



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: May 19, 2015

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): Grantor - Institute of Museum and Library Services passed through the Arizona State Library
Project Title/Description:
Youth Learning Lab(s) -101

Purpose:

Create a place for young adults to have access to innovative learning opportunities and explore future employment

Procurement Method:

Program Goals/Predicted Outcomes:

The goal of this project is to expand upon Pima County Public Library's learning lab for young adults. Community members will benefit by gaining access to cost-prohibitive 21st century technologies and participating in real-world projects and activities that will lead to future employment.

Public Benefit:

Community members will benefit by gaining access to cost-prohibitive 21st century technologies and participating in real-world projects and activities that will lead to future employment.

Metrics Available to Measure Performance:

Monthly focus groups, surveys and comment boards with a report due to the grantor at the end of the project

Retroactive:

No

Original Information

Document Type: GTAW Department Code: LIB Contract Number (i.e., 15-123): 15-072

Effective Date: 5/20/2015 Termination Date: 8/1/2016 Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$ _____ ☒ Revenue Amount: \$ 70,000.00

Funding Source(s): Library Services and Technology Act Subgrant from the Az. State Library

Cost to Pima County General Fund: \$66,743.96 - Local match from already budgeted Library District Funds

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☒ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☒ Not Applicable to Grant Awards

Vendor is using a Social Security Number? ☐ Yes ☐ No ☒ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____

Funding Source(s): _____

Cost to Pima County General Fund: _____

Contact: Beth Matthis-Loghry

Department: Library

Telephone: 594-5613

Department Director Signature/Date:

Melinda S. Cevallos

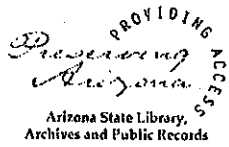
Deputy County Administrator Signature/Date:

[Signature] 5-7-15

County Administrator Signature/Date:

(Required for Board Agenda/Addendum Items)

C. D. Bullock 5/8/15




Award Notification for LSTA Subgrants

Library Name & Address: Pima County Public Library Administrative Offices 101 North Stone Avenue Tucson, AZ 85701-1501		State Project Number: 2015-35017-22	
Project Name: Youth Learning Lab(s) 101		Project Manager: Matthias-Loghry, Beth	
CFDA Number: 45.310		Amount Awarded: \$70000	
Period of Performance: May 20, 2015 to August 1, 2016		Final Report Due: September 2, 2016	
Contact for LSTA grant questions: Janet "Jaime" Ball, Grants Consultant	Phone: 602-926-3365	Email: jball@azlibrary.gov	

Enclosures:

- General Assurances and Certifications
- Internet Safety Certification
- Non-Construction Assurances
- Managing Your LSTA Grant Award
- Registration form for the May 20, 2015 Grant Recipient Workshop



Joan Clark, State Librarian & Director

4/29/2015

Date

Drew Marvin

From: Robin Samitz
Sent: Tuesday, May 05, 2015 8:14 AM
To: Lib_Accounting
Subject: FW: LSTA 2015 grant award
Attachments: Award Notification Pima County.docx; Youth Learning Labs 101 partial budget.xlsx; General Assurances and Certifications.pdf; Internet Safety Certification.pdf; Non-Construction Assurances Form (SF-424B).pdf; Managing Your LSTA Grant Award.docx; Mark Your Calendar.docx; 20153061stalearninglabs101.pdf; FW: Grant Review for Monday Directors Meeting

FYI – and update to GLM

Drew – I believe you entered into GLM 3/13?

Robin E. Samitz, Manager
Pima County Public Library
Accounting, Finance and Facilities
101 N Stone Avenue, 4th Floor
Tucson, AZ 85701
520-594-5604
Mail Stop: LRB-MAG-101

From: Beth Matthias-Loghry
Sent: Friday, May 01, 2015 11:10 AM
To: CED_Lib_Exec_Team_DIST; Ruth Grant; Cheryl McCurry; Michelle Simon; Kendra Davey
Cc: Robin Samitz; Emily Lane
Subject: FW: LSTA 2015 grant award

My congratulations to **Emily Lane** (and *James Walter* – please pass this on to James Mary...) on their successful and most excellent participation in **Excelling Grant Writers**.

Directors, Signatures are required on several of the Assurances.

Almost \$30,000.00 lower than we planned Jaime indicates "Furnishings" were cut (darn), if we cut nothing from technology purchases we have \$20,896.66 for furniture still in there. There is a scan of the entire grant that I attached and that provides some detail of what we intended to get for the 101.

Please consider who would benefit most from go to the workshop **Wednesday May 20**. It might be someone who can work closely with IT on Technology purchases, (not sure...)

--Beth

Beth Matthias-Loghry | Services Manager | Programs and Partners Office

Pima County Public Library | 101 N Stone Ave Tucson AZ 85701
520.594.5613 | beth.matthias-loghry@pima.gov | www.library.pima.gov
Follow us on [Facebook](#) and [Twitter](#) | [Download our app](#) | [Sign up for our eNewsletters](#)



From: Ball, Jaime [mailto:jball@azlibrary.gov]
Sent: Thursday, April 30, 2015 3:57 PM
To: Beth Matthias-Loghry
Cc: Emily Lane; James Walter
Subject: LSTA 2015 grant award

Dear Beth,

I am pleased to inform you that the 2015 Library Services and Technology Act (LSTA) grant application "Youth Learning Labs 101" has been approved by the Arizona State Library for partial funding in the total amount of \$70,000. Funding for furnishings was reduced. Please ask your Legal Administrator to sign and return the partial budget spreadsheet to indicate agreement with this revision.

Your submitted application, the attached official notification, and the criteria outlined in this email will be the only contractual documents necessary for the implementation of your project. Federal funds can only be used as stipulated in the grant guidelines and instructions (<http://www.azlibrary.gov/libdev/funding/lsta>), the application, and the attachments to this email. Projects may be monitored periodically by State Library staff.

Please ask your Legal Administrator to print out, sign and return via postal service the following attached documents:

- General Assurances and certifications
- Internet Safety Certification
- Non-Construction Assurances

Please return all original signed documents to me at the address listed below.

Also attached are materials directly related to project management:

- The file called "Managing Your LSTA Grant Award" contains information on federal regulations, requesting your grant funds, acknowledging the Arizona State Library Archives and Public Records and the Institute of Museum and Library Services, and final reporting.
- A registration form for the for the May 20, 2015 Grant Recipient Workshop at the Carnegie Center in Phoenix. It should be completed and returned as soon as possible. Either scan or fax is fine.

Please contact me if you have any questions. See you at the Grant Recipient Workshop!

Janet "Jaime" Ball, Grants Consultant
Arizona State Library, Archives and Public Records
Carnegie Center
1101 W. Washington St.
Phoenix, AZ 85007
602-926-3365 phone
602-256-7995 fax
www.azlibrary.gov

Certification of Application

I certify this application to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, guidelines and requirements pertinent to the application and to the use of award funds. Funds will not be used for indirect or administrative costs. The applicant agrees to submit a final report, which will include a narrative, budget and certification by the final report deadline. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

Library Name: Pima County Public Library
Project Name: Youth Learning Lab(s) 101
Authorizing Official's Name: PatCorella
Authorizing Official's Title: Library Deputy Director

Mailing address:

Pima County Public Library
Pima County Public Library, Library Administration
101 North Stone Ave.
Tucson, AZ 85701-1501



Authorizing Official Signature for Pima County Public Library

3/6/15
Date

[View Grant Application Report](#)

IMPORTANT

This form **MUST** be postmarked by the due date in order to be eligible for consideration. Please type or print clearly.

MAIL COMPLETED APPLICATION TO:

Grants Administrator
Library Development Division
Carnegie Center
1101 W. Washington
Phoenix, AZ 85007

Arizona State Library, Archives and Public Records

Date

Grant Application

YOUTH LEARNING LAB(S) 101

General Project Information

Pima County Public Library

Administrative Offices

Tucson, AZ 85701-1501

Password: *pimacounty1sta2015*

Does this application meet all the eligibility criteria for a library? Yes

If no, what criteria is the applicant missing?

Project Contact Information

Contact Name: Beth Matthias-Loghry

E-mail Address: beth.matthias-loghry@pima.gov

Mailing Address:

Contact Phone:

Contact Fax:

Legal Administrator Information

Title Library Deputy Director

Administrator Name: Pat Corella

E-mail Address: pat.corella@pima.gov

Mailing Address: Pima County Public Library, Library Administration

101 North Stone Ave.

Tucson, AZ 85701-1501

Phone: 520-594-5620

Fax: 520-594-5621

Award check payable to: Pima County Public Library

Application Worksheet

Project Name: Youth Learning Lab(s) 101

Project Summary

The goal of this project is to expand upon Pima County Public Library's learning lab for young adults. The "101" is the place for young adults wishing to take advantage of innovative learning opportunities that will open up a world of possibilities. Funds will be used to purchase furniture, implement 21st century technologies, and expand college and career exploration facilitated in a peer mentor format. Community members will benefit by gaining access to cost prohibitive 21st century technologies and participating in real-world projects and activities that will lead to future employment. The "101" will work closely with Idea +Space business and career services center to implement programming that will serve as a bridge between exploration and the realization of new endeavors.

Grant Application

Grant Funds Requested \$98,833.34

People Served: 0

Calculation method:

Is Project New/Continuing? New

Category: 2015 Community

Partners: Metropolitan Education Commission's Regional College Access Center,
City High School, Pima County ONESTOP Career Centers.

User groups directly served by project:

Grant Application

Grant Fiscal Report

Type	Vendor	Grant Funds	Local Funds	Cash	Total
Consultant Fees		\$0.00	\$0.00		\$0.00
Equipment		\$0.00	\$0.00		\$0.00
Indirect Costs		\$0.00	\$0.00		\$0.00
Salaries & Benefits	Youth Design Team, Program Instructors, Librarians	\$0.00	\$65,243.96		\$65,243.96
Services	Library Contractors, Presentations and Training	\$14,500.00	\$1,500.00		\$16,000.00
Supplies & Materials	Furniture for 101 Space and Technology Supplies	\$84,230.99	\$0.00		\$84,230.99
Travel	Travel to State Library training	\$102.35	\$0.00		\$102.35
TOTALS		\$98,833.34	\$66,743.96		\$165,577.30

Grant Application

Certification of Application

I certify this application to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations pertinent to the application and to the use of award funds. Funds will not be used for indirect or administrative costs. The applicant agrees to submit a final report, which will include a narrative, budget and certification by the final report deadline. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

Library Name: Pima County Public Library
Applicant's Name: Pat Corella
Title: Library Deputy Director
Mailing Address: Pima County Public Library
Administrative Offices
Tucson, AZ 85701-1501

**APPLICANT SIGNATURE
FOR**

PIMA COUNTY PUBLIC LIBRARY

DATE

IMPORTANT

**This form MUST be postmarked by the due date in order to be eligible for consideration.
Please type or print clearly.**

**MAIL COMPLETED APPLICATION TO:
Grants Administrator
Library Development Division
1700 West Washington Street, Suite 200
Phoenix, AZ 85007-2935**

Joan Clark, Director - Arizona State Library, Archives and Public Records

Date

Arizona State Library Archives and Public Records
Library Services and Technology Act
Youth Learning Labs 101

1. Project Summary:

The goal of this project is to expand upon Pima County Public Library's learning lab for young adults. The "101" is the place for young adults wishing to take advantage of innovative learning opportunities that will open up a world of possibilities. Funds will be used to purchase furniture, implement 21st century technologies, and expand college and career exploration facilitated in a peer mentor format. Community members will benefit by gaining access to cost prohibitive 21st century technologies and participating in real-world projects and activities that will lead to future employment. The "101" will work closely with Idea+Space business and career services center to implement programming that will serve as a bridge between exploration and the realization of new endeavors.

2. Project Description:

In 2012, Pima County Public Library (PCPL) received a two-year MacArthur grant that funded the creation of a Youth Design Team, who researched and envisioned the space which was unveiled on October 17, 2014 as 101. The 101 provides young adults with creative, collaborative programming opportunities in STEAM fields such as computer programming, video editing, crafting, photography and more. Our classes will be conducted by trained program instructors (either library staff or contracted local experts). Teen mentors will facilitate programming with their peers, enhancing the services provided by instructors. Innovative and collaborative workshops will be offered between December-March of the funding cycle. Specific focus will be placed on STEAM related topics including, but not limited to, photography, video editing, computer coding and app creation, science, engineering, robotics, and graphic design. Dedicated programming will allow participants to use the full range of 101 materials including iMac computers for editing, design software, 3D printers, cameras, and tablets. Additionally, as a space designed for young adults by young adults, participants will gain collaborative and critical thinking skills related to program development and management, community engagement, and sustainability planning on an institutional level.

The general public will be invited to attend all workshops through the implementation of a system wide advertising campaign including flyers and posters at all library branches, an online presence on the PCPL website, as well as social media posts to platforms including Facebook, Twitter, Instagram and blogging. The 101 programs will give young adult participants the opportunity to explore career fields while gaining the skills and confidence to engage in a wide variety of STEAM activities. Participants will be invited to return for multiple programs, or become either Youth Design Team or steering committee members, and foster the growth and evolution of the 101 for the future. The 101 is poised to reach approximately 1,600 participants during the grant cycle based on historical attendance information gathered over the last 2 years.

3. Justification:

Youth services provided by PCPL subscribe to the HOMAGO framework for young adult development. HOMAGO ideology posits that youth exploration of technology and media is centered on the concept of "Hanging Out, Messing Around, Geeking Out." By creating a relaxing and welcoming environment, youth are naturally guided toward creative learning endeavors. More information can be found here:

http://dmlcentral.net/sites/dmlcentral/files/resource_files/yolloguidebook_r5.pdf

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Our grant addresses the community's need for a safe, supportive place for young adults that will also prepare them for their future careers. As part of our previous development grant, local youth spent two years learning about community needs for young adults in Pima County. Our Youth Design Team created and distributed a survey on this project and received over 2,100 responses. Their findings showed that:

- a. Youth overwhelmingly want college and career counseling and opportunities, including opportunities to be entrepreneurs.
- b. Interaction with mentors who have experience and skills, and who can relate to the youth is essential to the program.
- c. Youth are asking for a safe space that is welcoming.
- d. 80% of youth believe they have access to downtown.

The mission of Pima County Public Library reads: "The Pima County Public Library enriches lives and builds community through opportunities to learn, know, interact, and grow." Our learning lab project provides a much needed, all-inclusive space where our young adult patrons can fulfill all these objectives. Through peer and professional mentoring, our young adults will grow their confidence and experience in valuable technical and creative skills. The lab provides a safe, supportive environment to make new friends, gain media literacy skills, and prepare themselves for future education and careers. PCPL supports this endeavor through staffing the space consistently with professional Librarians, Library Associates and dedicated Program Instructors. PCPL Administration has established the 101 and Idea+Space as foundational pieces in the accomplishment of current workforce and economic development goals.

4. Outcomes /Activities/Evaluation:

The 101 will positively impact our community through the creation and integration of a welcoming space for young adults with innovative opportunities for connected learning, where they can gain skills that will advance themselves creatively and with future passions and careers.

The primary focus of the 101 is to involve young adults in its creation and development. An example of our programming involves engaging young adult leadership in programs centered on the 101 space expansion. PCPL will work with a library contractor, Lead Local, to facilitate the advancement of our services to the Oro Valley Library. Lead Local will facilitate workshops based on the Lean Start-up Methodology for the Oro Valley Teen Advisory Board, with the assistance of Main Library's Youth Design Team. The objective is to help Oro Valley youth think about creative ways to reach their community while learning about 21st century skills in business, entrepreneurship and program planning.

As part of the exploration process funded by the MacArthur planning grant, the Youth Design Team was trained by subject matter experts regarding best practices and methodology for reaching out to other young people and getting feedback from the communities the library serves in order to measure success. PCPL will continue to use those measurement tools as we move forward with this project. We will measure outcomes and impact in the following ways:

- The Youth Design Team will conduct monthly focus groups in order to gain anecdotal evidence as a measure of success and to establish best practices for future programming.

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- Additionally, we will use survey forms to gather data and measure knowledge attainment of participants engaged with grant funded programming.
- We will also make comment boards an essential function of programming at the 101, allowing youth a space to leave feedback anonymously.
- As part of a program, we will create a leaderboard system that encourages participation. This tool will involve gathering feedback from youth in order to facilitate full interaction with the program, communicate what was learned, and gain a space on the leaderboard.

5. Project Personnel:

- **Kendra Davey:** Librarian II to serve as Project Director and Project Contact for "The 101 @ Main" at 4hr/week
 - Kendra Davey is a supervisory-level library professional in the area of youth services and has extensive experience working with projects of this nature. She has worked with the Youth Design Team for two years and has been a substantial contributor to the vision of 101 @ Main.
- **Cheryl McCurry:** Librarian II to direct activities for "The 101 @ Oro Valley" at 2 hr/week
- **Bethany Wilson:** Librarian I to direct activities for "The 101 @ Oro Valley" at 2 hr/week
- **Michelle Simon:** Program Coordinator to oversee grant budget/purchasing coordination at 4 hr/week
- **Leila Duncan:** Librarian I in Young Adult Services at Joel Valdez Main Library at 2 hours/week
- **Library Program Instructors:** 40 hrs/week provided by various instructors
- **Library Associates:** 3 hours/week for 3 Library Associates in Young Adult Services at Joel Valdez Main Library

6. Timeline/Schedule of Activities:

- a. **Jun-Aug 2015:** Plan and purchase supplies and equipment
- b. **Sept-November 2015:** Receive, install equipment and setup space, plan programming
- c. **December 2015-March 2016:** Test. Do programming with partners at library locations
- d. **December 2015-May 2016:** Evaluate
- e. **June-Aug 2016:** Compile evaluations and formulate date to measure success

We will do approximately 5 programs per week during the funding cycle. That will give us a total of 80 programs in December-March. A portion of grant money will be dedicated to daily drop-in programs like tech and craft events. More specialized programming will be facilitated by library contractors such as, Xerocraft and Lead Local, which focus on video game design, app building, project development, facilitating, and leadership development. College and career exploration, self-employment, and entrepreneurship programming will be facilitated by Idea+Space presenters and community partners such as the Regional College Access Center and the Pima County One Stop. Additionally, activities will extend beyond the current space at Joel Valdez Main Library and into the Oro Valley Library as a means of outreach and greater community involvement.

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- 7. Budget Justification: Provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.**

Travel Fees

Joel Valdez Library to Arizona State Library – 115 miles x .445 /mile x 2 ways = \$102.35

We plan on sending two library representatives to the LSTA grant workshop in Phoenix. Travel expenses were calculated using Pima County mileage rates using a county vehicle.

Supplies/Technology

- (6) Apple 27 inch iMac with 5k Retina Display – \$2499.00 ea (\$14994.00)
 - iMac computers are requested for use in multimedia projects including video, sound, and photo editing, in addition to programming and projects involving graphic design and marketing.
- (2) Makerbot Replicator 3D Printers – \$2899 ea. (\$5798)
- Miscellaneous supplies for 3D Printer (filament, replacement parts, etc)-\$350
 - These particular models were recommended after meeting with our library peers in Pinal County at the last AZLA conference: their blog, <http://3dprintinglibrarian.wordpress.com/pinal-county/> was the reasoning for deciding on this model.
- Sony HDR-PJ650V Camcorder - \$796.00
 - This particular model fits all the needs of the 101 space, including ports for microphones, high quality video, plenty of storage, and easy transfer between camcorder and computers for editing projects.
- LG Electronics 55LB7200 55-Inch 1080p 240Hz 3D Smart LED TV – \$899.00
 - TV for use in the 101 space for a multitude of projects and programs: video game tournaments, project showcases, and online streaming of content.
- (6) Nexus 9 Tablets 32 GB – \$429.00 ea (\$2574.00)
 - Used for video and photo capture in addition to beginning programming courses.
- (1) X316 Projector – \$370.00
- (1) Xbox One Console System -- \$499.99
 - Xbox One will be used in conjunction with the Project Spark software created by Microsoft to teach kids the basics of console development and give them projects to develop their own games.
- (1) Laser Cutter Co2 Laser Engraving Cutter – \$620.00
 - Used for creating designs, board games, and many more exciting projects. Using this machine (including setup), will give teens valuable technical experience.
- (9) Oculus Rift Virtual Reality Devices – \$350.00 ea (\$3150)
 - Oculus Rift developer kit is very effective for use in innovative programs and STEM outreach. PCPL currently owns one Oculus Rift and lines of hundreds of teens have waited to use this exciting, yet currently inaccessible technology. Multiple consumer versions of the Rift can be used for continuing outreach and programming in the 101 space and all of PCPL's branches.
- (5) LEGO Ev3 Robotics Kits – \$350.00 ea (\$1750 total)

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- o LEGO programs are incredibly popular however, current kits are almost a decade old and no longer supported by current computers. The latest generation of kits will be used in programming; teens can mentor younger patrons in the use of robotics.
- Tax for electronic purchases – (estimated) \$2700

Library Contractor Costs

PCPL will work with subject matter experts and educators to conduct staff training and programs in the 101 space. Contractors will help us to connect with local resources and educators. During the MacArthur Grant development period, our Youth Design Team spent extensive time with consultants where they learned skills such as visioning, facilitation and creating tools to measure program success. Oro Valley Library's Teen Advisory Board will be trained on a smaller scale using library contractors who will help them envision a space and programs that cater to the needs of their community while also giving them real world development experience under the guidance of experts. This process will be critical to the success of an expansion of 101 to Oro Valley Library.

Salaries/Wages/Benefits

12 Library employees at 63 hours per week is \$65,243.96 of in-kind support.

Supplies/Materials

In order to align ourselves with the HOMAGO philosophy of young adult learning and engagement, PCPL would like to create a comfortable and inviting space for youth. A critical component of that is furniture. The 101 space(s) at PCPL will need to purchase furniture as follows:

- 3 Couches \$4000 each (\$12000)
- 6 side tables \$600 each (\$3600)
- 8 Lounge chairs \$2000 each (\$16000)
- 6 Stackable large tables \$680 each (\$4080)
- 12 Buoy chairs \$275/each (\$3300)
- 50 Chairs \$120/each (\$6000)
- 2 Swivel cart for chairs storage \$275/each (\$550)
- 8 Swivel chairs \$300/each (\$2400)
- 4 Group work desks \$450/each (\$1800)

Printing

Request for \$1,500.00 will be matched by Pima County Public Library for the printing of promotional materials. We will work to create teen focused advertising and design for the 101 programs and activities.

8. Budget Form:

- a. Complete the budget form for the project described in this application.
- b. In-kind services or funds are not required, but are encouraged.