

## Confirmation of Application Receipt:

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Your proposal is successfully submitted to the International Paper. No further action on your part is required. To print a copy of this completed application, click "File" then "Print" on your browser's toolbar.

Click [return to the Welcome Page](#) when you are finished.

## Contact Information

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\* Salutation Mrs.

\* First Name Sara

\* Middle Initial J

\* Last Name Mautino

\* Contact Type Grant Writer

\* Address 4858 NAVY RD

\* City MILLINGTON

\* State Tennessee

\* Zip 38053-2031

\* E-mail Address sara.mautino@lsslibraries.com

\* Telephone 9018721585

Fax

## Organization Information

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\* Legal Organization Name Millington Public Library

- \* Address 4858 Navy Road
- \* City Millington
- \* State Tennessee
- \* Postal Code 38053
- \* Country United States
- \* Telephone 9018721585
- \* E-mail Address sara.mautino@lsslibraries.com
- \* Website Address <http://millingtonpubliclibrary.org/>
- \* Mission Statement The Millington Public Library's mission is to provide friendly, knowledgeable, and patron-centered services to all. We support both recreational readers and knowledge seekers by providing both a physical and electronic library collection that has something for everyone.
- \* Key Programs The staff and administration is committed to continuous improvement to all aspects of the library including our services, resources, events, and programs. We aim to provide an inclusive, supportive environment where people can learn, explore, create, transform, connect and collaborate. Our 6-week Summer Reading Program with weekly prizes provided by area businesses (fast food chains) and grand prizes sponsored by our local Kiwanis of Millington is very popular with our community. We also provide free, fun, and educational literacy programs for children, year-round, weekly including Storytime and Craft Days. Even during this time where COVID-19 has limited the amount of people who can be in our library each day we have maintained a virtual presence online to connect with our patrons!

Does your organization collaborate with other charitable organizations? If yes, please explain.

We have partnered with Millington Municipal Public Schools to provide, free-of-charge, T-Mobile hotspots to families in order to support COVID-19 related distance learning. We will also begin hosting a weekly "study night" evening at MPL. This will be a time when the library will only be open to Millington Municipal Public School students and their families to facilitate safe access to reliable high-speed internet and an opportunity for COVID-19 compliant community building. We will engage volunteer educators to

help with technology and support the education needs of K-12 MMPS students. More affluent communities are building their own "learning circles" in neighborhood homes or businesses. This is our response to create the same type of opportunity to the families who cannot afford to hire private tutors and/or must continue working during this very stressful and challenging time.

In addition to our MMPS partnership the United Way supplies free tax preparation to hundreds of our Millington citizens at our library every year from January to April.

We also donate food to and refer patrons to our only local food pantry at First United Methodist Church. We have also served as a satellite location for the HopeWorks GED program, and refer patrons seeking their GED to this free program.

We frequently host free programs (Water Safety) and promote Millington YMCA membership each year. One of our static installations is our local Lions Club eyeglasses collection box. Finally, we collaborate with our Baker Community Center and Parks & Recreation Department to provide free books to 3 of our municipal parks (Millington Little Libraries).

Is your organization affiliated with or certified by a national or regional charitable organization (for example, Feeding America, the Campaign for Grade Level Reading, Food Banks Canada, Bancos de Alimentos de Mexico, etc.)? If yes, explain.

n/a

## Fiscal Conduit

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\* Fiscal Conduit Tax ID 62-3000367

\* Fiscal Conduit Organization Name City of Millington

- \* Fiscal Conduit Address 7930 Nelson Rd
- \* Fiscal Conduit City Millington
- \* Fiscal Conduit State Tennessee
- \* Name of Contact for Fiscal Conduit Ed Haley
- \* Telephone Number of the Fiscal Conduit Contact (901)873-5701
- \* Email Address of Contact s.maes@millingtontn.gov  
at Fiscal Conduit

## Grant Terms and Conditions

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- \* Terms and Conditions
- I agree

## Financial / Corporate Officials

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- \* Form 990
  - City of Millington 2018 FS.pdf (770.93 K), uploaded by Sara Mautino on 08/25/2020
- \* Current Year W-9
  - CityW9.pdf (105.05 K), uploaded by Sara Mautino on 08/24/2020
- \* Current Year W-9 Confirmation I confirm.
- \* Operating Budget
  - Millington Public Library Budget 2020.xlsx (12.34 K), uploaded by Sara Mautino on 08/27/2020
- \* Contributions to the Organization 100%Government
- \* United Way Funding \$0.00
- \* Board of Directors
  - Sue Nan Hartley
  - Bitha Luze
  - Karla Hornsby
  - EvyLou Turner

Larry Dagan

Ben Hill

Mary McGhee

\* Top 3 Paid Staff Stephanie Kinsler

Sara Mautino

Caleb Harris

## Proposal Detail

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\* Nearest IP Facility Memphis, TN

\* Project Title Little Literacy Lab

\* Request Date 08/05/2020

### Contract/Agreement

\* Project Start Date 01/04/2021

\* Project End Date 01/03/2022

\* Requested Cash Amount \$4,730.05

\* Previous International  
Paper Requests and  
Donations

- **2019** \$0.00
- **2018** \$0.00
- **2017** \$0.00
- **2016** \$0.00
- **2015** \$0.00

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**Total** \$0.00

Previous Request and  
Donation Summary n/a

\* Does your organization  
need employee volunteers? n/a

If yes, please describe the  
approximate number of  
volunteers needed and the  
tasks for which volunteers  
are needed. The availability

of employee volunteers  
varies by local facility.

\* Do any current International Paper employees volunteer for your organization? No

\* Does International Paper have permission to use photographs, logos, published or printed information, and any other materials you supply in traditional and social media without further notice? Yes

## Proposal Narrative

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\* Fiscal Conduit Letter • [Fiscal Conduit Letter MPL.pdf \(53.56 K\), uploaded by Sara Mautino on 08/26/2020](#)

\* Proposal Budget (Specific to the project you want IP to fund) • [IPF Grant Proposal Budget Millington Public Library.doc \(142 K\), uploaded by Sara Mautino on 08/25/2020](#)

\* Proposal Summary Only 1/3 of Tennessee 3rd graders read at grade level (Gonzalez, 2018). Literacy impacts every facet of life & includes a myriad of skills numeracy, digital literacy, health literacy, & information literacy; however, the foundation of all these skills is rooted in the ability to read and decode information. In order to support the citizens of our community the Millington Pubic Library will increase the average number of books read weekly to children from 3 to 4 books, and increase our children's program attendance by 25%. These objectives will meet our goal of improving literacy skills for the children of Millington, TN.

Gonzales, J. (2018, January 25). Report: Tennessee literacy initiative making strides, but obstacles persist.

\* Proposal Detail After the State of Tennessee cut funding to a mildly successful literacy program, Millington was left without a

district literacy coach, a unified literacy curriculum, & insufficient textbooks. The Millington Public Library is ready to step in & be the literacy leaders in our community! We will meet this goal with the programming supported by the International Paper Foundation. To improve the literacy skills of children in Millington we will begin a new program, 1000 Books Before Kindergarten, & ramp up our children's programming. Our new STEM program, Ready 2 Robot, will help our children catch up, & even surpass their peers in more affluent communities such as Germantown & Arlington. The most recent report for the 8th grade TN Technology & Engineering test found black teens in rural communities scored 30 points lower than their white peers. We will bridge this gap by providing access & engaging our patrons with various robotics & coding resources! During the first month following the grant award our director will receive the funds from the City of Millington & place the purchase orders. Once items are received our cataloging specialist will inventory the products. While these tasks are ongoing the programming staff will begin marketing the new programming. We will use social media & work with local media to announce the new programs! We will also begin the initial phase of partnering with the schools to build an outreach program that will begin with in-school programs once Shelby Co. reaches a safe COVID-19 phase. We will host a week-long kick-off event for the 1000 B4K 45 days after receipt of materials. Our first program Tinkering with MPL will be held 60 days after the receipt of materials. This is an exploratory program to introduce the community to the new STEM resources at the library. We will spend the next 10 months organizing, advertising, & hosting programs each month geared to raising the literacy skills of the children of Millington, Tennessee!

**\* Expected Outcomes**

Our two core objectives have specific goals for achievement in the year following the award of grant monies from the International Paper Foundation.

One of the key indicators to 3rd grade reading success is a child's vocabulary by age 3. (Literacy, n.d.). By age 3 "there is a 30 million word gap between children from the wealthiest and poorest families" (RIF, n.d.). Access to books significantly increases one's vocabulary. In order to raise the average number of books read to children each week from 3 books to 4 books we will increase the circulation of

children's materials by 30%. The Millington Public Library will circulate at least 12,673 children's books in 365 days.

In 2019 just 34% of American families reported visiting the library at least once a month. We know the value of a robust and relevant community library program. In order to increase literacy skills in the children of Millington we will utilize engaging programming to increase children's library programming attendance by 25%. The Millington Public Library children's programming attendance will increase to at least 3,313 patrons in the next 365 days!

Literacy Mid-South. Literacy Statistics. (n.d.). Retrieved August 25, 2020, from <http://www.literacymidsouth.org/resources/literacy-statistics/>

RIF. (n.d.). Literacy Facts and Stats. Retrieved August 26, 2020, from <https://www.rif.org/sites/default/files/Literacy-Facts-Stats.pdf>

**\* Evaluation** In addition to the quantifiable benchmarks we have set for our outcome objectives the Millington Public Library will regularly seek input from our all stakeholders. This input will range from surveys with patrons and staff to quarterly conversations and presentations during our Millington Public Library Board meetings. We will invite staff and patrons to talk about what they feel is working well or where we need improvement. As always we take all evaluations and comments on customer service very seriously. We seek to continuously improve so we can best meet the needs of our community. Adding these new programs will become the prime focus of our customer satisfaction queries.

**\* IP Funding Breakdown** As detailed in our project proposal budget the International Paper Foundation will be funding 100% of the resources needed to create and build our Little Literacy Lab. Without the IPF funding the project will not take place. Without the support of IPF the children of Millington will continue to lag behind their peers in more affluent library districts such as Germantown and Arlington. With the support of the IPF and a successful Little Literacy Lab implementation we can encourage more recognition from our City which will



hopefully lead to more funding for other necessary projects like capital improvements and greater community outreach and support.

\* Current Funders None.

Need Support?

## PROJECT PROPOSAL BUDGET

Organization Name: Millington Public LibraryYear: 2020Project Title: Little Literacy Lab

This information in this forms provides financial information to understand the resources needed and the expenses of your proposed project.

**Complete the Tables Below:**

1. Populate the two tables below with detailed amount information for each applicable category.
2. Please complete with itemized details and/or close estimates of products or service costs. Cost estimates should be credible and realistic.

**Attach Completed Document to Your Application:**

1. After you complete and save this template, return to the application and log-in.
2. Click the "Continue" link next to the Project Title on the Welcome Page.
3. Locate the Project Budget field.
4. Click the "Upload" button.
5. Attach the completed template to your application.

**Project Income Summary**

Provide a projection of income you have received or expect to receive for your proposed project.

Income Source	Amount (\$)
Individual Contributions	0
Community Organizations	0
Government Funding	0
United Way Funding	0
Sponsorships	0
Fundraising Events	0
In-Kind Support	0
Foundations/Corporate Funding ( <i>excluding funds requested from the IP Foundation or Company</i> )	0
Other	0
<b>Amount Requested from IP Foundation or Company</b> (You will provide details in the table below)	0
<b>Total Project Income:</b>	\$0

## PROJECT PROPOSAL BUDGET

**Project Expenses**

Specify the expenses that must be funded required to carry out the proposed project. The International Paper Foundation is restricted from funding some of the expense types listed below, but a complete list of project expenses is helpful in assessing funding amounts.

Project Expense Type	Amount (\$)
Staff Salaries, Stipends	0
Temporary Labor <i>(describe in detail below)</i>	0
Fringe Benefits/Employee Taxes	0
Travel and Lodging	0
Materials and Supplies <i>(describe in detail below)</i>	\$3,276.02
Equipment <i>(describe in detail below)</i>	0
Printing and Publication Costs	0
Technology (hardware and software)	\$1,454.03
Web Development and Hosting	0
Training Costs <i>(describe in detail below)</i>	0
Facility Costs <i>(e.g., mortgage, rent or utility costs)</i>	0
Advertising/Public Relations Fees	0
Other <i>(describe in detail below)</i>	
<b>Total Project Expense:</b>	<b>\$4,730.05</b>

**Additional Expense Detail:*****Materials and Supplies:***

Item #	Description		Qty	Unit price	Total price
<a href="#">w13789880</a>	Demco Mobile Build 'N Write Play Area 31' x 46-1/2"	Demco	1	\$629.00	<b>\$629.00</b>
<a href="#">w13730430</a>	Haba Mult Learning Cube 23 3/4" x 23 3/4" x 23 3/4"	Demco	1	\$1,599.99	<b>\$1,599.99</b>
<a href="#">w13791680</a>	Coding Critters Ranger & Zip	Demco	1	\$39.99	<b>\$39.99</b>
<a href="#">w13747600</a>	Strickly Briks 1008 Piece Set 12 Colors 9 Shapes	Demco	3	\$34.99	<b>\$104.97</b>
<a href="#">w13763220</a>	Alphabriks 100 Briks with 10X10 stackable baseplate	Demco	2	\$14.99	<b>\$29.98</b>
<a href="#">w13747640</a>	Stackable Baseplates 10"x10" 8 pk Blue/Green/Gray/Sand	Demco	3	\$29.99	<b>\$89.97</b>
<a href="#">w13747660</a>	Construction Base Plates 15 3/4'X15 3/4" Blue/Green 2 pk	Demco	3	\$14.99	<b>\$44.97</b>
<a href="#">w13692490</a>	Read 1000 Books Before Kindergarten Poster 23" H x 17"W	Demco	1	\$6.99	<b>\$6.99</b>



**PROJECT PROPOSAL BUDGET**

<a href="#"><u>w13692480</u></a>	1000 Books B4K Caregiver Tips Poster 23" H x 17" W	Demco	1	\$6.99	<b>\$6.99</b>
<a href="#"><u>w13693000</u></a>	1000 Books B4K Mini Poster Set 8 1/2" x 11" 6 pkg	Demco	1	\$8.99	<b>\$8.99</b>
<a href="#"><u>w13692510</u></a>	1000 Books B4K Caregiver Tips 2- sided Bkmrk 9" x 3 1/4" 100/pkg	Demco	2	\$7.79	<b>\$15.58</b>
<a href="#"><u>w13692520</u></a>	1000 Books B4k Child Benefit Bkmrk 2"x6" 6 Designs 200pkg	Demco	1	\$8.99	<b>\$8.99</b>
<a href="#"><u>w13693260</u></a>	1000 Books B4k Milestone Wall Display 14 Pieces	Demco	1	\$14.99	<b>\$14.99</b>
<a href="#"><u>w13692740</u></a>	1000 Books B4K Milestone Stickers 2" 10 Designs 200 pkg	Demco	2	\$6.89	<b>\$13.78</b>
<a href="#"><u>W13751080</u></a>	1000 Books Before Kindergarten Coloring Sheet 17"X11" 25 pkg	Demco	4	\$6.49	<b>\$25.96</b>
<a href="#"><u>w13751380</u></a>	1000 Books Before Kindergarten Stickers 2" 5 designs 200/pk	Demco	1	\$6.89	<b>\$6.89</b>
<a href="#"><u>w13692730</u></a>	I'm On My Way to 1000 Books Reading Record w/Lines 25/pkg	Demco	3	\$13.38	<b>\$40.14</b>
<a href="#"><u>w13693130</u></a>	I'm On My Way to 1000 Books Reading Record w/circles 25/pkg	Demco	3	\$6.69	<b>\$20.07</b>
<a href="#"><u>w13751070</u></a>	1000 Books Before Kindergarten Reading Certificate 5 1/2" x 8 1/2" 50 pkg	Demco	2	\$6.99	<b>\$13.98</b>
<a href="#"><u>W13721160</u></a>	Elephant & Piggie Jumbo Stickers 2- 1/4" Dia 200/Pkg	Demco	1	\$5.99	<b>\$5.99</b>
<a href="#"><u>W13763060</u></a>	Peach Scented Stickers 1-1/2" Diameter 200/Pkg	Demco	1	\$6.49	<b>\$6.49</b>
<a href="#"><u>W13721760</u></a>	Mo Willems Character Stickers 1- 1/2"D 10 Designs 200/Pkg	Demco	1	\$6.49	<b>\$6.49</b>
<a href="#"><u>W13773700</u></a>	Googly Eyes Stickers 2-1/4" Dia 5 Styles 200/Pkg	Demco	1	\$6.89	<b>\$6.89</b>

**PROJECT PROPOSAL BUDGET**

<a href="#"><u>W13723790</u></a>	Color Craze Jumbo Stickers 3"Dia 4 Designs 100/Pkg	Demco	1	\$6.49	<b>\$6.49</b>
<a href="#"><u>W13714020</u></a>	Color Craze Floral Bookmarks 2-1/4" x 7" 4 Designs 200/Pkg	Demco	1	\$8.99	<b>\$8.99</b>
<a href="#"><u>W13786090</u></a>	GirlPower Mini Poster Set 8-1/2" x 11" 5/Set	Demco	1	\$6.99	<b>\$6.99</b>
<a href="#"><u>W13786100</u></a>	GirlPower Bookmarks 2" x 6" 5 Designs 200/Pkg	Demco	1	\$8.99	<b>\$8.99</b>
<a href="#"><u>W13786060</u></a>	Affirmation Cards 8-1/2" x 11" 25 Sheets/Pkg	Demco	1	\$10.49	<b>\$10.49</b>
<a href="#"><u>Item # LER 2690</u></a>	Pretend & Play® Teaching Cash Register	Learning Resources	1	\$54.99	<b>\$54.99</b>
<a href="#"><u>Item # LER 9722</u></a>	New Sprouts® Fruit & Veggies Tote	Learning Resources	2	\$29.99	<b>\$59.98</b>
<a href="#"><u>Item # LER 9724-4</u></a>	New Sprouts® Stack of Baskets (set of 4)	Learning Resources	1	\$29.99	<b>\$29.99</b>
<a href="#"><u>Item # LER 9725</u></a>	New Sprouts® Deluxe Market Set	Learning Resources	1	\$49.99	<b>\$49.99</b>

Subtotal	<b>\$2,984.98</b>
Shipping & handling	\$0.00
Tax rate	9.75%
Sales tax	\$291.04

**\$3,276.02**



## PROJECT PROPOSAL BUDGET

*Technology:*

Item #	Description		Qty	Unit price	Total price
<a href="#">7th Gen A2197</a>	10.2-inch iPad Wi-Fi 32GB - Space Gray with 2 yr Apple Care	Apple	2	\$398.00	\$796.00
<a href="#">660543522812</a>	OtterBox Symmetry Series Case for iPad (7th generation)	Apple	2	\$69.95	\$139.90
<a href="#">w13739860</a>	STEM Code & Go Robot Mouse Activity Set	Demco	1	\$59.99	\$59.99
<a href="#">w13766030</a>	Botley the Coding Robot Activity Set	Demco	1	\$79.99	\$79.99
<a href="#">w13753200</a>	Dash Robot	Demco	1	\$149.99	\$149.99
<a href="#">w13765810</a>	Wonder Workshop K-5 Learn to Code Curriculum Pack	Demco	1	\$98.99	\$98.99
				Subtotal	\$1,324.86
				Shipping & handling	\$0.00
				Tax rate	9.75%
				Sales tax	\$129.17
					<b>\$1,454.03</b>