CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
STATEWIDE GRANT APPLICATION

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

Applicant Information

1. **Library/Organization**
   Southern California Library Cooperative

2. **Library’s DUNS Number**
   02-020-8090

3. **Legal Business Name** *(must match name registered with Federal Employer Identification Number (FEIN))*
   Southern California Library Cooperative

4. **Project Coordinator Name**
   Diane Satchwell

5. **Project Coordinator Title**
   Executive Director

6. **Email Address**
   dsatchwell@socallibraries.org

7. **Business Phone Number**
   626-283-5949

8. **Mailing Address**
   248 E. Foothill Blvd., Suite 101
   Monrovia, CA 91016

Project Information

9. **Project Title**
   Maximizing Learning Spaces or How to MacGyver Your Library

10. **LSTA Funds Requested**
    $309,980

11. **Cash Match & In-Kind**
    $84,500

12. **Total Project Cost**
    $394,480

13. **California’s LSTA Goals** *(Check one goal that best describes the project)*
   - Literate California
   - 21st Century Skills
   - 22nd Century Tools
   - Bridging the Digital Divide
   - Information Connections
   - Community Connections
   - Content Creation/Preservation
   - Ensuring Library Access for All

14. **Primary Audience for project** *(Select all that apply.)*
   - Adults
   - Families
   - Immigrants/Refugees
   - Intergenerational Groups (Excluding Families)
   - Library Staff, Volunteers and/or Trustees
   - Low Income
   - Non/Limited English Speaking Persons
   - People with Disabilities
   - People with Limited Functional Literacy
   - Pre-School Children
   - Rural Populations
   - School Age Children
   - Senior Citizens
   - Statewide Public
   - Suburban Populations
   - Unemployed
   - Urban Populations
   - 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.

At the 2016 Public Library Directors Forum and through the LSTA 5-Year Evaluation survey, California public library directors expressed the need for creating library spaces that are welcoming, safe, and conducive to a learning environment for the communities they serve. This relates to LSTA priorities and purposes of promoting lifelong learning and expanding services for learning and access to information. This project is also inspired by an Institute of Museum and Library Services National Leadership Grant to OCLC (Online Computer Library Center) entitled “Small Libraries Create Smart Spaces,” which supported small and rural public libraries from across the county as they reimagine and reconfigure their libraries into smart spaces.

To meet this California library community aspiration, the Southern California Library Cooperative will work with the California State Library to provide opportunities for libraries to re-examine, plan, and evaluate library settings to maximize learning spaces. Through this project, libraries can begin the first steps of identifying learning spaces that could be refreshed to better promote learning and access to information, such as:

1) Considering the library spaces that can be reconfigured for greater information access and engaging the community to identify unmet needs that can be addressed through this project.
2) Working with planning consultants to analyze, evaluate, and assess how library spaces can be improved for greater information access.
3) Creating a plan that reimagines the library space to promote reading and literacy with a starter kit of movable, flexible, modular supplies such as tables and chairs that can be taken to other locations (no construction involved).

To launch this project, a project manager will be contracted to mentor and coach participating libraries on evaluating learning spaces and provide technical and logistical support for the project. The project manager will also work with planning consultants to implement the project. Each of the planning consultants identified will have demonstrated expertise in planning for library or educational spaces that increase access to information.

Libraries will be given the opportunity to work with these planning consultants to get consultation for how to reimagine spaces. All libraries will be invited to participate and up to 10 libraries will be selected by a panel of representatives from the California State Library, the project manager, and possibly those from other organizations.

To gather feedback on what kind of reading space and learning environment the community needs, participating libraries will work with planning consultants to conduct pre-surveys and interviews with library management, staff, and library patrons. Post surveys will also be conducted to see if patrons would find the proposed changes useful for improving information access and if the space starter materials make the library a more welcoming space than ever before. This community feedback will also serve as a way to determine the project’s success.

To share information and exchange ideas for this project, participants will have a meeting at or around the 2017 Public Library Directors’ Forum and a meeting at the tail end of the project will be held to discuss their planning process and how their plan will increase access to information and maximized the patrons' learning experience. Space plans from the 10 participating libraries will be showcased and all libraries will be invited to attend to find out more about the planning process for creating educational spaces. Additional sharing of lessons learned from this project may be conducted through the creation of a Facebook page or other platforms to create a community of practice.

The Maximizing Learning Spaces or How to MacGyver Your Library project supports California’s current LSTA Goal II: 21st Century Skills, which involves providing training and developing opportunities for library staff to ensure they are equipped to assist the public to acquire 21st century skills.
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.

<table>
<thead>
<tr>
<th>Partner Name</th>
<th>Organization Type (see instructions for valid entries)</th>
<th>Legal Type (see instructions for valid entries)</th>
<th>Role on Project</th>
<th>Resources That Partner Will Contribute (materials/funds/staff)</th>
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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).

This project will provide libraries with the opportunity improve users' ability to discover information by providing training on how learning spaces can be assessed to better promote learning and access to information.

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

The following products or measures of services will be provided:
- At least 10 reports or plans for maximizing learning spaces
- A toolkit with examples and descriptions of furnishings that can improve access to information and learning
- 2 meetings with participants from at least 10 libraries at each meeting, open to library staff from other libraries
- A Facebook page or another communication outlet will be created to share information on the planning process

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)

Participating libraries will be surveyed to measure the following:
- at least 70% of participating library staff will report an increase in knowledge on library space planning
- at least 70% of participating library patrons will report an increase in knowledge on library space planning
- at least 70% of library community members surveyed will report that the library space plans will make the library more welcoming
- at least 70% of library community members will report that the reconfigured library space will make the library more conducive to learning

Outcomes would be measured via pre- and post surveys and possibly interviews and through use of administrative data.
E. Briefly describe how this project will be financially supported in the future.

This project is a pilot project to address community aspirations. At this time it is intended to be a one-time project.

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: Instruction-Consultation: Up to 3 planning consultants will work with participating libraries to evaluate their library spaces and make suggestions through reports for how spaces can be maximized to improve access to information. Participating libraries will be selected through evaluation of a questionnaire that asks for information such as: whether there is a space identified to be repurposed, how many people would it serve, whether they have/need a multipurpose room, is there a community to be met, and are there community partners to help with the project.

Instruction-Presentation: Participating library staff will attend at least 2 meetings and/or conferences to learn about educational spaces and share designs and planning process with others.

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 following will be created:
-A Facebook page or other social media platforms will be created so libraries can discuss the planning process and share how they engaged their community.
-At least 10 planning reports would be created and shared.
-A toolkit with vendor information and descriptions of furnishings that can improve access to information and learning will be created for distribution to the library community.

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: Planning consultants will work with participating libraries to assess and evaluate usage of current library information resources. They will assist libraries in identifying unmet needs that can be addressed with space reorientation and designs and provide suggestions for introducing new ways of accessing information.

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: Purchase of supplies, such as modular, flexible, and movable furnishings that support increased learning and access to information in library spaces.
**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.

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<th>Activity</th>
<th>July</th>
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<tbody>
<tr>
<td>Identify and contract with project manager and planning consultants</td>
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<td>Develop participant criteria and form selection committee</td>
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<td>Project roll out and select participating libraries</td>
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<td>Project manager and consultants mentor and work with participating libraries</td>
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<td>Planning consultants create space starter toolkit</td>
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<td>Select and purchase starter kit of supplies for spaces</td>
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<td>Share project progress through various communication outlets</td>
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<td>Participating libraries have mid-project meeting to discuss project progress</td>
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<td>Participating libraries meet to discuss project outcomes and share created plans</td>
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The budget should clearly identify the amounts requested and from what sources.

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<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
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<tbody>
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<td>Salaries/Wages/Benefits</td>
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<td><strong>Subtotal</strong></td>
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**Description:**

- **Consultant Fees**
  - Planning consultants: Estimated $100/hr to $110/hr for consulting fee x 10 hours per week x 52 weeks = $57,200 per consultant x 3 consultants = $171,600. Some prospective consultants identified in the preliminary stage are Diane Lam for interior design, Linda Demmers for space planning for collections and staff, and Gensler which has experience with special libraries and innovative spaces.
  - Project manager: Estimated 15 hours per week x 52 weeks x $65/hr = $50,700 plus travel to 10 participating libraries + 2 meeting trips x $375 per trip = $4,500; TOTAL $55,200 including travel

**In-kind:** Estimated library staff time to work with consultants on planning and assessment 1 management staff per library x 10 libraries x $70/hr x 10 hours per month x 12 months = $84,000
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<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
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<tr>
<td>Travel</td>
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<td>Meeting travel</td>
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<tr>
<td>Description:</td>
<td>Travel for participating libraries to convene to discuss maximizing space usage and library designs (includes lodging, airfare, mileage, etc.) ; estimated 1 trip at $500 per person x 10 library staff = $5000</td>
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<td>In-kind meeting space at a library estimated $500</td>
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<td>Supplies/Materials</td>
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<td>Space starter kits</td>
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<td>Subtotal</td>
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<tr>
<td>Description:</td>
<td>$50,000 total for space starter kits consisting of flexible, movable furnishings such as tables and chairs for participating libraries; estimated 10 libraries x $5000 per starter kit for each library = $50,000</td>
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<td>Budget Category</td>
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<tr>
<td>Project Total</td>
<td>$281,800</td>
<td>$84,500</td>
<td>$366,300</td>
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<tr>
<td>Indirect Cost Rate Applied</td>
<td>10.0%</td>
<td>Indirect Cost</td>
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<td>$28,180</td>
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<td>$28,180</td>
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<td>Check one:</td>
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<tr>
<td>□ No Indirect</td>
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<td>□ Federally negotiated indirect cost rate *</td>
<td>☒ Indirect proposed cost rate *</td>
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<td>* please attach supporting documentation if required</td>
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<tr>
<td>Description: Indirect cost rate contributes to overhead that enables SCLC to manage the project, including clerical and administrative staff not dedicated specifically to the program, office supplies used by staff working on the project, rent and utilities, and equipment and services (e.g. photocopiers, phone systems, janitorial services, IT support).</td>
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<tr>
<td>Grand Total</td>
<td>$309,980</td>
<td>$84,500</td>
<td>$394,480</td>
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</table>
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.

Southern California Library Cooperative
Library/Organization

Diane Satchwell
Library Director Name

Maximizing Learning Spaces or How to MacGyver Your Library
Project Name

Executive Director
Title

Library Director Signature
Date
1 Project Manager

Scope of Work: As project lead, provide technical and logistical support for the project as described in the project’s grant application. Develop the parameters for participants and participate in the review and selection of participating libraries. Work with planning consultants, State Library staff, and SCLC to implement the project. Work with and provide consultation to management staff from participating libraries to create community-driven and community-centered plans for library space. Maintain a Facebook page or other public communication channel for sharing project news and inspiring space renderings.

Deliverable: Create a guide that covers the resources already available online that addresses the first things a library needs to consider when approaching library planning and design.

Contract Period: 7/1/2017-8/31/18

Compensation: Estimated 15 hours per week x 52 weeks = 1040 hours x $65/hr = $50,700

Travel: 10 site visit travel to participating libraries + 2 meeting trips x $375 (Mileage or Air $200, 1 night lodging $125, meals $50/day) = 4,500

Total estimated contract not to exceed $55,200 including travel

3 Planning Consultants

Scope of Work: Each planning consultant has demonstrated expertise in in planning for library or educational spaces that increase access to information. Work with the Project Manager, and State Library staff, and SCLC. The consultants will mentor and train library directors and/or managers from the selected libraries on how to evaluate their library spaces and re-envision them so they can be maximized to improve access to information. Each planning consultant will work with up to 5 libraries to determine learning and space needs and create space plans after working with libraries and engaging their communities.

Additionally, consultants will create resource guides that recommend sets of movable furnishings (“space starter kits”) that will support various learning environments for different age groups. The consultants will also make recommendations for select furnishings that will help reimagine the space ($5,000 per library for allowable expenses, including movable furnishing, décor, computer equipment, lighting, shelving, and shipping).

Tasks: Planning consultant tasks may include, but are not limited, to the following:

• Creating a summary of the current status of the library
• Reviewing the library’s mission, goals, and objectives to make suggestions for improving or implementing the organization’s objectives
• Clarifying planning purposes and methods.
• Defining responsibilities.
• Allocating resources to planning.
• Establishing a planning schedule.
• Reviewing community needs for library services including cultural, educational, and informational resources of the community.
• Looking at the demographic and economic data of the community.
• Identifying factors in the library’s environment that may affect the provision of services.
• Understanding of the community needs for library service.
• Realizing objectively what the community has and what the community lacks.
• Producing an assessment of community needs.

Deliverables:

1) Produce a space plan comprised of assessment, programming, and rendering (no blueprints) for each library assigned.

2) Create a toolkit which lists library vendors and general contact information, organized by different types of furnishings, such as tables, chairs, shelving, lighting, etc. This guide will include a list of furnishings that function well together (also known as “starter space kits”) with pricing costs for different library areas, such as children’s space, teen space, reading rooms, study rooms, staff work areas.

Contract Period: 7/1/2017-8/31/18

Compensation:
Estimated $100/hr to $110/hr for consulting fee x 10 hours per week x 52 weeks = $57,200 per consultant including travel (or up to $10k per library)

Total estimated contracts $57,200 per consultant x 3 consultants = $171,600

GRAND TOTAL for 4 Project Key Personnel = $226,800

References:
http://www.webjunction.org/explore-topics/smart-spaces.html
http://www.howard.edu/library/planning/Lib-Planning.pdf
http://lj.libraryjournal.com/2011/08/buildings/10-steps-to-a-better-library-interior-tips-that-dont-have-to-cost-a-lot-library-by-design/#_