit application, resume and Supervisor's Supporting Statement

**Please complete the online application.**

**Send the supervisor's supporting statement form, to the chair of the ALSC Grant Administration Committee, XXX.**

#### Application

Date		
Name		
Organization		
Address		
Phone (work)		
Phone (home)		
Email		
ALA Membership Number		
Are you an ALSC member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you receive this award, have you been assured that you can attend for the full conference,	<input type="checkbox"/> Yes	<input type="checkbox"/> No

XXX in XXX?		
Describe the library program in which you work including the number of children served, number of staff working with children, significant activities and programming in which you are involved, etc. Are there any new programs or innovations that you have initiated?		

**2013 ALSC/Baker & Taylor Summer Reading Program Grant**

for an Outstanding Public Library Summer Reading Program for Children  
Sponsored by Baker & Taylor,  
administered by the Association for Library Service to Children (ALSC)  
Grants Administration Committee

**Applications are due November 1, 2013.**

This grant is designed to encourage outstanding summer reading programs by providing financial assistance, while recognizing ALSC members for outstanding program development. The applicant must plan and present an outline for a theme-based summer reading program in a public library. The program must be open to all children (birth -14 years). The committee also encourages innovative proposals involving children with physical or mental disabilities. The \$3,000 grant, made possible by BWI, is to be used to support the program. Individual libraries within a larger system are welcome to apply.

TO BE ELIGIBLE, YOU MUST BE ABLE TO ANSWER "YES" TO THE FOLLOWING QUESTIONS:

Does your program have a theme?	Yes	No	_____	_____
Is your program based in a public library?	Yes	No	_____	_____
Is your program open to all children in the Community?	Yes	No	_____	_____
Do you work directly with children?	Yes	No	_____	_____
Are you a personal member of ALSC?	Yes	No	_____	_____

Name \_\_\_\_\_ Personal ALA Member Number \_\_\_\_\_

Library \_\_\_\_\_

Address \_\_\_\_\_

Phone

---

E-mail

---

Signature

---

Director's Signature

---

**APPLICATIONS WILL BE JUDGED ON RESPONSES TO THE FOLLOWING:**

Describe your community and target audience:

---

How will the program work?

---

---

---

How will the program be implemented?

---

What is creative about the program?

---

Why will children like the program?

---

Why does your library need the \$3,000; how will you use the \$3,000 to enhance your program?  
Please

Include an itemized budget.

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**Submissions**

1. Online submissions are available here:
2. Online submissions will be answered with a reply email saying that the application was received. This must be received on or before **November 1, 2013**.
3. Questions? Contact Chair, XXX.

**2013 Maureen Hayes Author/Illustrator Visit Award**

Sponsored by Simon & Schuster,  
administered by the Association for Library Service to Children (ALSC)  
Grants Administration Committee  
**Applications are due December 1, 2012.**

**I. APPLICANT**

\_\_\_\_\_  
Name of institution

\_\_\_\_\_  
Name of person responsible for submitting this application.

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone (area code)/Fax number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Library's Website address

\_\_\_\_\_  
ALA/ALSC membership number

**II. Summary of Proposal**

A. Has your institution ever hosted an author/illustrator visit:

B. Reasons for application:

C. Site:

D. Facilities:

1. Facilities can be provided for an audience of \_\_\_\_\_.

E. Administrative support (**see budget sheet**)

Include percent of staff time assigned to this project; and evidence of financial support for activities such as cost of author/illustrator, publicity printing and mailing

F. Cooperation with other agencies (indicate agencies that have agreed to cooperate and the nature of their cooperation):

G. If applicable, describe plans for the event planned in conjunction with the author/illustrator visit. (Please list the author/illustrator whom you would like to have visit.)

H. How would the visit be publicized?

I. Name and title of individual who would be directly responsible for coordinating all local arrangements: \_\_\_\_\_

J. Please list the name and telephone number of the person to contact if questions should arise during the selection committee deliberations.

Person To Contact: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

Evening Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

<b>Budget Sheet</b>	
Cost of Author/Illustrator	\$
Administrative Support ▪ Staff Time	\$
Publicity Printing	\$
Mailing	\$
<b>TOTAL</b>	\$

## **2013 Bookapalooza Program**

Sponsored by the Association for Library Service to Children (ALSC)

A division of the American Library Association (ALA)

**Must Be Received by: February 1, 2014**

### **Purpose**

- Creating a better future for all children through libraries is ALSC's core purpose.
- ALSC envisions a future where:
- In every library, children come first.
- All libraries acknowledge the importance of children's service with adequate materials and resources.
- All libraries recognize ALSC as a leader in promoting high quality service to children.
- Libraries recognize and support the value of all staff serving children.
- Resources, collections, services, and staff reflect the communities they serve.
- The library's physical space reflects the developmental needs of children.
- Children and their families are being served by a variety of non-traditional programs and activities in off-site locations.
- In keeping with this envisioned future, the Bookapalooza Program will offer select libraries a collection of materials that will help transform their collection and provide the opportunity for these materials to be used in their community in creative and innovative ways.

Each year the ALSC office receives almost 3,000 newly published books, videos, audiobooks, and recordings from children's trade publishers. The materials are primarily for children age birth through fourteen and are submitted to ALSC award and media evaluation selection committees for award and notables consideration. After each ALA Midwinter Meeting in January, these materials (published in the preceding year) need to be removed from the ALSC office to make room for a new year of publications.

The Bookapalooza Program was created to find new homes for these materials. ALSC will select three libraries to receive a Bookapalooza collection of materials to be used in a way that creatively enhances their library service to children and families. Since ALSC receives such a wide variety and assortment of materials, we are unable to guarantee the format and quality of content of all materials provided.

### **Applicants Must Demonstrate**

- Why the collection is needed for their community.
- Why the collection is needed in their library.
- How the collection will be used/distributed and how acquiring the collection will help them better serve the youth of their community in creative and innovative ways.
- How the library supports equity of access for its youth patrons.

### **Criteria**

Each application will be judged on the basis of:

- The degree of need in the community (please use numerical statistics)
- The degree of need of the library where the materials will be used.
- The extent to which the materials will improve service to children in the community.
- The extent to which the plan for using the materials is creative and innovative.



- The clarity and effectiveness of the plan to make the materials available to children.
- The clarity and effectiveness of the statement of need.

Members of the ALSC Grant Administration Committee will judge the applications based on the above criteria and choose three libraries that best fit the grant’s purpose.

**Requirements**

- Applicants must be personal members of ALSC as well as ALA. Organizational members are not eligible.
- Libraries must be located in the United States.
- Libraries must work directly with children.
- All entries must include the application cover sheet provided in this document.
- The application must be signed by the director of the public library, the superintendent of schools, the building-level administrator, or the director of the institution.
- Applicants must agree to accept all the materials provided by the ALSC office, with the understanding that the collection of materials is targeted primarily for children age birth through fourteen and covers a wide range of formats including but not limited to picture books, early readers, non-fiction, and audiovisual material.
- Incomplete applications will not be considered.
- Shipping and handling charges for shipment of the Bookapalooza collection are the responsibility of the libraries selected. For the purpose of estimating shipping costs, winning collections are anticipated to weigh as much as 600 pounds and include as many as 25 cartons. Shipping rates may range from \$200 - \$400 when shipped at book rate.
- All applications must be submitted by XXX,XXX.

**Bookapalooza Program - Application Cover Sheet**

**Complete the information below and attach and return with your completed application.**

CONTACT PERSON	
Name:	
Title:	
Organization:	
Address:	
City:	
State:	Zip Code:
Daytime Phone:	
Fax Number:	
Email:	
*Applicant must be a personal member of ALSC and ALA or apply for membership when submitting application.	
<input type="checkbox"/> I am currently a personal member of ALSC/ALA. My membership number is: #	
<input type="checkbox"/> I have applied for membership to ALSC/ALA. Attached is my completed membership application and dues payment.	

LIBRARY INFORMATION	
Name of Organization:	
Director/ Administrator Name:	
Street Address:	
City:	
State:	Zip Code:
Phone:	

Fax: \_\_\_\_\_

**TYPE OF FACILITY**

Public Library (single)    Library System    Branch Library    Public School Library  
 Private School Library    Institutional Library    Other: \_\_\_\_\_

## Appendix B: Evaluation Sheet Sample

### NOTE-TAKING

When applications are received, committee members need to develop some convenient system for taking notes about each application that is read.

Succinct and specific notes clarify thinking and aid in the discussion when the winner is selected. It is recommended that notes be taken on each entry that is read. It is important to remember that opinions may change and re-reading the entry may be required. Notes record first impressions and measure changes in thinking.

Sample Notes Form:

Applicant a personal member of ALSC?  Yes  No

Is the summer reading program theme based?  Yes  No

Is the program open to all children, birth to 14 years?  Yes  No

Is a budget included?  Yes  No

Does the program involve children with physical and mental disabilities?

Yes  No

Are required signatures included?  Yes  No

Notes that give highlights of the entry, such as unique programs, how children will be included, population served, etc. Issues of creativity, innovation, etc. should be noted.

## Appendix C: Sample Press Releases

### Penguin Young Readers Group

#### Vogel, Wick, Smith, Vernola receive Penguin Young Readers Group Award

The Association for Library Service to Children has awarded the 2013 Penguin Young Readers Group Award to Janet Vogel, Frederick (Md.) County Public Libraries; Krissy Wick, Madison (Wis.) Public Library; Heather Smith, Eastern Lancaster County Library, New Holland, Pa.; and Andrea Vernola, Kalamazoo (Mich.) Public Library.

The \$600 stipend, made possible by an annual gift from Penguin Young Readers Group, enables up to four children's librarians to attend their first American Library Association's Annual Conference. Applicants must demonstrate an involvement in ALSC as well as other professional and educational associations. New programming or innovations initiated by the applicants is highly important. Less than 10 years of experience of working directly with children in elementary, middle schools or public libraries is required.

Supervising a transition from a 2,500 square foot facility to a 25,000 square foot area, reorganizing the service model to adjust to additional programming with less staff, and managing the Early Start Bookmobile are just a few of the many responsibilities Janet Vogel has taken on over the past year. She also initiated a partnership with the Frederick County Infants and Toddlers Program (FCTIP) to present *Storyland: A Sensory Storyland for Little Ones* complete with story time boxes which contain materials for a variety of 12 programs. She also serves on several committees with the Maryland Library Association and Race to the Top.

Community outreach, collection development and collaboration with the Madison Metropolitan School District (MMSD) are just several of the duties Krissy Wick addresses in her position as a youth services librarian. Her programming with *Group Summer Reading Club*, *Overture Center for the Arts* and a *Prince and Princess Party* sparks huge attendance. Krissy is introducing a new program, *Book a Day*, which provides training with educational toys and books for parents and caregivers that focuses on Spanish-speaking families, an underserved group in the community.

Active programming, grant writing and reader recognition are just a few of the exciting activities developed by Heather Smith. The programs include *Dance Me a Story* which encourages children ages 3 to 6 to act out a classic fairy tale through dance; *Danger Club* for children ages 8 to 12 features science experiments; and *Super Readers Council* provides children with discussions skills by creating book talks and book trailers. Her grant writing provides funding for *Parent-Child Workshops* where early childhood professionals work with parents and caregivers and *Teen Reading Lounge*, an interactive literacy and art program for teens. Additionally, Heather has presented *I Can Read Wall of Fame* as a poster session at the 2012 Pennsylvania Library Association Annual Conference.

If you are in Kalamazoo on a Saturday, you might want to check out Andrea Vernola's *First Saturdays at KPL*. Responding to a request from the school superintendent, *First Saturdays at KPL* was created to promote literacy and increase family usage of the public library. Through

creative partnering with various community organizations, *First Saturdays* initially attracted 300 people and continues to grow. Collaboration with the public schools has also produced programming for literacy nights for families to showcase the library's programming and ways to help their children with reading. Andrea also utilizes social media to connect patrons to the library's Pinterest page filled with literacy tips, craft ideas and children's booklists.

"The committee is delighted with the creativeness of the programming and amount of professional involvement," said Nancy Baumann, grant administration chair. "Attending the annual conference will be of great benefit to each recipient."

ALSC, a division of the ALA, is the world's largest organization dedicated to the support and enhancement of library service to children. With a network of more than 4,000 children's and youth librarians, literature experts, publishers and educational faculty, ALSC is committed to creating a better future for children through libraries. To learn more about ALSC, visit ALSC's website at [www.ala.org/alsc](http://www.ala.org/alsc).

## **Baker & Taylor**

### **Hartford (Conn.) Public Library awarded 2013 Baker & Taylor Summer Reading Grant**

The Association for Library Service to Children (ALSC) has awarded the 2013 ALSC/Baker & Taylor Summer Reading Program Grant to the Hartford Public Library, Hartford, Conn.

This grant is designed to encourage outstanding summer reading programs by providing financial assistance, while recognizing ALSC members for outstanding program development. The program must be open to all children from birth to age 14. Programming that provides for inclusion of children with physical and mental disabilities is encouraged. This \$3,000 grant is made possible by Baker & Taylor, a leading distributor of books, videos, and music products to libraries, institutions and retailers.

The city of Hartford is struggling with a high level of poverty, child abuse, illiteracy and a low graduation rate. Hartford youth lack substantial summer learning opportunities and each year drop an estimated three months of learning during the summer hiatus. The Hartford Public Library will use the grant funds to develop a Summer Reading Program for ages 18 and younger and those with special needs.

The program will feature collaboration with the schools to run for 11 weeks, which ensures a seamless continuum of learning with no summer loss. This program is part of the city-wide Hartford Campaign for Grade Level Reading (HCGLR) and the Hartford Public Schools (HPS) Third Grade Promise to provide uninterrupted learning opportunities for at-risk and low-income youth in order to improve grade-level reading proficiency. Additional sessions for special needs families will offer programs adapted to fit various disabilities and those needing different types of sensory stimulation.

“The committee is extremely excited about this Summer Reading Program which involves readers for eleven weeks, providing uninterrupted learning throughout the summer,” said Nancy Baumann, Grant Administration chair. “This program truly reaches children from birth to eighteen with a focus on reaching those who need readiness skills to teens who prefer intellectual and creative activities.”

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## Maureen Hayes Awards

### Salt Lake County PL receives 2013 Hayes Award

The Association for Library Service to Children (ALSC) has awarded the 2013 Maureen Hayes Author/Illustrator Visit Award to the Salt Lake County Library Services, West Jordan, Utah.

The award, sponsored by Simon & Schuster Children's Publishing, is designed to provide up to \$4,000 to an ALSC member library to fund a visit from an author/illustrator who will speak to children who might otherwise not have had the opportunity to hear from a nationally known author/illustrator.

Through a partnership with nine different organizations, the Salt Lake County Public Library will use the funds to help host the Día de los Niños Festival that will take place on April 27, 2013 for children and families of all ethnic backgrounds to celebrate reading in their community. Salt Lake County is home to a large immigrant population with 20 percent of the population speaking a language other than English.

The Día de los Niños Festival will feature author John Scieszka who will provide a keynote address, a podcast interview and book signing. Activities at the highly accessible Viridian Event Center will go on throughout the day and be tied to Mr. Scieszka's books. Based on the Every Child Ready to Read early learning practices, kids will talk, sing, read, write and play their way through Scieszka's books. Children will be driving cars along a laid-out route for *Welcome to Trucktown*; a puppet show and puppet-making activity with *The Stinky Cheese Man*; and a communal writing project for *Guys Write for Guys*. Book give-aways, mini-grants for local schools to hold Día events, and multicultural performances will also be part of this exciting literacy festival.

"All the committee members wish they could attend this well-planned and fun Scieszka Fiesta," said Nancy Baumann, Grant Administration Committee chair. "The organization and creativity in planning such a large event has been well thought out and promises to be an occasion that will be talked about for a long time."

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## Bookapalooza

### Alabama, Oklahoma, Ohio libraries win 2013 Bookapalooza Program

The Association for Library Services to Children (ALSC) has awarded the 2013 Bookapalooza Program to three libraries: Pinson Public Library, Pinson, Ala.; Fletcher Public School, Fletcher, Okla.; and Ashland Public Library, Ashland, Ohio.

The award includes a variety of materials from books to DVDs and audiobooks. These materials have been received at the ALSC office from publishers for selection committees to evaluate for awards and notables consideration. To make room for the next year's publications, Bookapalooza was created to infuse three collections with new materials for children age birth through age 14.

The Pinson Public Library in Alabama is a brand-new facility in a rural area that opened last year with 1,600 materials, a third of which were donated. With a small budget and high circulation, this library will put the 25 cartons of Bookapalooza materials to great use. By collaborating with the local schools' annual reading contests, the Bookapalooza materials will encourage children to read and write book reviews for the school and library websites. The materials will also be used with another ongoing program with the Hand in Paw Organization, *Reading with Rufus*, where children will strengthen their verbal and reading skills by reading aloud to Rufus the dog.

An infusion of Bookapalooza materials will provide books, DVDs and audiobooks desperately needed by all students at the Fletcher Public School in Oklahoma to improve reading skills. New nonfiction and high-interest, low-level materials will motivate students and promote reading to assist in passing the state's mandated reading tests. The Bookapalooza collection will also allow for new books to be shared during the Reading Buddies program and for book talks during the monthly Literacy Assembly.

The Ashland Public Library in Ohio will partner with the Ray and Joan Kroc Salvation Army Center to provide materials to patrons who don't have access to the library. The Kroc Center houses numerous programs and services for the homeless and low-income families in the community, and will post information about the collection and library services at the Ashland Public Library. Teen volunteers will also be utilized to read to children and assist with the library's summer reading program.

"All of the recipients demonstrate great need for materials for their readers and also future readers who may not have access to library materials or patronize a library which has no funding to acquire materials," said Nancy Baumann, Grant Administration Committee chair. "The committee is ecstatic about all the Bookapalooza materials finding their way into the hands of children who need reading materials.

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## Appendix D: Sample Letter to Unsuccessful Applicant

Date

Name

Address

Dear (applicant's name):

Thank you for applying for a ALSC/Baker & Taylor Summer Reading Program Grant. This year, the selection committee received applications from many strong candidates. The committee enjoyed reading about the wide variety of exciting children's programs that you and the other applicants are presenting in libraries around the country. The committee had a difficult time choosing the winners from among so many highly qualified applicants, and unfortunately your application was not selected to receive an award.

We applaud your commitment to ALSC, and thank you for taking the time to apply for this award. We hope you will consider applying for the ALSC/Book Wholesalers Inc Summer Reading Program Grant again. ALSC needs enthusiastic, energetic librarians like you to keep the division strong.

Sincerely,

Name

Grants Administration Committee Chair

## Appendix F: Electronic Marketing Tools

*Blog:* Posts can be made to the ALSC Blog by contacting the ALSC Blog Manager at [alscblog@gmail.com](mailto:alscblog@gmail.com) or the ALSC Marketing Specialist.

### *Electronic Discussion Lists*

- ALSC-L ([www.ala.org/alsc](http://www.ala.org/alsc))
- LM\_Net ([http://www.eduref.org/lm\\_net/](http://www.eduref.org/lm_net/))
- PUBYAC (<http://www.pubyac.org/>)

### *Sample Electronic Discussion List post:*

Call for applications release:

Call for applications! The ALSC/Baker & Taylor Summer Reading Grant is designed to encourage reading programs for children in a public library by providing financial assistance of \$3,000, while recognizing ALSC members for outstanding program development. The application is easy to complete and is due December 1. The program must be (1) theme-based summer reading program in a public library and (2) open to all children from birth through 14 years. The applicant must work directly with children and be a personal member of ALSC. The Committee encourages proposals with innovative ways to encourage involvement of children with physical or mental disabilities. The application can be found on ALSC website under Awards and Scholarships, then Professional Awards. Did I mention that the applicant must be a personal member of ALSC and that the deadline is November 1, 2013?

For more information or to apply for the grant, visit [www.ala.org/alsc](http://www.ala.org/alsc)