



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

Request for Proposals
Oklahoma Department of Libraries (ODL)
SUMMER READING WORKSHOP

Application Deadline

Email proposal to adrienne.butler@libraries.ok.gov, Youth Services Consultant, by 5:00 p.m. on August 30, 2019.

Email all questions to adrienne.butler@libraries.ok.gov. Answers will be provided to all bidders. Deadline for questions is August 23, 2019.

The winning bid(s) will be awarded by September 9, 2019.

Presenters not selected will be notified by September 4, 2019.

Applicant Eligibility

Eligible applicants include:

- Workshop (crafts, art, and/or various media) presentation experience.
- Direct experience working with youth ages 18 and under.

Grant Awards

An eligible individual or organization may apply to present the Summer Reading Workshops. Funding is provided by a Library Services and Technology Act grant from the Institute of Museum and Library Services (IMLS).

Purpose

The Oklahoma Department of Library (ODL) Youth Service Consultant conducts Summer Reading Workshops at no more than five (5) Oklahoma public library locations across the state of Oklahoma in the late fall. These workshops feature a guest presenter(s) who provides programming ideas and practical advice to librarians on how to provide summer library programs to enhance children and teen learning and reading experiences. The Collaborative Summer Library Program (CSLP) yearly theme must



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be incorporated into the presentation. The presenter must utilize both the CSLP resources and original resources within her/his program. The workshops are for adult library employees and volunteers with varying degrees of expertise in youth services. Each workshop presentation will be five hours. The number attending each workshop varies from ten to fifty depending on location, with the total attendance for all five workshops approximately one hundred.

Allowable Activities

Presenter must understand and meet the goals of the workshop:

1. Develop children's and teen's interest in reading for pleasure.
2. Encourage and motivate children and teens to improve their reading skills.
3. Encourage the use of all library resources.
4. Increase awareness of learning opportunities within libraries.
5. Presentations will include ideas and advice that will apply and used successfully with many ages and in libraries of various sizes, geographic locations, staff levels, and budgets, as well as differing space for programming, creativity, and educational level of staff.

Workshop Measurable Outcomes:

1. Seventy-five percent (75%) of participants will obtain at least one programming idea they agree to use.
2. Proposal narrative should be no more than eight (8) pages.
3. Presentation of ideas based on the CSLP 2020 theme.
4. Include demonstrations and expansions of ideas from the CSLP manual in some way.
5. Include the presentation of original ideas.
6. Include presentation of ideas and activities for early literacy, school-aged, and teen programs.
7. The presentation will generate enthusiasm and excitement for the theme.



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8. Active engagement and encouragement of audience members with the presenter, whether through demonstrations, crafts, or sharing own ideas.
9. Include recommendation of books in relation to specific programs and activities.
10. Handouts will be available for the ideas presented.
11. The presentation will incorporate innovative ideas from current library practices.

Contact

Adrienne Butler
Youth Services Consultant
Oklahoma Department of Libraries
200 Northeast 18th Street
Oklahoma City, OK 73105-3298

405.522.3323
adrienne.butler@libraries.ok.gov

General Instructions

1. Workshop agenda focused on 2020 Fantasy, Mythology, and Fairytales theme and slogan (Imagine Your Story).
2. Proposal narrative should be no more than eight (8) pages.
3. Samples of program specifics, such as craft directions, recommended book lists, and activities in which workshop attendees will participate.
4. A one-page resume that focuses on presenter experience providing library services to youth and/or experience training others who provide library services to youth.
5. Include presentation video of five (5) minutes or fewer of applicant presenting a craft or program idea preferable in front of an audience. This can be from a previous workshop or conference, or it filmed specifically for the application. A URL link to your video should be included at the beginning of your workshop agenda.



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6. Two professional reference letters emailed to Adrienne.butler@libraries.ok.gov. Place applicant's full name on the email subject line.
7. How you learned of this Request for Proposal.
8. You may also wish to view past Summer Reading Workshop resources on the Oklahoma Children & Young Adult Wiki, <http://cyawiki.oklibraries.org> or the California Library Association Summer Reading Program Programming, <http://www.cla-net.org/?page=684>.

Evaluation of bids will be based on "lowest and best" value.

- Bid replies must be emailed as a PDF. No more than two (2) presenters will be awarded.

Budget Considerations.

- The Summer Reading Workshops are one-day events. Travel is required.
- The presenter is responsible for her/his own travel to and from Oklahoma, and in-between site locations for the presentations.
- The presenter will cover the costs of hotel, meals during Workshops timeframe, and any meals during the presentation.
- Each workshop is five hours, not including one hour for lunch and two ten minute breaks. Time is included at the end of the day for wrap-up and review.
- The presenter is responsible for all planning materials, props, craft supplies, and samples. ODL will supply copies of handouts for participants.
- Oklahoma State law requires all payment to be allotted after services are completed.
- The workshops will occur in fall 2019.

Presenter Responsibilities



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Presenter will work with the Youth Services Consultant to develop a coherent presentation that is engaging and educational. The audience is Oklahoma librarians who provide services to children and teens, ages 0-18. Librarians will duplicate ideas from the workshop at their libraries.

The presentation will include the following:

- Hands-on component – allow librarians to make a craft and/or participate in an activity.
- Craft Show-and-Tell – show librarians finished and/or partially finished crafts and original program ideas based on the theme.
- Displays and decorations –present creative ideas to promote the Summer Reading theme by decorating the library or having a display using materials that are cost-efficient in a range of age-levels.
- Design crafts, program, and displays ideas for children, ages 0-4, ages 5-11, and teens, ages 12-18.
- Crafts, program, and displays must be presented with step-by-step instructions (include the manual and page number for those items from CSLP), explanation of the thought process in the creation, the time it took, difficulty level, possibilities to either age the craft for younger or older children and teens, and cost for materials.
- Ideas can include, but are not limited to, ties to literature through reading and book activities and crafts, book talks and promoting the Summer Reading Program at school visits.
- Inclusion of family programs, programs for children, teens, and adults. Programs for bilingual and special needs children and teens are a bonus.



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**FY20 SUMMER READING WORKSHOP PROPOSAL
Data Page**

Presenter/Organization and Address

Contact Person

Phone

Email

Funding Amount Requested

Federal Employer Identification (FEIN)

Please submit the proposal in the following order

- Data Page
- Narrative (attach up to 8 pages)
- Budget (attach a budget page)

Project Narrative

Provide up to eight pages of detail information addressing the following points:

1. **Project Goals**-----10 points

Workshop Goals:

Presenter must understand and meet the goals of the workshop founded on the CSLP theme and materials:

6. Develop children’s and teen’s interests in reading for pleasure.
7. Encourage and motivate children and teens to improve their reading skills.
8. Encourage use of all library resources.
9. Increase awareness of learning opportunities within libraries.



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Workshop Outcomes:

Presentations include ideas and advice that will apply and work successfully with many ages and in all kinds of library situations including varied library sizes and geographic locations, staff levels, and budgets, as well as differing space for programming, creativity and educational level of staff, and degrees of enthusiasm for program.

2. Plan of Operation-----30 points

All proposals should include the following items:

9. Workshop agenda focused on 2020 Fantasy, Mythology, and Fairy Tales theme and slogan *Imagine Your Story*, such as craft directions, recommended book lists, and activities in which workshop attendees will participate.
10. One-page resume that focuses on presenter experience providing library services to youth and/or experiences training others who provide library services to youth.
11. Include presentation video of five (5) minutes or fewer of applicant presenting a craft or program idea preferable in front of an audience. This can be from a previous workshop or conference, or it filmed specifically for the application. A URL link to your video should be included at the beginning of your workshop agenda.
12. Two professional reference letters emailed to Adrienne.butler@libraries.ok.gov. Place applicant's full name in the email subject line.
13. Identification of the source you learned of this Request for Proposal.

3. Measuring Success-----25 points

Provide a detailed plan for the proposed grant to include:

- Seventy-five percent (75%) of participants will obtain at least one programming idea they agree to use.
- Presentation of ideas based on the CSLP 2020 theme.
- Include demonstrations and expansions of ideas from the CSLP manual in some way
- Include the presentation of original ideas.
- Include presentation of ideas and activities for early literacy, school-aged, and teen programs.
- The presentation will generate enthusiasm and excitement for the theme.
- Active engagement and encouragement of audience members with the presenter, whether through demonstrations, crafts, or sharing own ideas.
- Include recommendation of books in relation to specific programs and activities



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- Handouts will be available for the ideas presented.
 - The presentation will incorporate innovative ideas from current library practices.
4. **Budget**-----**25 points**
Attach a detailed, **itemized budget** of proposed grant expenditures. Budget categories may include travel, equipment, materials, and other items.