

Memorandum

To: Jennie Stapp, Montana State Librarian
CC: Montana State Library Commission
From: Sara Groves, Marketing & Communications Coordinator
Date: July 24, 2013
Re: Early Literacy Trust Request

Please find below the estimated expenditures for the third annual "Ready 2 Read Rendezvous". This three-day training event will be held at the Bozeman Public Library from Friday, October 11, 2013 – Sunday, October 13, 2013. The event will feature nationally-recognized trainers who will provide information for Montana librarians that conduct children's programming and outreach on best practices and latest research in an effort to provide the best possible children's library programming, outreach, and facilities possible in Montana.

The funding for this event will come from a mix of sources including Library Services Technology Act (LSTA) funding and private foundation funding. This request is to use the \$5,000 donated by Steve and Lisa Bullock from the 2013 inaugural ball to supplement other funding sources and will be presented for consideration by the MSL Commission at their August 2013 meeting.

The proposed budget for the event is as follows:

Librarians = \$2,500 (Mileage capped at \$100 for 25 participants; not all participants take this)
\$8,000 (hotel for two nights for 40 people)
\$3,625 to pay for food (\$15 x 45 people = \$675 dinner on Friday night; lunch and dinner on Saturday \$40 x 45 people = \$1,800; \$10 x 45 people lunch on Sunday = \$450; \$700 for snacks, beverages, and coffee).
Trainers = \$2,500 to pay for materials to libraries
\$4,000 to pay for airfare, meals, lodging
\$4,000 to pay for speaker fee
Staffing = \$1,000 to pay for conference assistant (50 hours at \$20 per hour)

Total = \$25,625