

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
PITCH-AN-IDEA GRANT APPLICATION**

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

- | | | | |
|--|--|--------------------|---------------------|
| 1. Library/Organization
Downtown Central Library | 2. Library's DUNS Number
030384325 | | |
| 3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i>
City of Glendale | | | |
| 4. Project Coordinator Name
Sharon Mann Garrett | 5. Project Coordinator Title
Principal Administrator | | |
| 6. Email Address
sgarrett@glendaleca.gov | 7. Business Phone Number
818-937-7815 | | |
| 8. Mailing Address
222 E Harvard St | City
Glendale | State
CA | Zip
91205 |

Project Information

- 9. Project Title** Craft+Tech Maker Space Residency
- 10. LSTA Funds Requested** \$50,000.00
- 11. Cash Match & In-Kind** \$47,000
- 12. Total Project Cost** \$97,000
- 13. California's LSTA Goals** *(Check one goal that best describes the project)*
- | | |
|--|--|
| <input type="checkbox"/> Literate California | <input checked="" type="checkbox"/> Bridging the Digital Divide |
| <input type="checkbox"/> 21st Century Skills | <input type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22nd Century Tools | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Ensuring Library Access for All |
- 14. Primary Audience for project** *(Select all that apply.)*
- | | |
|--|---|
| <input checked="" type="checkbox"/> Adults | <input type="checkbox"/> Pre-School Children |
| <input checked="" type="checkbox"/> Families | <input type="checkbox"/> Rural Populations |
| <input checked="" type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> School Age Children |
| <input checked="" type="checkbox"/> Intergenerational Groups (Excluding Families) | <input checked="" type="checkbox"/> Senior Citizens |
| <input checked="" type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input checked="" type="checkbox"/> Statewide Public |
| <input checked="" type="checkbox"/> Low Income | <input checked="" type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Non/Limited English Speaking Persons | <input checked="" type="checkbox"/> Unemployed |
| <input type="checkbox"/> People with Disabilities | <input checked="" type="checkbox"/> Urban Populations |
| <input type="checkbox"/> People with Limited Functional Literacy | <input checked="" type="checkbox"/> Young Adults and Teens |

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical information to support the project.

Adjacent to Hollywood, Burbank, and Glendale entertainment companies, our reimagined Downtown Central Library supports a diverse urban adult population of professional and hobbyist makers including artists, crafters, costumers, product designers, film and TV producers, music makers, pod casters, and engineers who have located here in the past decade and are forming a creative technology cluster. Collaboration among these groups can only enrich our workforce and contribute to the growth of our local creative economy. We are a part of a City-wide strategic initiative to become a world-class, "18-hour" city where people can live, work, play and be culturally enriched. As one of our contributions to the 18-Hour City initiative, we have installed a 1,000 square foot MakerSpace as a part of a \$15 million reimagining of the Library. We would like our MakerSpace to serve as a community nexus by providing space and equipment for creative and technological innovation, exploration and play, and by providing MakerSpace Librarian(s) to help foster the creative technology cluster here.

To inform our MakerSpace design, we launched a broad research initiative to find out what would be most needed and utilized equipment. We conducted surveys of existing makerspaces nationwide, surveyed staff, and solicited letters and visits from the public. Over a year, over 300 responses to our outreach have been recorded. Our research culminated in a "makerspace meetup" event, where everyone we had been in contact with was invited to preview the room and equipment before it opens to the public. About 200 people were invited and 35 attended.

Our research identified that 1.) equipment and tools for both STEM makers and traditional crafters was highly desired, 2.) that dedicated staff would be needed to run the space, 3.) we lack trained staff to accomplish all of our goals internally, 4.) we have an opportunity to become a regional destination where STEM and craft makers cross pollinate, 5.) highly skilled engineering and design professionals are most capable of successfully implementing technology-focused makerspace programs, and 6.) cross training librarians is the most economical way to sustain those programs.

We discovered there are two camps of makers--STEM and artisan crafters--and that they do not pursue innovation in each others' camps. We found that crafters and artists seem particularly disjointed from accessing technological tools for making. STEM makers seemed unenlightened about how traditional craft making techniques could expand and increase their creativity. Additionally, both camps' professional/educational and life experiences do not drive them toward developing crossover skills. Further, neither camp of makers have taken full advantage of library services.

To bridge the digital divide between these two communities, we would like to engage a series of four 11.5-week skilled Craft + Tech residencies with a Resident salary of \$12,500 each. Each selected Resident would develop and deliver a series of six weekly workshops which incorporate basic craft and higher technology. For example, a Resident in 3D printing might develop a "3D Imaging for Jewelry Makers" program, or a graphics resident might develop "Computer Aided Design for Quilters". All would include a reference bibliography. Residents will work with our existing Librarian team and administrative staff to help define the experience and skills needed to successfully perform the specialist role of MakerSpace Librarian, which will inform a sustainable staffing strategy once the program ends. Residents will work with Marketing staff to publicize our makerspace initiative nation-wide, and help us design and deliver a regional Maker Faire as a part of our City-wide Tech Week in October. Finally, Residents would be responsible for Maker Space Volunteer recruitment (in spite of all of our outreach, there has been a nearly-nil showing of volunteer interest.)

Success will be measured by numbers of workshops delivered and attendance, people surveyed who report expanded skills after using the MakerSpace, Maker Space-related collection materials utilized, numbers of Glendale Librarians trained, numbers of outside Librarians who visit, and regional and state organization interest in modeling the program, news media interest and coverage, and numbers of skilled individuals who volunteer to work in the Maker Space.

ELEMENT 3: PARTNERSHIPS

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)
Glendale Library Foundation	Library	Non-Profit	Funding	Materials, Funds

ELEMENT 4: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit responses to four pages.

A. Project Intent (*Check only one that best describes the project*)

Lifelong Learning

- ☐ Improve users' formal education
- ☒ Improve users' general knowledge and skills

Information Access

- ☐ Improve users' ability to discover information
- ☐ Improve users' ability to obtain information resources

Institutional Capacity

- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve library's operations

Economic & Employment Development

- ☐ Improve users' ability to use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources

Human Services

- ☐ Improve users' ability to apply information that furthers their personal, family, or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health & wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

The Glendale Downtown Central Library's "Craft + Tech MakerSpace Residency" will deliver a community engagement program for local makers that will help them utilize multiple technologies to improve their careers in making things, plus improve the Library's ability to serve the maker population with equipment and advisement resources.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.

- 1.) Descriptive job guidelines for the "Glendale MakerSpace Librarian"-- the person who oversees operations and instruction of the use of MakerSpaces.
- 2.) MakerSpace training and MakerSpace skills assessment for 26 Librarians
- 3.) 24 Craft + Tech instructor-led workshops delivered to the public for a total of 480 participants
- 4.) The City's First Maker Space Faire during Tech Week
- 5.) Major news coverage of workshop series and Maker Faire--5 articles in the National media
- 6.) Four Craft+Tech program guides including training manuals and toolkits entered into the Library Collection
- 7.) Glendale Library, Arts & Culture will be regionally recognized as a premier public MakerSpace resource
- 8.) MakerSpace website, social media, and collateral printed materials for Resident recruitment and marketing to participants
- 9.) Four short-term MakerSpace Residencies will help establish Glendale Library, Arts & Culture as a regional MakerSpace resource.
- 10.) Maker Space usage of at least 5 walk-in patrons per hour
- 11.) 20 workshop participants per workshop for a total of 480 participants served

D. Anticipated Project Outcome(s) – What change is expected in the target audience's skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)

- 1.) Approximately 90% of all librarians trained in enhanced MakerSpace use will report acquiring a contemporary new skill set for their jobs.
- 2.) Wider Regional usage of the MakerSpace evidenced by 50% of users attesting to be from outside the Library zip code
- 3.) 90% of Maker Space workshop participants become more skilled and report enhanced skills as measured by exit survey
- 4.) More than 20 outside agencies, non-profit organizations, educational institutions, and private businesses will state the MakerSpace program has increased Glendale Library, Arts & Culture's role as a valuable community asset.

E. Briefly describe how this project will be financially supported in the future.

The Craft + Tech Residency is a part of an overall forward thinking strategy for changing the Library into a wider community-serving place. Ongoing financial support for the program is expected to come through a reallocation of resources and through self-sustaining activities such as fee-based workshops. As the MakerSpace increases in popularity, other programs such as private sponsorships will be sought, in addition to new public and private grants.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

1. ☒ **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
 - ☒ Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - ☐ Presentation - Formal interaction and passive user engagement (e.g., an author's talk),
 - ☒ Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - ☐ Other

Description: Downtown Central's Craft + Tech Residencies will focus on a train-the-trainer approach to teaching Librarians how to optimize patrons' makerspace experiences. They will develop a pool of skilled volunteers and help deliver a regional Maker Space Faire.

24 Craft + Tech programs will be delivered to the public.

2. ☒ **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*
 - ☐ Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
 - ☒ Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
 - ☒ Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

- ☐ Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
- ☐ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.
- ☐ Other

Description: The Craft + Tech Residents will assist Library Administration in identifying the experience, skills and talents needed for the role of MakerSpace Librarian in an approved Civil Service format. They will create and catalog manuals for Librarian's continued integration of MakerSpace equipment to serve the public with enriching programming. They will identify and organize a special collection of MakerSpace physical resources.

3. ☒ **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*
- ☐ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
 - ☒ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description: The Craft + Tech Residents will be provided with a retrospective look at maker behavior and resource utilization. Their deliverables will provide prospective research on future Maker Space Librarian skills planning and effective community service models.

4. ☐ **Procurement** – May only be used for projects with an Institutional Capacity Intent. Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ELEMENT 5: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Craft + Tech Resident recruitment and engagement	x			x			x			x				
Librarian skills and talents assessments		x			x			x			x			
Integrated technologies manual (procedures) development		x			x			x			x			
Train-the-trainer workshops with librarians and the public		x	x		x	x		x	x		x	x		
Project assessment reporting: Maker Space Librarian skills profile recommendations				x			x			x			x	
Maker Faire development	x	x	x											
Maker Faire event production				x										
Volunteer recruitment	x	x	x	x	x	x	x	x	x	x	x	x	x	x
News story pitches	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Makerspace Librarian job description development										x	x	x		
Creating and administering participant surveys	x	x	x	x	x	x	x	x	x	x	x	x	x	
Reporting participant survey results and making program adjustments				x			x			x			x	
MakerSpace Librarian recruitment and assignment												x	x	x

ELEMENT6: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
Resident salaries	\$50,000	\$0	\$50,000
	\$0		\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$50,000	\$0	\$50,000
<p>Description: the LSTA grant will be utilized solely for the purpose of compensating the Residents. All other funding will be derived from Glendale Library Foundation grants and ongoing Library, Arts & Culture budgeted programs.</p> <p>Four Residents will be hired with a salary of \$12,500 each covering about 25 hours per week at \$35 per hour, for approximately 11.5 weeks each.</p>			
Consultant Fees			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0

Description:

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0

Description:

Supplies/Materials			
Maker Space Equipment and consumable supplies;	\$0		\$0
Ultimaker 3D Printer kit, 3 @ \$3,000 each	\$0	\$9,000	\$9,000
Cricut Cutter and accessories	\$0	\$500	\$500
Crafting, tinkering and jewelry making tools	\$0	\$2,000	\$2,000
Painting and color mixing equipment and brushes	\$0	\$2,000	\$2,000
Brother Sewing Machines, 7 @ \$1,000 each	\$0	\$7,000	\$7,000
Mac Pro for Audio	\$0	\$4,700	\$4,700
Misc shop safety equipment	\$0	\$400	\$400
WascomAnimation graphics tablet	\$0	\$3,000	\$3,000
Graphics, animation, and CAD software	\$0	5,000	\$5,000
Monitors and hardware, racks and cables	\$0	\$4,700	\$4,700
Microphones and other audio peripherals	\$0	\$3,300	\$3,300
Consumable supplies	\$0	\$400	\$400

	\$0	\$0	\$0
Subtotal	\$0	\$42,000	\$42,000
Description: Mix of high-, mid-, and low tech making equipment and supplies.			
Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment (\$5,000 or more per unit)			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			
Services			
Waterfield Sound Co. audio equipment installation and space design	\$0	\$5,000	\$5,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$5,000	\$5,000
Description:			
Project Total	\$50,000	\$47,000	\$97,000

Indirect Cost Rate Applied 0.0 % Indirect Cost	\$0	\$0	\$0
Check one: <input checked="" type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required			
Description:			
Grand Total	\$50,000	\$47,000	\$97,000

ELEMENT 7: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 8: INTERNET CERTIFICATION

Check the Appropriate Library Type

☒ **Public Library** ☐ **Academic** ☐ **K-12** ☐ **Multi-Type** ☐ **Special/Other**

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is *(check only one of the following boxes)*

A. ☒ An individual applicant that is CIPA compliant.

The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☐ Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. ☐ Not Subject to CIPA Requirements.

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

SIGNATURE

I have read and support this LSTA Grant Application.

City of Glendale Library, Arts & Culture
Library/Organization

Craft + Tech Residency
Project Name

Cynthia Cleary
Library Director Name

Director, Library, Arts & Culture
Title

Library Director Signature

Date

file:mcp/lsta/announceapps&instruct/1718

Joylene Wagner, President
Glendale Library Foundation
222 E Harvard St., Glendale CA 91205

May 30, 2017

To Whom It May Concern:

This letter is in support of the Glendale Library, Arts & Culture LSTA, Fiscal Year 2017-2018 grant application for "Craft + Tech MakerSpace Residency".

The Glendale Library Foundation is supporting the reimagined Glendale Downtown Central Library MakerSpace with equipment, materials, supplies and installation costs for a total of \$47,000. Approximately \$38,000 of the equipment listed in the grant application has been purchased and installed and the remaining equipment is being identified for immediate procurement. We are happy to join LSTA and Downtown Central Library in supporting and promoting the Craft + Tech Residency to help the library bridge the digital divide in our community and beyond, and to provide a statewide example for other library systems to follow in developing their MakerSpace concepts.

Please feel free to contact me if I may provide further information

Sincerely,

Joylene Wagner, President
Glendale Library Foundation