

# Sample

## WSVEF Grant Application



### Applicant Information

Date	
Applicant(s)	
Email	
Phone	
Status	Administrator / <b>Teacher</b> / Student / Community Member / Other:

### Project Information

Project Name	TRUSTY Books not MUSTIE Books
Dollar Amount Requested	\$627.00
Total Project Cost	\$627.00
School	Whitson Elementary, Henkle Middle School, Columbia High School
# Students Involved	All students will benefit from an updated library.
Has the school principal or District Superintendent approved this application? *	Yes
Have technology choices been reviewed by District IT staff? *	NA

**\*Necessary approval is required before submission.**

Please complete the following sections by entering your response below each question.

## Project Description

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1. **What are you proposing?** Specify how your project meets one or more of the Foundation's priorities (listed in application instructions). What are your goals and objectives and how will they be achieved?

“TRUSTY Books Not MUSTY Books” is a project that **invests in and inspires us,** \_\_\_\_\_, **through professional development.** The goal of this project is to improve the school libraries in our district. There are many objectives that will enable us to realize this goal. But, for the purposes of this grant, we are focusing on one. The objective for “TRUSTY Books Not MUSTY Books” is to equip us with the necessary library management skills to revitalize our libraries.

MUSTY is an acronym coined by the American Library Association to signal books that need to be weeded from a library. Books that are MUSTY are characterized by one or more of the following negative factors: **M**isleading, **U**gly, **S**uperseded, **T**rivial, and/or **Y**our Collection has no need for the book. While working with Katy Jablonski on a grant for the Snap Dragon Foundation to update books in each of the school libraries, it became apparent that the district had no strategic acquisition and weeding policy. Most librarians in Washington state do not have library science degrees, so the task of selecting new books and discarding old ones is daunting. At Katy’s suggestion, we enlisted the White Salmon City librarian, to help us gain knowledge and confidence about selection and deselection processes. She referred us to the American Library Association (ALA) Webpage, and on the site, we noticed an online course offering: “Managing Children’s Collections from Acquisition to Weeding.” In this course, we would learn the following concepts:

- Best practices for evaluating items of varying formats to add to your library’s collection
- Tips to efficiently acquire and process new materials, so they reach your patrons as quickly as possible
- Strategies to maximize the circulation of materials and track circulation in combination with displays, programs, and other collection marketing efforts
- Implementing the MUSTY method in combination with circulation statistics to improve the deselection process and weed your collection with confidence

When we read the course description, we knew this course is the professional development we needed now to improve our libraries. The knowledge gained in the course will enable us to efficiently and effectively evaluate and select reviewed materials and deselect materials with confidence. Once we have acquired these necessary skills for managing a library, we can create an acquisition and weeding policy for the district. We will also be in a more educated position to apply for the Snapdragon Foundation Grant.

2. **Who are you serving?** Describe the targeted student population.

Our libraries and librarians serve all students in the White Salmon School District. Whether students are in K-6 with regular library class once a week, or middle and high schoolers who drop in to the library to self-select a book, all students in our district walk through our doors. We owe it to them to provide a collection of material that is factually accurate, in good condition, updated, appropriate, and relevant.

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3. **Why are you proposing this project?** What need does it fill? Why did you select this approach? How does it differ from existing programs/curriculum? What alternatives did you consider and why is this proposal the best alternative to meet the need.

As mentioned in bullet point one, this professional development opportunity will give us the skills we need to run effective libraries at our schools, which is our objective. Our collections are MUSTY. It was determined that probably 80% of the books in the high school library should be weeded. The libraries at Whitson and Henkle are also in need of weeding. At Whitson, students rarely look for books on the shelves because the shelves are so packed with books. Shelves should be only 75% full at any time to provide space for new materials and for perusing. The middle school library is sorely lacking in updated nonfiction. Students come in eager to find a “How to...” book, but often leave empty handed. Unfortunately, there has been no comprehensive approach to stocking our school’s libraries for decades. School librarians are usually not library scientists, and our libraries have not been a priority for some time. We know our district is not in a position to add money to our budgets, which is why we are looking to outside grant funding to purchase new books and to fund this professional development opportunity. The city librarian has been a tremendous help, and she will continue to consult with us, but we need to steer this ship on our own, and this professional development opportunity through the ALA will provide us with the knowledge we are sorely missing.

4. **When is the funding needed?** Provide a timeline of major tasks and activities for this project.

“Managing Children’s Collections from Acquisition to Weeding” is a 4-week course beginning January 10, 2022 and ending February 6, 2022. The course is asynchronous and covers 24 hours of coursework. It is estimated that we will spend 4-6 hours a week reading and viewing various curriculum material and responding to discussion posts. At the end of the course, we will receive a certificate of completion. Our goals for this project, “To improve the libraries in the White Salmon School District” will take years to realize fully, but this project provides a means to achieve the first objective to attaining this goal, “To equip us with the necessary library management skills to revitalize our libraries.”

5. List any other participants (staff, students, community members etc.) and their roles in this project.

The librarians at each school will be the only ones involved in this professional development opportunity. The idea for enrolling in this course came from discussions with \_\_\_\_\_ and Katy Jablonski. \_\_\_\_\_ will continue to consult with us, as we work to revitalize our libraries.

## Assessment

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A high scoring proposal will include one or more measurable objectives and a method for measuring impact. Describe your plans for determining whether your objectives are met, as well as how you would assess the impact of this project.

The objective of our project is “To equip us with the necessary library management skills to revitalize our libraries.” This objective can be measured in a few ways. First, the class includes assignments and activities to assess our comprehension of course content, and we will each receive a certificate of completion for satisfactorily completing all requirements. The certificate is a tangible artifact

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demonstrating our new understandings about how to manage a library effectively. Second, we propose that we attend a foundation board meeting in the spring to share some of the key takeaways from the course, and how we are implementing what we learned at our buildings. The overall impact of the project will take years to realize fully, but ideally in four years, when you walk into any library in the White Salmon School District, you will see shelves of accurate, relevant and updated books.

## Budget

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1. Provide an itemized budget, including expenses and revenue (if any). Identify any other sources of funding that will be used to support the proposal.

The course costs \$209.00 per person. The total cost is \$627.00. There are no other sources of funding at this time.

2. Percentage of budget spent on long term benefit, defined as:
  - ❖ equipment that is reusable for future projects **and/or**
  - ❖ underwriting professional development **and/or**,
  - ❖ creating capacity building opportunities **and/or**,
  - ❖ developing or replicating innovative curriculum and/or programs with strong potential for long term benefit.

100% of this funding will go towards underwriting professional development.

3. Please identify and itemize any other costs associated with this project (long-term maintenance, on-going operational costs, staff time, transportation? etc.)? How they will be covered?

There are no other costs for this professional development project.

4. If this is an ongoing project or a pilot project, explain how it will be funded in the future.

This is not an ongoing project.