

Commonwealth of Kentucky
Kentucky Department for Libraries & Archives
State Fiscal Year 2008

APPLICATION FOR A NEW BOOKMOBILE/OUTREACH SERVICES VEHICLE

PART I - APPLICANT INFORMATION

Library Name: _____

Address: _____ County _____

Phone Number: _____ Fax Number _____

Library Director: _____

Director's E-mail Address: _____

Outreach/Bookmobile Librarian: _____

The total maximum grant amount is \$25,000.00.

Is your library prepared to meet the required match of approximately \$25,000? ___ YES ___ NO

Return this application with original signatures to:

Terry L. Manuel
Kentucky Department for Libraries & Archives
P.O. Box 537
300 Coffee Tree Rd.
Frankfort, KY 40602-0537

Application must be postmarked no later than October 1, 2007
Fax copies will not be accepted

PART II - VEHICLE INFORMATION

1. If awarded this grant, the new vehicle will (check one)
_____ A. Replace an existing bookmobile or outreach vehicle
_____ B. Be added to serve as a second outreach vehicle
_____ C. Start a new bookmobile/outreach service for the community
2. If you checked A or B, continue with the next question.
If you checked C, skip to **Part III** on the next page of this application form.
3. We are applying for: _____ A Dodge Sprinter (new standard bookmobile)
_____ An alternative vehicle (type: _____)
4. Current Vehicle: License # _____ Year _____
Serial # _____ Mileage _____
5. Insurance: Collision policy # _____ Deductible \$ _____
Liability policy # _____ Deductible \$ _____
Carrier _____ Agent _____

6. In the table below show amounts budgeted for fiscal years indicated.

	FY 2006/07	FY 2007/08
Total funds spent on vehicle maintenance and		
Total funds spent on gasoline and oil		
Number of hours vehicle was on the road per		
Number of stops per week/month	/	/
Total bookmobile circulation figures		
Current mileage on bookmobile		

PART III - BUDGET INFORMATION

1. Fill in the table below to show funding allocated towards supporting your library's outreach services program for the current fiscal year, 2007-2008. Ignore items that may not be relevant to your specific situation. Specify others as needed in the space provided.

	Amount
Bookmobile materials (books, audiovisual, etc)	
Personnel	
Fuel and Oil	
Repair / Maintenance	
Insurance	
Other (specify)	
Other (specify)	
Total Funds Allocated	\$

2. _____ Check here to indicate that your library agrees to provide receipts and canceled checks for the cost of the vehicle and any modifications made to the vehicle to support that the library provided at least a 50% match.

If selected for the grant, your library will be responsible for costs to cover:

- About one half the cost of the vehicle.
- Interior modifications such as shelving, lighting, flooring, etc. The new bookmobiles do not require the addition of a generator.
- Exterior paint job (if desired).

PART IV - NARRATIVES

Briefly answer the following narrative questions on an attached sheet with each answer numbered accordingly.

- 1) **NEED:** Briefly explain why your library needs a new vehicle by describing your current bookmobile/outreach services. Why is this vehicle necessary to meet your goals? Include information about types of stops: Service to shut-ins, schools, daycares, other programming, promotion, number of patrons, problems and concerns, unique aspects to your program, etc...
- 2) **COMMITMENT:** Give a description of your future outreach services plan. Does your library demonstrate its commitment to planning for outreach by including bookmobile and outreach services in its long range plan? If so, attach pertinent sections of your library's long-range plan. If you are applying for an alternative vehicle be sure to justify the vehicle chosen – what was the selection process used? How will this vehicle improve services? Provide results from any past surveys that support your application.
- 3) **PUBLIC RELATIONS:** How is your community aware of your outreach services? Do you plan on increasing visibility? How do you plan on promoting services to reach people in un-served or under-served areas of the county? How are you going to identify your clients?
- 4) **EVALUATION:** Explain how you intend to evaluate your program. How often will evaluations be done? What do you propose to do if your evaluations indicate that your program is not successful?

Kentucky Department for Libraries and Archives retains ownership of all full or partially state funded vehicles.

PART V - SIGNATURES

We understand the requirements for continued adequate funding for the bookmobile and outreach services program, and do affirm that such funding shall be provided. This may include, but is not limited to, personnel, insurance, maintenance, materials, and equipment. We hereby apply for the provision of a state owned bookmobile/outreach van for our library.

We have read and approve the FY 2008 Public Library Bookmobile Grant application:

Library Director

Date

President, Board of Trustees

Date

Postmark deadline date is October 1, 2007