CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FISCAL YEAR 2018/2019
PITCH-AN-IDEA LOCAL GRANT APPLICATION

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

Applicant Information
1. Library/Organization
   Buena Park Library District
2. Library’s DUNS Number
   00-650-1308
3. Legal Business Name (must match name registered with Federal Employer Identification Number (FEIN))
   Buena Park Library District
4. Project Coordinator Name
   Ann M. Duarte
5. Project Coordinator Title
   Librarian
6. Email Address
   aduarte@buenapark.lib.ca.us
7. Business Phone Number
   714-826-4100
8. Mailing Address
   7150 La Palma Ave.
   City
   Buena Park
   State
   CA
   Zip
   90620

Project Information
9. Project Title
   Visions of Buena Park: Past, Present, and Future
10. LSTA Funds Requested
    $16,608
11. Cash Match & In-Kind
    $16,618
12. Total Project Cost
    $33,226
13. California’s LSTA Goals [from FY 2018-2022 Five Year Plan] (Check one goal from the first five goals of the five-year plan that best describes the project)

   [ ] Goal 1 [equitable access, trusted community space]
   [ ] Goal 2 [literacy services and learning opportunities]
   [x] Goal 3 [innovation, creativity, connections and collaboration]
   [ ] Goal 4 [technology to deliver information and services]
   [ ] Goal 5 [economic development and workforce innovation]

Please briefly list other FY 2018-2022 Five Year Plan goals to which your project relates, if applicable.
Goal 1 - Engage underserved members of the community in their own languages.

14. Primary Audience(s) for project (Select all that apply.)
   [x] Adults
   [x] Families
   [x] Immigrants/Refugees
   [x] Intergenerational Groups (Excluding Families)
   [ ] Library Staff, Volunteers and/or Trustees
   [ ] Low Income
   [ ] Non/Limited English Speaking
   [ ] People with Disabilities
   [ ] People with Limited Functional Literacy
   [x] Pre-School Children
   [ ] Rural Populations
   [x] School Age Children
   [x] Senior Citizens
   [ ] Statewide Public
   [x] Suburban Populations
   [ ] Unemployed
   [ ] Urban Populations
   [ ] Young Adults and Teens
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need (include supporting data and statistical information), how it relates to your library’s strategic plan or other local planning documents, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Your summary should relate to activities in the timeline (Element 4).

The Buena Park Library District, established as a special district in 1919 through the efforts of the Buena Park Woman’s Club, will be celebrating its 100th anniversary in 2019. The library currently serves a diverse population of nearly 82,000 with Latinos and Asians collectively comprising over half of the population (http://www.buenapark.com/residents/about-buenapark/demographics).

In anticipation of our anniversary, we conducted an informal assessment of available community resources related to the history of the city. The results were rather discouraging. The city’s historic district only offers occasional tours and they have no online presence. The Buena Park Historical Society website is now defunct and the group only offers limited hours of access to their physical collection. The only online presence showcasing Buena Park’s history has been via Pinterest and one Facebook page entitled, Buena Park: History and Memories. The Facebook page is particularly active with daily posts and 2,684 active members. A recent online and in-person survey revealed that community members are very interested in seeing the library take on a primary role in identifying, preserving and sharing Buena Park’s history. The survey also showed that community members are interested in assisting with the achievement of this goal.

In response to this need, the library is proposing to build a digital collection that tells the rich and vibrant story of the community. This digital collection will be built and shared via the Internet with the use of Omeka, a content management system with structured Dublin Core metadata. Given the Buena Park Historical Society’s long-standing role as steward of the city’s history, and the Women’s Club’s ability to promote civic engagement, collaborating with these organizations will help to ensure that we build a robust, discoverable collection in which the community has had a key role in developing.

In addition to creating digital versions of selected materials from the library and the historical society, the community will be invited to contribute their personal histories through community scanning parties and a “StoryCorps” style oral history program. Delivery of this content will be both online via Omeka and the Internet and through the use of an [i]cell kiosk. The [i]cell interactive kiosk will allow patrons to explore images, stories, and videos that celebrate the library’s 100th anniversary, its history and the history of the city of Buena Park and the people of its community. The [i]cell will feature material in English, Spanish, and Korean, to help ensure that this programming is appropriate for people of all ages and all walks of life. It is our goal to provide programming that reflects our diverse population and their shared human experiences. Our programming will be equally appealing to our older, long-time residents looking for a hint of nostalgia, our school age children that come to the library to work on local city projects, and our growing population of immigrant residents.

By providing these new and innovative educational and participation opportunities, we hope to foster a greater appreciation for the vibrant history of Buena Park and its diverse people. We seek to make the Buena Park Library District the focal point for learning about the history of the library and city and build increased awareness about the local community and encourage civic engagement with the library and its civic organizations.

This program in which the library will collaborate with other civic organizations and the community to build an inclusive digital history of the library and the city aligns well with our strategic plan in that we will be maximizing awareness and use of the library and its resources. We will be using new technologies, both in the development of the content and in the delivery of the new material. And, we will be providing a variety of programs and services to all segments of our diverse community. Lastly, this new content and the renewed relationships with two of our city’s civic organizations will provide a variety of opportunities for both marketing and advocacy. An indicator of our success will be the creation of a collaboratively built, digital collection of objects related to the history of the city of Buena Park and the Buena Park Library through which residents will learn more about the experiences of different ethnic groups in the community and the longstanding civic organizations . The collection will be easily accessible and highly visible via the interactive [i]cell kiosk and the Internet.
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. Attach a separate sheet if necessary.

<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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</thead>
<tbody>
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</tbody>
</table>

Please list informal partners here - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project’s outputs and outcomes. Attach letters of support under Element 7.

Buena Park Historical Society - The Buena Park Historical Society is a non-profit organization dedicated to the preservation and dissemination of Buena Park history. The Buena Park Historical Society would provide a wealth of material for digitization and display on the [cell] kiosk. The library will also provide volunteer opportunities for any Buena Park Historical Society members interested in assisting the library in the digitization project. Their contribution will increase awareness of the organization and its mission, resulting in increased civic awareness and engagement within the community.

Buena Park Woman's Club - The Buena Park Woman's Club is a non-profit service organization dedicated to the enhancement of the lives of others by volunteer service in community projects and the support of local charities. The Buena Park Woman's Club was instrumental in the founding of the Buena Park Library District in 1919. The organization can provide historical material for digitization. Resources provided by the Buena Park Woman's Club will increase community awareness and support for their organization via the library's celebration.
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’ knowledge or abilities beyond basic access to information
  - Improve users’ formal education
  - Improve users’ general knowledge and skills

- Information Access: Improve access to information
  - Improve users’ ability to discover information resources
  - Improve users’ ability to obtain and/or use information resources

- Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness
  - Improve the library workforce
  - Improve the library’s physical and technology infrastructure
  - Improve library operations

- Employment & Economic Development: Improve users’ ability to apply information that furthers the status of their jobs and/or businesses
  - 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 circumstances
  - 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 conversations around topics of concern

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

We seek to introduce new and inventive technology to our patrons that will help familiarize them with the library and city’s vibrant history. We hope this will increase their awareness of civic organizations and volunteer opportunities, resulting in increased membership in these organizations. We also seek to continue to grow, preserve and disseminate our newly digitized Buena Park history collection. To achieve this, the library will conduct scanning parties to digitize material owned by patrons and to record memories patrons may have of visiting the library, or other anecdotes of the Buena Park story. This material, along with the library's collection, will be used to create interactive displays for an [i]cell kiosk. The display will be in English, Spanish, and Korean allowing equitable access to the diverse Buena Park community in the dissemination of information and the appreciation of Buena Park.

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

- a. 50 digital images from the existing library collection
- b. 25 digital images from the Historical Society
- c. 3 oral histories
- d. 2 scanning events at the library
- e. 2 scanning events at the Senior Center and/or a Buena Park Historical Society event
- f. 1000 projected visits to the [i]cell kiosk
- g. 1 Omeka collection/database of 3 oral histories and 75 images of Buena Park history and accompanying metadata records that is easily accessed via the Internet
- h. 1 [i]cell display in English, Spanish, and Korean
- i. 1 staff training (4 staff members trained)
D. Outcomes. Please select one or more of the outcomes provided by the State Library (see Instructions) that relate to the primary Five Year Plan goal that you selected in Element 1

Outcome 3c - Californians connect and collaborate through their library
- 80% of participants will report that they connected with other people because of the library.
- 100% will report feeling welcome at the library.
- 90% will report that they trust library staff.
- 90% will report that they believe the library to be an important part of their community.
- 90% will indicate that they plan to return to the library.

Outcome 2b - Californians discover and participate in learning opportunities at the library
- 90% will indicate that they learned something by participating in this library activity.
- 80% will report that they feel more confident about what they just learned.
- 95% will indicate that they intend to apply what they just learned.
- 100% will report that they are now more aware of resources and services provided by the library.
- 80% will report that they are more likely to use other library resources and services.
- 50% will indicate that this was the first time taking part in a program at the library.

E. Briefly describe how this project will be financially supported in the future, should it prove successful.

The kiosk will require minimal funding after the initial project is complete. Any new funding will come from the library’s general budget and continued updated material for kiosk programming will be provided by library, its partners, and the community.

F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Element 4A) of a project is accomplished and which account for at least 10% of the total amount of resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out) Select all that apply to your project and provide descriptions for each.

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: In preparation for the scanning activities, building the digital collection in Omeka and for the [i]cell kiosk, staff will participate in an on-site training program conducted by a Buena Park PL librarian with experience in digitization. Participants will receive instruction on how to use the equipment and the software. Scanning parties for the community and community partners will provide an opportunity for people to learn about caring for their physical objects as well as their newly created digital objects. Training and programming will be in-person.

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:

Creation / Format: Combined Digital

• Materials digitized at scanning parties/oral history events.
• Creation of presentation for [i]cell kiosk from digitized material.
• Translation of presentations into Spanish and Korean for display on [i]cell kiosk, providing for equitable access.

Description / Format: Digital

• Library staff will add metadata (Dublin Core standard) to newly digitized objects.

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

Description:
<table>
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<tr>
<th>Activity</th>
<th>July</th>
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<th>Sept</th>
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<th>Nov</th>
<th>Dec</th>
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<th>May</th>
<th>June</th>
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<td>Public services staff will inventory library holdings</td>
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<td>Public services staff will create release forms and metadata schema</td>
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<td>Purchase scanners, equipment, and accessories for scanning parties</td>
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<td>Survey partner organizations for current membership numbers</td>
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<td>Train staff on equipment and methodology</td>
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<td>Public Services staff plans and promotes scanning parties/oral history programs</td>
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<td>Scanning parties &amp; oral history programs</td>
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<td>Additional editing / adding metadata</td>
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<tr>
<td>Purchase of [i]cell kiosk</td>
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<td>Creation of content for [i]cell</td>
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<td>Installation of [i]cell</td>
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<td>Unveiling of [i]cell</td>
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<td>Gather [i]cell usage statistics</td>
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<tr>
<td>Survey patrons to determine what has been successful; what else they request to see</td>
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<td>Survey partner organizations for statistics (memberhip, general interest inquiries)</td>
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<tr>
<td>Establish a History of Buena Park web-based Omeka exhibit account</td>
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</table>
The budget should clearly identify the amounts requested and from what sources.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
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<tr>
<td>Library Director (15 hours @ $56.45) - .0072 FTE</td>
<td>$0</td>
<td>$847</td>
<td>$847</td>
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<tr>
<td>IT Supervisor (15 hours @ $38.54) - .0072 FTE</td>
<td>$0</td>
<td>$578</td>
<td>$578</td>
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<tr>
<td>Librarian I (80 hours @ $35.60) - .038 FTE</td>
<td>$0</td>
<td>$2,848</td>
<td>$2,848</td>
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<tr>
<td>Library Assistant (20 hours @ $26.98) - .01 FTE</td>
<td>$0</td>
<td>$540</td>
<td>$540</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$4,813</td>
<td>$4,813</td>
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</tbody>
</table>

**Description:** The director will approach civic organizations to invite them to collaborate with and support the library's project. The IT supervisor will purchase and install the required hardware and software. The public services staff (Librarians and Library Assistants) will inventory the library's holdings, create release forms for scanning parties and oral history programs, and establish metadata schema. They will also plan and conduct scanning parties/oral history programs and solicit the public to bring in their photos, memorabilia and stories which will be scanned and recorded. The public services staff will create the kiosk displays with the newly digitized material. The kiosk displays will be created in English, Spanish and Korean to make the information available to Buena Park's diverse community.

<table>
<thead>
<tr>
<th>Consultant Fees</th>
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<tbody>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

**Description:** No consultants will be hired for this project.
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
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<tbody>
<tr>
<td>Travel</td>
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<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Description:</td>
<td>No travel expenses.</td>
<td></td>
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<tr>
<td>Supplies/Materials</td>
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<tr>
<td>Seagate Expansion 1 TB Portable External Hard Drive 3.0</td>
<td>$55</td>
<td>$0</td>
<td>$55</td>
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<tr>
<td>Canon VIXIA HF R800 Camcorder</td>
<td>$219</td>
<td>$0</td>
<td>$219</td>
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<tr>
<td>SanDisk Extreme 32 GB 90 Mb memory cards (2@ $17.50)</td>
<td>$36</td>
<td>$0</td>
<td>$36</td>
</tr>
<tr>
<td>AmazonBasics 60-inch Lightweight Tripod with bag</td>
<td>$23</td>
<td>$0</td>
<td>$23</td>
</tr>
<tr>
<td>Canon VIXIA HF R800 Camcorder Case</td>
<td>$22</td>
<td>$0</td>
<td>$22</td>
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<tr>
<td>USB Microphone Fifin Plug &amp; Play Home Studio</td>
<td>$22</td>
<td>$0</td>
<td>$22</td>
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<tr>
<td>Pro Grade Lavalier lapel microphone</td>
<td>$22</td>
<td>$0</td>
<td>$22</td>
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<tr>
<td>Epson Perfection V600 Photo Scanner</td>
<td>$210</td>
<td>$0</td>
<td>$210</td>
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<tr>
<td>Microsoft Surface Pro 2 Laptop</td>
<td>$0</td>
<td>$1,199</td>
<td>$1,199</td>
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<tr>
<td>Network Attached Server (NAS) Drobbo 5N2</td>
<td>$0</td>
<td>$589</td>
<td>$589</td>
</tr>
<tr>
<td>HPZ27nLED Monitor</td>
<td>$0</td>
<td>$448</td>
<td>$448</td>
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<tr>
<td>Western Digital 4 TB Hard Drives (3)</td>
<td>$0</td>
<td>$407</td>
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<tr>
<td>HP workstation Z240</td>
<td>$0</td>
<td>$1,884</td>
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<tr>
<td>Epson Perfection V850 Pro Photo Scanner</td>
<td>$999</td>
<td>$0</td>
<td>$999</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$1,608</td>
<td>$4,527</td>
<td>$6,135</td>
</tr>
<tr>
<td>Description: The Epson Perfection V600 and Epson V850 photo scanners will be used for offsite scanning parties. Staff/volunteers will take equipment into the community to scan material provided by patrons. Equipment/Accessories for Oral History Programs and video editing: Canon VIXIA HF R800 Camcorder, Microsoft Surface Pro 2 Laptop, SanDisk Extreme memory cards, Amazon Basics Lightweight Tripod with bag, Camcorder Case, USB Microphone, Pro Grad Lavalier Lapel Microphone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Category</td>
<td>LSTA</td>
<td>Cash Match &amp; In-Kind</td>
<td>Total</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>------</td>
<td>----------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Equipment ($5,000 or more per unit)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[i]cell Interactive Kiosk</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
</tr>
<tr>
<td>KIC (Knowledge Imaging Center) Bookedge Scanner and Opus Software</td>
<td>$0</td>
<td>$7,278</td>
<td>$7,278</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$15,000</td>
<td>$7,278</td>
<td>$22,278</td>
</tr>
</tbody>
</table>

**Description**: The scanner and software will be used to scan and add metadata to photos and other visual material pertaining to the Buena Park Library and the Buena Park community. These images, along with videos recording the memories and stories of the participants, will be used to create an interactive display of the history of the Buena Park Library and the community for display on the [i]cell kiosk. The kiosk will allow patrons to explore the images, stories and videos commemorating the 100th anniversary of the Buena Park Library District.

<table>
<thead>
<tr>
<th>Services</th>
<th></th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

**Description:**

<table>
<thead>
<tr>
<th>Project Total</th>
<th>$16,608</th>
<th>$16,618</th>
<th>$33,226</th>
</tr>
</thead>
</table>

**Indirect Cost Rate Applied**: 0.0%

**Indirect Cost**: $0

Check one:

- No Indirect
- Federally negotiated indirect cost rate *
- Indirect proposed cost rate *

* please attach supporting documentation if required

**Description:**

<table>
<thead>
<tr>
<th>Grand Total</th>
<th>$16,608</th>
<th>$16,618</th>
<th>$33,226</th>
</tr>
</thead>
</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.

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Buena Park Library District
Library/Organization

Mary McCasland
Library Director Name

Library Director Signature

Date

VISIONS OF BUENA PARK: PAST, PRESENT, AND FUTURE
Project Name

Library Director Name

Library Director Signature

Date

GRANT MONITOR SIGNATURE

I have read and approve this LSTA Grant Application.

Grant Monitor Name

Grant Monitor Signature

Date