

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2016/2017 STAFF INNOVATION FUND
PITCH-AN-IDEA GRANT APPLICATION**

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

Applicant Information

- | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------|--------------|------------|----------------|-----------|----|-------|----------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Library/Organization
San Diego Public Library</p> <p>3. Project Coordinator Name & Title
Robert Surratt, Lib Assistant; Ramiro Gonzalez, Sup Librarian</p> <p>5. Business Phone Number
619-238-6632; 619-236-5868</p> <p>6. Mailing Address</p> <table border="0"> <tr> <td>PO Box or Street Address</td> <td>City</td> <td>State</td> <td>Zip</td> </tr> <tr> <td>330 Park Blvd.</td> <td>San Diego</td> <td>CA</td> <td>92101</td> </tr> </table> | PO Box or Street Address | City | State | Zip | 330 Park Blvd. | San Diego | CA | 92101 | <p>2. Library's DUNS Number
120291257</p> <p>4. Email Address
rsurratt@sandiego.gov
ramirog@sandiego.gov</p> |
| PO Box or Street Address | City | State | Zip | | | | | | |
| 330 Park Blvd. | San Diego | CA | 92101 | | | | | | |

Project Information

- 7. Project Title** Bicycle Tool Library AKA "Bike Kitchen"
- 8. LSTA Funds Requested** \$7,500
- 9. Cash Contributions** \$0
- 10. In-Kind** \$4,286
- 11. Total Project Cost** \$11,786
- 12. California's LSTA Goals (Check one goal that best describes the project)**
- | | | |
|---------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Literate California | <input type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Community Connections |
| <input checked="" type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Bridging the Digital Divide | <input type="checkbox"/> Ensuring Library Access for All |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Information Connections | |
- 13. Number of persons served (Number of persons who use or will benefit directly from this project)** 188
- 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 checked="" type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input checked="" type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input 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 checked="" type="checkbox"/> People with Limited Functional Literacy | <input checked="" type="checkbox"/> Young Adults and Teens |

15. This signature certifies that I have read and support this LSTA Grant Application.

Library Director Name: Misty Jones **Title:** Library Director

Mailing Address (if different from above) Same as above **City** _____ **Zip** _____

Library Director Signature: _____ **Date:** _____

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 info to support the project.

The City of San Diego came out with a Bicycle Master Plan in 2013 which expresses goals of making the City more bike friendly. These goals include: extended bike paths and lanes, encouragement programs, safety measures, and bikeway facilities. It details projected bike usage throughout the City till the year 2030. This data shows an increase of regular commuter cycle trips by 137% while bike-to-work share usage will increase more than four-fold (.6% up to 2.7% of the city's population). In fact, all areas of cycle use in the city will increase from those that cycle occasionally, to those that use it as their main means of transportation. While the City does plan on accommodating its citizens with opportunities for actual cycling, it doesn't include access to tools or DIY and affordable maintenance programs.

In 2014 the San Diego Public Library held a "Bike Clinic" where volunteer bike mechanics brought tools down to our bike racks and provided basic maintenance and repair to all members of the public. We chose some unconventional means of publicizing the event. Staff ventured to some of the areas here in downtown where large concentrations of homeless and transient populations gather. Anyone with a bicycle was made aware about the clinic and it was found that many of these same folks turned up the following day at the clinic. The program was a huge success as we were at capacity the entire time (we even had to turn some folks away). Over the program's three hour span we serviced 39 bicycles and two walkers (yes, walkers!). What was most striking about the Bike Clinic was that several individuals personally expressed just how desperate they were for this service. One patron living at St. Vincent de Paul's (a transitional living facility here in downtown) mentioned how spending \$20.00 on bicycle maintenance is simply not an option when living on the streets or even close to the streets.

A pool of regular cyclists in our community was also surveyed to find an overwhelming interest in access to public bicycle tools. 90% of respondents stated that they "would utilize tools and instructional materials provided by the library." Another 73% of respondents stated that they "would be interested in a library sponsored maintenance course" or "would be interested in learning how to perform their own bicycle maintenance."

The San Diego Public Library would like to step up and serve as a bikeway facility as envisioned in the Bicycle Master Plan in the form of a Bicycle Tool Library or a "Bike Kitchen." Bike Kitchens are something that exist in most major cities, usually in some community based, grass roots way. Often times they are referred to as Do-It-Yourself bike shops. They range from basic operations to full-fledged cooperatives that people can utilize for building, repairing, and servicing their bikes. Bike Kitchens will often designate times for volunteer mechanics to provide assistance and instruction to users, in an effort to get people educated and able to maintain their own bicycles via affordable means.

The San Diego Public Library's mission is "To inspire lifelong learning through connections to knowledge and each other." Similarly, our strategic plan expresses goals to "broaden access to library resources" and "be a model for innovative programs and services." To meet these goals, the Bicycle Tool Library will make available a shop-grade set of professional bicycle tools, coupled with extended instructional courses/materials, and regular free maintenance workshops that would empower cyclists to perform their own maintenance and repair. This simple resource would provide patrons with new and useful means that meet our mission statement and strategic plan. Ultimately, the Bicycle Tool Library will be self-sustaining and ready for the changing needs of the public as personalized motor transportation becomes increasingly scarce.

Through regular communication and monitoring of the public via direct contact, surveys, and statistical data, we will measure not only how the resource is used but also the quality of use that is being received. We will have a kickoff event in September which will include a group ride, an introduction of the program, and a preview of resources that will be available to the public. We will schedule nine instructional classes (one per month). Beginning in October and continuing through June, instructional courses will range from basic to intermediate, each consisting of one hour of instruction and one hour hands-on learning, providing the public with detailed instruction of how to utilize the tool set. Also, beginning in October, we will conduct monthly walk-in "Bike Clinics" where patrons can utilize our Bike Kitchen resources and receive assistance from volunteer mechanics. Additionally, we will produce how-to videos that mirror our instructional courses for sustained access to learning materials.

We will conclude our grant cycle with another group ride, where we can meet with participants, receive feedback on the program as a whole, and encourage continued use of the Bike Kitchen as community resource and bikeway facility.

ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit 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 San Diego Public Library will acquire and make available a professional set of tools and will teach young adult, adult, and senior patrons from all economic backgrounds how to use these tools with nine instructional courses. We will provide patrons with reference materials for a continued learning experience via online reference videos and monthly walk-in service. As a result of these resources, patrons will be able to successfully troubleshoot and perform their own maintenance, repairs, and installations of parts and components. Patrons will gain an increased knowledge of how a bike works, maintenance and repair needs, as well as mechanical abilities. Patrons will have a change in behavior that will result in increased cycling and self reliance. Ultimately, patrons will experience a positive change in attitude towards cycling as they will have a new sense of empowerment.

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

One set of shop-grade bicycle tools and tool boxes will be acquired.

One kick-off event will preview the new "Bike Kitchen" resources and provide opportunity for community building through a group ride. 10 patrons will attend our kick-off event for a total of 10 patrons served.

Nine instructional programs consisting of one hour of instruction and one hour of hands on learning will take place throughout the grant cycle. 12 patrons will attend our nine instructional programs for a total of 108 patrons served.

An on-going monthly walk-in service, lead by volunteer mechanics, will provide service and direction to patrons requiring assistance with utilizing the tool set. Two to three volunteer mechanics will be recruited and trained for sustained walk-in service. Six patrons will utilize our ten walk-in service sessions for a total of 60 patrons served.

Nine instructional videos will be produced and posted to the internet for on-going access by the public. One to two volunteer/mentees will be recruited to assist with video production and editing of the instructional videos.

One final group ride/meet-up will assist in measuring overall project success and encourage sustained community involvement in the Bike Kitchen. 10 patrons will attend our second group ride for a total of 10 patrons served.

A total of 188 patrons will be served as a result of the Bicycle Tool Library and its various program aspects.

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)

70 % of patrons will become able to perform basic maintenance and repairs to their bicycles. Basic maintenance and repair will consist of standard upkeep such as chain greasing, comfort adjustment, and replacement/repair of tires.

50 % of patrons will become able to perform intermediate maintenance and repairs to their bicycles. Intermediate maintenance and repair will consist of more complex upkeep such as brake and gear adjustment, replacment of central components, and installation off new parts.

70 % of patrons will gain increased knowledge of bicycle related mechanical abilities.

We will track these outcomes with surveys, statistics, and in-person interviews.

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

We expect the Bicycle Tool Library to be self-sustaining for the life of the tool set. The San Diego Public Library will provide in-kind tool replacement on an as needed basis. The San Diego Public Library will also continue to provide funding and promotion for Bike Kitchen related programming and access for the life of the tool set as well as coordinate volunteer personel.

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: Two group ride programs will bookend the grant cycle for ther purpose of community building, outcome measurement, and encouragement of community involvement. Each group ride will be organized as part of a "kick-off" or "wrap-up" event. We will also have nine presentation sessions (one per month) of step-by-step instruction for a one hour period coupled with a second hour of hands-on learning and as-needed consultation. Each instructional session will be led by a trained bicycle mechanic.

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: We will produce nine instructional videos providing step-by-step instruction and review of content that mirrors our in person classes by experienced bicycle mechanics. The videos will be posted to social media outlets such as Youtube for unbridled patron access.

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:

4. **Procurement** - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description: We will acquire a shop grade set of Park Bicycle Tools with the assistance of our partners Hub & Spoke Cycle Works at wholesale cost. The Park tool set will include "consumables" such as innertubes, cables, cable housing, chain grease, etc. In addition to our tool set, we will purchase a fabricated bicycle repair stand from our partners Hub & Spoke Cycle Works at a discounted base cost. We will also purchase tool boxes for our tool set to make for convenient portability and storage.

ELEMENT 4: 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	Fiscal Year 2016/2017											
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Acquire tool-set including "consumables"		X										
Acquire tool box		X										
Design reference/catalog model for tool usage	X											
Catalog tool set		X	X									
Plan basic and intermediate course content with Hub & Spoke	X											
Plan kick-off event and group ride	X											
Call out for volunteer/mentee video editors	X	X										
Design video tutorials		X										
Produce video tutorials			X	X	X	X	X	X	X	X	X	
Create social media pages and other promotional materials	X	X										
Begin/carry out outreach efforts to bicycle community	X	X	X	X	X	X	X	X	X	X	X	X
Kick-Off event		X										
Instructional basic/intermediate courses			X	X	X	X	X	X	X	X	X	
Walk-In Bike Clinic sessions			X	X	X	X	X	X	X	X	X	X
Call out for volunteer mechanics						X	X	X				
Train volunteer mechanics							X	X	X			
Post grant evaluations											X	X
Post grant group ride/celebration												X

ELEMENT 5: BUDGET

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

Budget Category	LSTA	Cash Contribution	In-Kind	Total
Salaries/Wages/Benefits				
Library Asssitant @178hrs X \$23.39 (per hour).086 FTE	\$0	\$0	\$4,164	\$4,164
Library Clerk @6hrs X \$20.30 (per hour)	\$0	\$0	\$122	\$122
	\$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	\$4,286	\$4,286

Description: All programs and activities will be planned, promoted and co-facilitated by a San Diego Public Library staff person from the Library Assistant classification. The Library Assistant will carry out all additional duties related to the facilitation of this grant with the help of volunteers and mentees. A staff person from the Library Clerk classification will provide assistance with graphic design for promotional materials.

Equipment (\$5,000 or more per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Library Materials				
	\$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	\$0

Description:

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
Consultant Fees				
Course Instructor	\$1,500	\$0	\$0	\$1,500
	\$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	\$1,500	\$0	\$0	\$1,500

Description: Kate Cowper, owner and head mechanic at Hub & Spoke Cycle Works will develop the curriculum and lead nine instructional courses that will consist of one hour of instruction coupled with one hour of hands-on instruction. Kate and her team will also co-produce a series of nine instructional videos with SDPL that will mirror the content of the in-person sessions. Kate is certified in Professional Mechanics and Shop Operation by the United Bicycle Institute of Ashland, Oregon. Her shop, Hub & Spoke Cycle Works, specializes in fabrication, customization, and restoration.

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	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Supplies/Other				
Park Tools Tool Kit BMK-243/Misc. Tool Allowance	\$3,292	\$0	\$0	\$3,292
Park Tool PCS-10 Repair Stand Xs 2	\$248	\$0	\$0	\$248
Park Tool PFP-7 X 2	\$66	\$0	\$0	\$66
Park Tool PRS-4W & Custom Repair Stand Base	\$463	\$0	\$0	\$463
Consumables (inner tubes, cables, housing, grease, etc.)	\$637	\$0	\$0	\$637
8 X 6 Yoga Mat	\$147	\$0	\$0	\$147
Husky 52" W 9 Drawer Xs 2	\$647	\$0	\$0	\$647
Flyers, Posters, branded patch kits, etc.	\$500	\$0	\$0	\$500
Subtotal	\$6,000	\$0	\$0	\$6,000

Description: Via our partner Hub & Spoke Cycle Works, the San Diego Public Library will acquire at wholesale cost a full complement of shop-grade bicycle tools by Park Tools in addition to a Hub & Spoke fabricated repair stand. We will purchase "consumable" supplies such as inner tubes, cables, housing, etc. We will also purchase appropriate tool boxes for storage and portability of the Bike Kitchen. Additionally, we will print posters, flyers, and and branded patch kits for promotional use.

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2016/17

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.

San Diego Public Library
Library/Organization

Bicycle Tool Library
Project Name

Misty Jones
Library Director Name

Library Director
Title

Library Director Signature

Date