

Project Proposal

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LIS 6409: Introduction to Administration

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The Charlie Cart Project Proposal

PROBLEM

Nutritional education through culinary literacy programs is essential for the health of our community. The North Port Library needs the means to accomplish this through dynamic programming and partnerships. Our library has tackled food insecurity through our Summer Lunch and Snack Bag programs provided by our community partners. In 2025 alone, we had an average of 129 distributed food bags a month and a total of 525 lunches served during the summer. This shows that families have become increasingly reliant on our library for the nutritional needs of their children. Unfortunately, this also highlights the food insecurity within our own community. With the recent funding cuts for the Snack Bag program, we need a viable alternative to meet the needs of families.

SOLUTION

The Charlie Cart Project is a national food education program that gives participants the knowledge and the confidence to take control of their nutrition through hands on cooking lessons. This is provided with a Charlie Cart, allowing staff members to give hands on cooking presentations for the public. These presentations have been shown to change participants attitudes toward food, boost their confidence, and increase their cooking skills. The Charlie Cart programs have had a particular impact on children, who use these cooking skills to feed themselves and their families. After each presentation, a bag of groceries will be provided for each family for cooking at home, utilizing the new skills they have learned.

REQUIRED RESOURCES

- **STAFFING:** One full time Library staff member will utilize the Charlie Cart for demonstrations on how to prepare healthy, delicious, and nutritious meals and snacks. It is hoped that as the program gains traction, we will get volunteers to help with presentations from organizations like All Faiths Food Bank.
- **EQUIPMENT:** One mobile cooking demonstration cart with countertop and sink operating with potable cold water. Cutlery, cookware, and dishware are included with cart. Ingredients may include fresh produce, meat, flour, spices, etc. These will be provided by our community partner All Faiths Food Bank and/or funds from the Friends of the North Port Library.
- **TRAINING:** Library staff will receive training on how to use and operate the Charlie Cart prior to programming.

PROJECT PARTNERS

Library Adult Services

The Charlie Cart Project

The Friends of the North Port Library

All Faiths Food Bank

Marketing Team

Our Adult Services department will take charge of this new endeavor through program planning, maintenance, and implementation of the Charlie Cart through the cooking and nutrition programs offered monthly at our library. Delivery of the Charlie Cart shall be handled by the Charlie Cart Project itself while the ingredients will be provided by All Faiths Food Bank and the Friends of the North Port Library. The Marketing Division of the Sarasota County Library System will

handle the marketing of this program through promotional posters, flyers, e-mail campaigns, and Library Market (our online program calendar).

ASSESSMENT

Our success will be measured by the confidence and skills participants gain through the Charlie Cart cooking demonstrations. We will track program attendance with the goal of increasing participation by 20% within the first six months. After each session, we will ask participants to complete surveys to assess the impact of this program and how we can improve. We will also record the number of grocery bags distributed to measure ongoing engagement and support.

A detailed analysis of program attendance, survey results, and participant feedback will be provided to administration. Presenters and patrons will have opportunities to reflect on the success of the Charlie Cart program, ensuring the longevity of the enterprise. This endeavor will help fulfill the promotion of healthy living outlined in our Strategic Plan.

BUDGET

Salaries	Expenses	Comments
Library Assistant .02 FTE	\$648	\$18 hour
Library Assistant .01 PTE	180	15 hour
Benefits		
Library Assistant .02 FTE (adult services-programming)	194	30% Benefits
Library Assistant .01 PTE (adult services-marketing)	24	7.65% FICA
Contractual Services		

None		
Library Materials		
None		
Supplies		
Printer Paper	36	
Printer Ink/toner	650	
Travel		
Shipping	1000	
Equipment		
Mobile Cooking Demonstration Cart	11,500	
Curriculum with lesson plans and recipes	250	
Cart Supplies kitchen utensils, cleaning supplies, etc.	2,750	
Total	\$17,232	

TIMELINE

March 2, 2026	Administration has approved project proposal.
March 16, 2026	Administration has secured funding for Charlie Cart.
March 26, 2026	Hold meeting with staff regarding Charlie Cart. Get input and ask interested staff members to get involved.
April 6-9, 2026	Estimated delivery date of Charlie Cart.
April 20, 2026	Test cart out with Herb Scone recipe. Have staff taste test.
April 22, 2026	Set dates for first six months of programming.

April 23, 2026	Sit down with marketing team to discuss promotion.
June 16, 2026	Gather ingredients for 1 st cooking session provided by Faiths Food Bank.
June 20, 2026	Charlie Cart Program 1.
July 15, 2026	Gather ingredients for 2nd cooking session provided by Faiths Food Bank.
July 18, 2026	Charlie Cart Program 2
August 13, 2026	Gather ingredients for 3rd cooking session provided by Faiths Food Bank.
August 15, 2026	Charlie Cart Program 3
September 16, 2026	Gather ingredients for 4th cooking session provided by Faiths Food Bank.
September 19, 2026	Charlie Cart Program 4
October 14, 2026	Gather ingredients for 5th cooking session provided by Faiths Food Bank.
October 17, 2026	Charlie Cart Program 5
November 17, 2026	Gather ingredients for 6th cooking session provided by Faiths Food Bank.
November 21, 2026	Charlie Cart Program 6 (Thanksgiving Theme)
December 7, 2026	Assess input from monthly cooking programs. Plan for new year.