

## MEMORANDUM

To: Grant Approval Workflow Participants  
From: Meredith Layton, City Librarian  
Darla Rance, Assistant City Librarian  
Date: 2/21/2025  
Re: Texas Book Festival Texas Library Grant

---

Comments: Attached please find our Grant Pre-Approval form for a Texas Book Festival (TBF) Texas Library Grant.

The TBF Texas Library Grants program provides funding for public libraries to enhance print, e-book, and audiobook collections with materials that meet the unique needs of local communities.

Helen Hall Library seeks funding to support a start-up collection specifically for outreach and mobile library services. One of our Library's core values is access. As part of our most current strategic plan, we aim to expand our reach with sustainable off-site services. While we have long been able to provide library card sign-up outside our facility, circulating collections that travel will allow staff to bring the library with us in new ways. A dedicated collection can include high-demand and high-interest authors, titles, and subjects, while not taking popular resources off the shelves or making them unavailable to our regular patrons.

Our grant application is due April 18, 2025. If awarded, grantees will be notified and funds dispersed starting May 30, 2025. No matching funds from the City are required.