

# Memorandum



**Date:** July 17, 2012

**To:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
County Mayor

**Subject:** Award of John S. and James L. Knight Foundation Grant to Miami-Dade Public  
Library System

Agenda Item No. 3(A)(1)

Resolution No. R-625-12

## Recommendation

It is recommended that the Board of County Commissioners (Board) ratify the Mayor or the Mayor's designee's action to apply for, receive, and expend John S. and James L. Knight Foundation fund in the amount of \$20,000 (as attached hereto) for a Writer-in-Residence 10-week program at the Miami-Dade Public Library System (MDPLS) to encourage creative writing among the Miami-Dade teens, ages 13 to 18. It is further recommended that the Board authorize the Mayor or the Mayor's designee to execute such contracts, agreements, Memoranda of Understanding (MOU), and amendments, after approval by the County Attorney, as required by program guidelines. It is also recommended that the Board authorize the Mayor or the Mayor's designee to exercise amendments, modifications, renewal, cancellation, and termination clauses of any contracts and agreements, subject to the approval by the County Attorney's Office.

## Scope

The scope of the project is countywide. The Writer-in-Residence project will directly impact twenty (20) young adults in a mentoring program and indirectly impact hundreds more who will be given an opportunity to participate in this project through the open forum both online and at public workshops.

## Fiscal Impact/Funding Source

This grant will provide \$20,000 to implement the proposed project which runs from October 1, 2011 through October 31, 2013. The grant requires a full \$20,000 match. The Friends of the Library will provide the matching \$20,000 for this grant. The Library Department will use grant funds to pay a \$10,500 fee to the Writer-In-Residence, which will be paid in two equal payments. The first payment for the amount of \$5,250 shall be made the first week of September 2012. The second payment for the amount of \$5,250 shall be made the first week of November 2012. The Library department will use the remaining funds, for the amount of and not to exceed \$9,500, to pay the lodging, travel, and transportation for the Writer-In-Residence.

## Track Record/Monitor

The Library Department will be responsible for the disbursement and expenditure of grant funds, and shall assume responsibility for managing programmatic and fiscal records in accordance with the project reporting and auditing procedures stipulated by the John S. and James L. Knight Foundation. The project manager is Gia Arbogast, Library Branch Administrator.


**Background**

MDPLS will use these grant funds to create a Writer-in-Residence program used to encourage creative writing among Miami-Dade County teenagers. The program is designed to encourage creative writing among the County's teens, ages 13 to 18, with a 10 week residency comprising a mentoring program and a forum for creative expression. A portion of the grant funds will be used to provide an honorarium to hire a published author to be in-residence for a period of 10 weeks. MDPLS's Writer-in-Residence Program will provide (1)

an opportunity for teens to try their hand at creative writing; (2) students the availability to have a piece of work professionally critiqued and published; and (3) students the ability to gain an understanding of the creative process, the publishing process and what it took for other authors to achieve their success. Students will learn to use the library resources and will gain a general knowledge of what it is like to express oneself as a writer.

**Delegation of Authority**

In accordance with Section 2-8.3 of the Miami-Dade County Code related to identifying delegation of the board authority, there are no authorities beyond that specified in the resolution which include the authority for the Mayor or his designee to execute this grant and agreements to expend the grant funds.



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Lisa M. Martinez, Senior Advisor  
Office of the Mayor

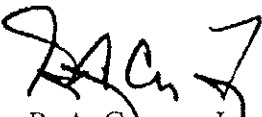


# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** July 17, 2012

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 3(A)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 3(A)(1)  
7-17-12

RESOLUTION NO. R-625-12

RESOLUTION RATIFYING THE SUBMISSION AND ACCEPTANCE OF A GRANT APPLICATION TO THE JOHN S. AND JAMES L. KNIGHT FOUNDATION FOR FUNDS IN THE AMOUNT FOR \$20,000 TO BE USED BY THE MIAMI-DADE PUBLIC LIBRARY SYSTEM; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO RECEIVE AND EXPEND FUNDS AND EQUIPMENT, EXECUTE CONTRACTS, AGREEMENTS, AND AMENDMENTS, AFTER APPROVAL BY THE COUNTY ATTORNEY, AS REQUIRED BY PROGRAM GUIDELINES

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board ratifies the submission of a grant application to the John S. and James L. Knight Foundation fund in the amount of \$20,000 (as attached hereto) to create a Writer-in-Residence Program housed at the Main Library; authorizes County Mayor or County Mayor's designee to receive and expend funds and execute contracts, agreements, and amendments, after approval by the County Attorney, as required by program guidelines.

The foregoing resolution was offered by Commissioner **Rebeca Sosa**

who moved its adoption. The motion was seconded by Commissioner **José "Pepe" Diaz**

and upon being put to a vote, the vote was as follows:

	Joe A. Martinez, Chairman	<b>aye</b>
	Audrey M. Edmonson, Vice Chairwoman	<b>aye</b>
Bruno A. Barreiro	<b>aye</b>	Lynda Bell
Esteban L. Bovo, Jr.	<b>aye</b>	Jose "Pepe" Diaz
Sally A. Heyman	<b>aye</b>	Barbara J. Jordan
Jean Monestime	<b>aye</b>	Dennis C. Moss
Rebeca Sosa	<b>aye</b>	Sen. Javier D. Souto
Xavier L. Suarez	<b>aye</b>	

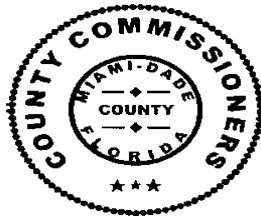
The Chairperson thereupon declared the resolution duly passed and adopted this 17<sup>th</sup> day of July, 2012. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

**Christopher Agrippa**

By: \_\_\_\_\_  
Deputy Clerk



Approved by County Attorney as  
to form and legal sufficiency.

Monica Rizo




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**Proposal** Submit the proposal.

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**Name of primary contact**

Gia Arbogast

**Title of primary contact**

Library Branch Administrator

**Email of primary contact**

arbogastg@mdpls.org

**Telephone of primary contact**

3053752619

**Organization / institution legal name**

Miami-Dade Public Library System

**Address**

101 West Flagler Street

**City**

Miami

**State**

FL

**Zip**

33130

**Telephone**

3053755017

**Fax**

3056797792

**Web Site**

www.mdpls.org

**1. Total cost of project (from all sources): \$:**

\$44,700.

**2. Requested amount from Knight Foundation: \$**

\$22,350.

**3. Over how many years?**

1

**4. Title of project**

Writer-in-Residence: Young Adult Fiction

**5. Describe your idea and elaborate on what it will accomplish.**

The Library's Writer-in-Residence program is designed to encourage creative writing among our community's teens, ages 13-18. This is a 3 month residency from September-November, 2012. There are two facets to this project: a Mentoring Program for 20 selected teens and, an Open Forum in which all teens may participate. At the conclusion of the residency, teens have had an opportunity to express themselves creatively and to learn about the different components of writing, both as a creative outlet and as a possible career path (writer, editor,

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publisher, teacher, and journalist.) (1) Mentoring Program: The Library's Writer-in-Residence committee picks high schools with which to partner. Students from these schools are invited to submit work online. Twenty teens are then selected to participate in a program in which the Writer works with them one-on-one and in group workshops to complete creative writing pieces to be produced online and in print by the Library and presented to the public at a culminating event. (2) Open Forum: Teens who are not in the Mentoring Program submit short stories, poems, plays, and novels online to the Writer who then provides professional feedback via email. The Writer also facilitates a blog, opening each session with a topic for discussion. Finally, a series of 4 public workshops at various libraries, targeted to teens, features the Writer discussing the writing process from idea to publication. -- Situated in an office within the Main Library, the Writer commits 20 hours/week to work with teens by email, phone, blog, as well as through individual consultations, and group workshops. Ten hours are dedicated to working with the 20 youth in the Mentoring Program. Five hours are dedicated to working with youth who come to the project through the Open Forum (emails, blog, public workshops) and 5 hours are committed to Writer planning time. The Writer is provided a laptop and is required to travel to various libraries to meet mentees and to conduct public workshops. Email, phone consultations, blogging and planning are done at the Main Library from the Writer-in-Residence office. The Writer must have at least two professionally published books, experience in teaching, mentoring or as a manuscript evaluator or editor. The Writer receives a \$10,500 honorarium. An additional \$9,000 is allocated for housing, and \$2,750 for travel (airfare and rental car). Because this position calls for interaction with youth, the Writer is subject to an official background check. -- While other programs target college students and adults, the Library's program is unique in that it targets teens and provides a setting where students have access to research materials and to the librarians who help them navigate these invaluable resources. The goal is giving youth the opportunity to experience this exciting art form at a time when they very much want to express their feelings and to expose them to the possibilities that creative writing offers.

#### 6. Describe the activities you will undertake (feel free to use bullet points)

AUTHORS are invited to submit applications with list of YA publications; statement of mentoring philosophy; experience in conducting writing courses, workshops, editing. \*\*\* SCHOOLS with strong writing components are invited to partner in project. Brochure with details created to encourage teens to submit writing samples online. \*\*\* RESIDENCY-Sept/Oct/Nov: a) MENTOR PROGRAM-Writer selects 20 students for Mentoring Program, interacting via emails and phone; meeting every other week; and, meeting as a group monthly. Teens share their works aloud at culminating event. Writings are made available. b) OPEN FORUM - Periodic reminders are sent to all students to participate in Open Forum. Writer holds 3 public workshops to discuss creative writing and publishing process. Remaining time is for reviewing works sent via Open Forum, blogging, and other activities as agreed. c) RESOURCES - Writer creates pamphlet of creative writing tips plus a bibliography relating to writing and publishing for library users throughout county. d) MEDIA is encouraged to follow student in Mentoring Program; Open Forum public workshops; and culminating event.

#### 7. What are the anticipated outcomes of your proposal? In other words, what will happen if everything goes right?

Participating teens: • Are given the opportunity to try their hand at creative writing – some, possibly for the first time – all, without the pressure of receiving a grade; • Have a piece of work that has been professionally critiqued and published; • Have an understanding of the creative process, the publishing process, and what it took the author to achieve his/her success; • Have the opportunity to build relationships via blogs and at workshops that will encourage the continuation of their creativity; • Have learned to use library resources; and, • Have a pamphlet consisting of their works that is made available in print and online. \*\*\* The purpose of this project is to give teens a taste of what it is like to express oneself as a writer. Some may continue to write, if only in private. Others may become more serious writers. It will be interesting to see if these future writers choose a traditional publishing company, or prefer to self publish or maybe they will "publish" on the web via a blog. Whatever they choose to do in life, this project is sure to have an impact on them.

#### 8. How will you measure the success of your project? What metrics will you use?

This project directly impacts 20 young adults in the Mentoring Program and indirectly impacts hundreds more who participate in this project through the Open Forum both online and at the public workshops. \*\*\* Specific indicators: • Number of submissions received; • Program evaluations; • Number of teens who create a finished product; • Number of teens in the Mentor Program who participate in the program from beginning to end. For example, it is hoped that those teens who complete their project early will continue to interact with the Writer for the entire three months. \*\*\* This is the only free creative writing program targeting teens that is offered in Miami-Dade County. By encouraging youth to write creatively, they not only use their imagination, they learn to use new resources and most importantly to think about how the process of writing will support them throughout their lives emotionally, creatively and perhaps even monetarily as they think about becoming writers, teachers, researchers and anything else they choose to be.

**9. How will you match the Knight Foundation funding?**

The Library intends to match Knight Foundation funding with corporate sponsors, foundations and local government grants. This is an entirely new project for the Library, presenting an excellent opportunity to forge new relationships and re-establish old ones. • Citibank used to sponsor Black History programs but is now looking to sponsor programs targeting teens to encourage them to go further in their education. • Starbucks has never been a library sponsor because although they sponsor programs with a literacy component, we have only been able to offer children's programs. • The Miami Heat and Panthers are one-time sponsors that will be re-approached. • Best Buy sponsors literacy programs and has never been approached by the Library. • The Rotary Clubs and Community Foundations in neighborhoods where workshops are held will be approached. • Municipalities will be asked to help underwrite a portion of this program in their areas. We have received this type of funding in the past. For example, when a creative writing workshop is held in the Miami Lakes Library, the Town of Miami Lakes will be asked for funding assistance.

**Please attach a budget for your proposed project using the form located at the following link:  
Sample**

[KF Project & Organization Budgets.pdf](#)

[Teen Photo Contest for Blk Hist Month.pdf](#)

[Teen Zone Bookmark at Storytelling Festival.pdf](#)

[Teen Programs October 2010.pdf](#)

An initiative by the John S. and James L. Knight Foundation.  
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***Knight Foundation Proposal***

Name of Organization: Miami-Dade Public Library System  
 Year: 2011-2012

- \* Include expenses for **THIS PROJECT ONLY** on this page.
- \* Not all the entries below may apply to your organization. Leave those items blank that do not apply.
- \* For multi-year expenses, please submit budgets for each year.
- \* No depreciation expense for items purchased as part of this grant should be included
- \* Cells have been formatted for commas and columns will total at the bottom of the page. Shaded columns contain formulas and should not be edited.

<b>Project Expenses</b>	<b>Knight Foundation Share</b>	<b>All non-Knight Funds</b>	<b>Total</b>	<b>Knight Foundation %</b>
1. Program salaries and wages (specify):				
_____				
_____				
2. Administrative salaries and wages (specify):				
Library Administrator		1,500	1,500	0%
Project Administrator		3,500	3,500	0%
_____				
3. Consultant/Contract services (specify):				
Writer-in-Residence (\$3,500 @ 3 months)	10,500		10,500	100%
_____				
4. Other salaries and wages (specify):				
_____				
_____				
5. Employee benefits		1,650	1,650	0%
6. Administrative expenses				
7. Travel (Airfare & Rental car)	2,750		2,750	100%
8. Supplies and materials (Laptop & misc.)		2,500	2,500	0%
9. Rent (Apartment \$3,000 @ 3 months)	9,000		9,000	100%
10. Utilities				
11. Insurance				
12. Legal fees				
13. Accounting fees				
14. Other professional fees (specify):				
_____				
15. Taxes				
16. Printing and publications (Brochure & Pamphlet)		2,500	2,500	0%
17. Postage and shipping				
18. Marketing (Ads for Public Workshops & Final Event)		5,000	5,000	0%
19. Fund raising				
20. Capital expenses				
21. Overhead/indirect (specify):				
Security Background Check	100		100	100%
Office Space, Phone, Internet Access		4,950	4,950	0%
Closing Event		750	750	0%
22. Depreciation				
23. Other (specify):				
_____				
<b>Total Expenses</b>	<b>\$ 22,350</b>	<b>\$ 22,350</b>	<b>\$ 44,700</b>	<b>50%</b>

**Knight Foundation Proposal**

Name of Organization: Miami-Dade Public Library System  
 Year: 2011-2012

- \* Include revenues for **THIS PROJECT ONLY** on this page.
- \* Not all the entries below may apply to your organization. Leave those items blank that do not apply.
- \* For multi-year revenue, please submit budgets for each year.
- \* Cells have been formatted for commas and columns will total at the bottom of the page. Shaded columns contain formulas and should not be edited.

<b>Project Revenues</b>	<b>Knight Foundation Share</b>	<b>All non-Knight Funds</b>	<b>Total</b>	<b>Knight Foundation %</b>
<b>Contributed Income</b>				
1. Individual contributions				
2. Corporate contributions		7,500	7,500	0%
3. Foundation grants		4,000	4,000	0%
4. Federal government support				
5. State government support				
6. Local government support		4,000	4,000	0%
7. Parent organization support				
8. Special events				
9. In-kind contributions (Library)		6,850	6,850	0%
10. Other (specify):				
Knight Foundation Grant	22,350		22,350	100%
<b>Earned Income</b>				
11. Fees for services				
12. Admissions				
13. Memberships				
14. Publications and royalties				
15. Contracted services				
16. Rentals				
17. Other (specify):				
<b>Other Income</b>				
18. Investment				
19. Interest				
20. Other (specify):				
<b>Total Revenues</b>	<b>\$ 22,350</b>	<b>\$ 22,350</b>	<b>\$ 44,700</b>	<b>50%</b>

***Knight Foundation Proposal***

Name of Organization: Miami-Dade Public Library System

- \* Include expenses for **entire organization** on this page.
- \* Not all the entries below may apply to your organization. Leave those items blank that do not apply.
- \* For multi-year expenses, please use or add columns as needed.
- \* Cells have been formatted for commas and columns will total at the bottom of the page.

<b>Organizational Expenses</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
1. Program salaries and wages	31,278,000		
2. Administrative salaries and wages			
3. Consultant services			
4. Other salaries and wages (specify):			
_____			
_____			
5. Employee benefits	10,019,000		
6. Communication, phone, fax, etc.	688,000		
7. Travel	8,000		
8. Supplies and materials	3,217,000		
9. Rent	6,906,000		
10. Utilities	1,319,000		
11. Insurance	827,000		
12. Legal fees	3,000		
13. Accounting fees	1,000		
14. Other professional fees (specify):			
Outside Consultants	185,000		
15. Taxes			
16. Printing and publications	80,000		
17. Postage and shipping	99,000		
18. Marketing	19,000		
19. Fund raising			
20. Capital expenses	3,700,000		
21. Depreciation			
22. Other (specify):			
Other Operating Expenditures	19,437,000		
_____			
_____			
<b>Total Expenses</b>	<b>\$ 77,786,000</b>	<b>\$ -</b>	<b>\$ -</b>

***Knight Foundation Proposal***

Name of Organization: Miami-Dade Public Library System

- \* Include revenues for **entire organization** on this page.
- \* Not all the entries below may apply to your organization. Leave those items blank that do not apply.
- \* For multi-year revenue, please use or add columns as needed.
- \* Cells have been formatted for commas and columns will total at the bottom of the page.

**Organizational Revenues**

<b><i>Contributed Income</i></b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
1. Individual contributions	_____	_____	_____
2. Corporate contributions	_____	_____	_____
3. Foundation grants	_____	_____	_____
4. Federal government support	_____	_____	_____
5. State government support	1,655,000	_____	_____
6. Local government support	47,417,000	_____	_____
7. Parent organization support	_____	_____	_____
8. Special events	_____	_____	_____
9. In-kind contributions	_____	_____	_____
10. Other (specify):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b><i>Earned Income</i></b>			
11. Fees for services	1,061,000	_____	_____
12. Admissions	_____	_____	_____
13. Memberships	_____	_____	_____
14. Publications and royalties	_____	_____	_____
15. Contracted services	_____	_____	_____
16. Rentals	_____	_____	_____
17. Other (specify):	_____	_____	_____
Miscellaneous	19,000	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b><i>Other Income</i></b>			
18. Investment	_____	_____	_____
19. Interest	258,000	_____	_____
20. Other (specify)	_____	_____	_____
Operating Reserves	27,376,000	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b><i>Total Revenues</i></b>	<b>\$ 77,786,000</b>	<b>\$ -</b>	<b>\$ -</b>