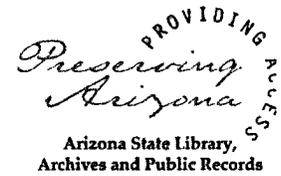




ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

Joan Clark, State Librarian & Director



May 1, 2014

Brenda Fischer
Glendale Public Library
5959 W. Brown Street
Glendale, AZ 85302

CITY CLERK
ORIGINAL

C-9107
06/24/2014

Dear Ms. Fischer:

I am pleased to inform you that the 2014 Library Services and Technology Act (LSTA) grant application "Create, Connect, Collaborate @ Your Library" has been approved by the Arizona State Library for full funding in the total amount of \$26,024.00.

The application submitted, along with criteria outlined in this letter, 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 enclosures with this letter. Projects may be monitored periodically by State Library staff.

As Legal Administrator, please sign and return the following enclosed documents:

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

Enclosed you will also find materials directly related to project management:

- The sheet 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 May 20, 2014 Grant Recipient Workshop at the Carnegie Center in Phoenix should be completed and returned as soon as possible.

Note that all grant funds must be spent prior to August 3, 2015. Your final report is due by September 4, 2015.

Please return all signed documents to: Janet "Jaime" Ball, Grants Consultant • Carnegie Center • 1101 W. Washington St. • Phoenix, AZ 85007.

Jaime is responsible for the distribution of funds and ongoing administration of the grant award, including the final report. If you have any questions concerning your application or other supporting documents, please contact Jaime at jball@azlibrary.gov or call her at 602-926-3365 or 1-800-255-5841 statewide.

Sincerely,


Joan Clark

cc: Karen Reed

STATE CAPITOL

1700 West Washington • Phoenix, Arizona 85007 • Home Page: <http://www.azlibrary.gov/>
Phone: (602) 926-4035 • FAX: (602) 256-7983 • E-Mail: jclark@azlibrary.gov

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex, (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Julie Fusoni for Brenda Fischer</i>	TITLE <i>City Manager</i>
APPLICANT ORGANIZATION <i>City of Glendale</i>	DATE SUBMITTED <i>6/24/14</i>

Standard Form 424B (Rev. 7-97) Back

ATTEST

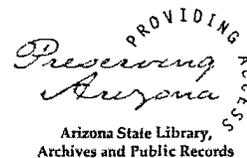
[Signature]

City Clerk

Approved as to form

[Signature]

City Attorney



Assurances and Certifications for 2014 Arizona LSTA Subgrant Award

1. Nondiscrimination

The applicant shall comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681– 83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

2. Debarment and Suspension

The applicant shall comply with 2 C.F.R. part 3185 and 2 C.F.R., as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- a) Are presently excluded or disqualified;
- b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The applicant is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applicant keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000)(31 U.S.C. §1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails

to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

In addition, in accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

6. Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor.

7. General Certification The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

These assurances and certifications are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. These assurances and certifications are binding on the applicant, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

The undersigned further provides assurances that it will include, as applicable, the language of the assurances and certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and certifications.

Julie Furum for Brenda Fischer
Signature of Authorized Certifying Official Fischer Library Name

Brenda S. Fischer, City Manager
Print Name and Title of Authorized Certifying Official

6/24/14
Date

ATTEST:
[Signature]
City Clerk

Approved as to form
[Signature]
City Attorney



INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only **one** of the following boxes*)

- A.** CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f)(1) et seq.*)

OR

- B.** The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Julie Furrow for Brenda Fischer
Signature of Authorized Representative

Brenda S. Fischer
Printed Name of Authorized Representative

City Manager
Title of Authorized Representative

6/24/14
Date

Clendale Public Library
Name of Applicant Library/Program

ATTEST:
[Signature]
City Clerk

OMB No. 3137-0071, Expiration Date. 9/30/2015

Approved as to form

[Signature]
City Attorney

Grant Administration Guidelines

Grant Guidance

Library Services and Technology Act (LSTA) grant funds are provided by the Institute of Museum and Library Services (IMLS), through the Arizona State Library. The grantee assumes the legal responsibility of administering the grant in accordance with the LSTA statutory and regulatory requirements, and Arizona Revised Statutes. The award is based on the approved grant proposal and budget; the award letter provides notification.

Allowable and Unallowable Costs

Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that **may be proposed** as budget items in an LSTA grant application. Grant funds may be expended for the items identified as allowable costs in 2 CFR 225 "Cost Principles for State, Local, and Indian Tribal Governments," 2 CFR 220 (for Educational Institutions), and 2 CFR 230 (for Non-Profit Organizations).

The following costs are unallowable and **may not be proposed** as grant project costs:

- * Administration fees
- * Bad debts
- * Construction
- * Contingencies
- * Contributions and donations
- * Entertainment / Performances
- * Fines and penalties
- * Food
- * Interest and other financial costs
- * Staff salaries and benefits
- * Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)
- * Gifts, models, souvenirs

Requesting Funds

Funds must be requested between May 20, 2014, and August 3, 2015.

Travel Costs

Travel and per diem expenses are allowable costs for project personnel only. A subgrantee must reimburse staff travel and per diem at the rate authorized by the State (See Budget Considerations).

Interest on Grant Funds

DO NOT put your Federal LSTA funds into interest-bearing accounts, savings accounts or investment-type funds. If interest is earned on LSTA grant funds by the sub-grantee, the amount of the interest **must be refunded** to the Arizona State Library, Archives and Public Records Division, and subsequently returned to IMLS in Washington.

Budget Revisions and Programmatic Changes

Subgrantees must not deviate from the approved budget and approved plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the LSTA Consultant, Library Development. Similarly, subgrantees must request prior approval of significant departures from approved project plans, including changes in the scope of the project, changes in project objectives, and changes in the project manager or other key project personnel. Both types of requests must be made in writing to the Library Development Grants Consultant, Janet "Jaime" Ball at jball@azlibrary.gov.

Requirements for Publications and Presentations

All promotion materials, press releases, bibliographies, reports and other such publications resulting from an LSTA grant project must contain the following acknowledgment:

This project (program) was supported with funds granted by the Arizona State Library, Archives and Public Records, a division of the Arizona Secretary of State, under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.

If the grant project results in copyrightable material, the subgrantee or any subcontractor of the subgrantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

Grant Administration Guidelines

Reporting Requirements

Grant recipients will be required to submit a final financial and narrative performance report to the State Library within thirty days after the end of the project or no later than September 4, 2015 for FY 2014 competitive grants. The final report is completed online at www.azlibrary.gov/lsta. **Failure to file the report or library statistics on time will make your library ineligible to apply for future LSTA grants.**

Inventory Requirements

Grantees must submit and maintain inventory records of all non-expendable personal property, defined as items having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. Inventories of all such property may be conducted to verify the existence, current utilization, and continued need for the property. Disposition of such property shall be in accordance with the disposition requirements of the State Library.

Grant Close Out Procedures

All funds must be encumbered/obligated by the last day of the grant period (August 3, 2015). All payments using LSTA funds must be completed before the final report is submitted, September 4, 2015. Should it not be possible to expend and/or obligate the funds prior to the end of the grant period, the State Library is to be notified at least 30 days in advance so arrangements can be made to return the funds to the State Library. If received by the State Library before the last month of the grant period, these funds can be reprogrammed into other Arizona projects; otherwise, reverted funds must be sent back to IMLS.

Record Retention Requirements

Taken from OMB Circular A-110 Section __.53.

(b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.

- (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- (2) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- (3) When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
- (4) Indirect cost rate proposals, cost allocations plans, etc. as specified in Section __.53(g).

Complaint Process

Complaints or questions about the LSTA program received by State Library will be forwarded to the Library Development Grants Consultant, who will respond as appropriate either through a phone call, an email message or a formal letter. If the person making the complaint is not satisfied with the information provided by the Library Development Grants Consultant, the question or complaint will be sent to the State Librarian. The State Librarian will respond as is appropriate to the situation, and is the person of last resort for complaints.

Audit Requirements

All libraries that have received a total of \$300,000 or more from all federal grants in the federal fiscal year (October 1 – September 30), must submit an audit as required under the Single Audit Act of 1984. Audits are required as follows under OMB Circular No. A-133 Subpart B— Audits § __.200 Audit requirements.

Create, Connect, Collaborate @ Your Library

Application Narrative

1 Project Summary

The goal of this project is to provide our community opportunities to create, connect and collaborate with one another through a year-long series of hands-on programming opportunities. Funds will be used to purchase materials and resources for librarian-led programs, to hire artists/instructors for more advanced workshops, and to purchase materials to market all available programming. Community members will benefit by experiencing opportunities for creative expression, by enjoying collaborative interaction, and by networking with one another and their library staff, all while being made aware of the many resources available to them through their local libraries.

- 2 Project Description**
- a) The Glendale Public Library (GPL) plans to create a year-long series of programming focused on creative and collaborative expression in a variety of mediums at all library locations. Activities will be planned for pre-school through adult participants, with special focus on marketing to the "new adult" age group. An average of four programs will be offered at each branch for ages pre-school, K-3rd graders, tweens, and teens. An average of two programs a month will be offered for adults, with several of these programs targeted for the new adult audience (ages 18-30). To encourage collaboration, some programming will be designed with overlapping age groups. Examples of proposed programming include **Publish Your Own eBook** – a program for teens and adults to teach the step-by-step process of publishing their own eBook. Participants will be encouraged to consider submitting their work to the One Book Arizona contest. **Connect to Social Media** – the library will engage teen or new adult computer tutors to work with community members new to social media. Participants will create Facebook, Skype, and/or other social media accounts and learn methods of connecting online to family members and friends. **Chihuly Art** – Grade school age participants will learn about the Foothills Branch's unique Chihuly art piece, then create their own pseudo-Chihuly creations using common household materials. (See Attachment 1 for complete list of programming ideas by age group.)

b) GPL will partner with neighboring Glendale Community College (GCC) in an effort to market to a large audience of new adult/adult program participants. A portion of the marketing funds will be used to purchase four tablet computers for GCC roaming customer service. These tablets will allow the GCC staff to offer services outside the academic library to other locations on their campus, expanding their resources to students who do not already use the library. At the same time, the roaming librarians will market and promote the programming opportunities available at GPL, expanding GPL services and GCC services simultaneously. Additionally, GCC will offer open mic poetry gatherings for students and the public, as well as two creative arts summer programs, using in-kind funds. (**Letter of support from GCC attached.**)

c) The general public will participate by directly attending programs designed for interactive and hands-on creative experiences. GCC students will benefit by being made aware of the vast resources available through the college and neighboring GPL. Open registration will be available to any interested member of the public with the only restriction being a designated age limit for each program. On average, programs will accommodate 25 participants, with a minimum attendance of 2,475 expected in the first year. Marketing will consist of print calendars, online calendars, press releases, and a roaming-services partnership with GCC to approach students directly and market to them both through word-of-mouth and through demonstrating resources available to those students.

3 Justification

a) This project meets the community's desire for more hands-on programming opportunities, expressed through eLibrarian queries, patron comments, and current program evaluation feedback. The project also provides opportunities for meaningful community interaction. Though many library resources are now online, GPL still sees more than 750,000 patrons come through their doors every year, choosing to use

the library, rather than a less public space, to interact. Assessment of usage figures combined with observation of patron behaviors indicates a community desire to connect with their fellow community members in a comfortable learning environment. Focusing on programs with a creative/collaborative element is the best approach because it invites a broad audience, allowing for participants at varying skill levels to try a new medium and interact with fellow participants. Additionally, GPL is in the process of opening a Creative Space at their Main Library. With a small amount of one-time funding from the Glendale Arts Commission, the Creative Space will offer creative arts programming for participants 16 years and older from March-August 2014. We hope to build on the momentum of these programs and expand opportunities to younger participants and the other GPL branches. Partnering with GCC allows broader marketing of all program opportunities to members of the public who will benefit from the free resources available to them and to their families. A Roaming Reference pilot program conducted at GCC made their collection more accessible to users and indicates that this approach is a successful one. Staff shortages at GPL prevent GPL librarians from such outreach opportunities. With dedicated GCC staff expanding customer service, both GPL and GCC will see benefits for their patrons.

b) Youth, teen, and adult audiences are targeted in this project because the Glendale Public Library strives to provide service for all age groups in the community. GPL relies entirely on grant funding and donations to provide this programming. Feedback from GPL patrons indicate they would like to attend workshops in which they get to participate directly. The new adult audience has been identified as an under-represented patron group. Current programming opportunities see little representation from new adults, though a large community of students in that age group matriculates at a college located less than a quarter mile away.

c) This project relates directly to our mission statement, which is, "To empower our community by providing free and equitable access to information, technology, cultural, educational and life enhancing materials and services" as well as to the library's strategic plan goal, "Create and develop a public image of the library as a vital, dynamic, customer friendly and essential source of information, life-long learning, cultural enrichment and civic involvement." Creative arts and collaborative programming would allow the participants the opportunity to enjoy life-enhancing experiences and materials, free of cost, in a comfortable setting that encourages ongoing education, while the programs' emphasis on connecting and collaborating emphasizes civic involvement.

4 Outcomes/Activities/Evaluation

a) We expect to see four specific changes as a result of this project. 1) Program attendees will learn new techniques for creative expression. This outcome was chosen to measure the success of the "create" part of our grant, in direct response to patron feedback requesting hands-on programming. 2) Program attendees will benefit from team or communal learning opportunities while meeting new people in the community. This outcome relates to the "connect" and "collaborate" parts of the grant, in response to the patrons' desire to meet others in their community and to share new experience and knowledge. 3) GCC's roaming services will increase new adult awareness of GPL and GCC library programs and services. This outcome was chosen to measure our success at expanding our services to a large portion of the community who may be unaware of the diversity of free services available to them, and to "connect" GCC students with GPL services. 4) Participants will become repeat library users. This outcome was chosen to measure our success at establishing lasting community connections with the library and to encourage life-long learning.

b) Data sources for evaluating the outcomes will be 1) written surveys for all program participants which will gather information including age of the attendee, level of interaction with fellow attendees, knowledge gained from participation, preferred learning style; and information regarding how the attendee learned about the program. 2) In some programs library volunteers will videotape short testimonials from program participants about their experience in the event. 3) Collection of number of program participants and users reached by GCC roaming services. 4) Collection of usage figures for GCC's mobile site during roving reference transactions.

c Using Google Analytics we will tally the results of the written surveys. The taped testimonials will be recorded on the library's handheld cameras and viewed for purposes of gathering "in the moment" feedback. All raw footage from the tapes will be kept intact while a final edited version, splicing participants' experiences into one narrative, could be created and shared with the granting committee, the City Council, the Library Board, and other entities as a visual justification for the importance of programming to the community. Usage statistics will be gathered both through Evanced software and through head counts at all programs and roaming service.

5 Project Personnel

a Karen Reed, Manager of Public Services for Glendale Public Library will lead the planning and coordination of the grant project including: coordinating project personnel; budgeting; overseeing publicity and marketing, and evaluating the grant outcomes. Frank Torres, Library Faculty Department Chair at Glendale Community College will direct the roaming services plan and the marketing of GPL programs to GCC students. The administrative librarians over Adult, Teen and Youth Services at each Glendale Public Library branch (Kristin Fletcher-Spear, Foothills Branch Library, Greg Kinder, Velma Teague Library, Mendeth Jenson-Benjamin, Main Library) will schedule and host the grant programs for their individual branches. Kathy Curley, GPL Collection Development Librarian will use in-kind funds to select materials to encourage further study of the creative processes offered through our programming.

b Karen Reed will be the project director. As the Manager of Public Services over the Glendale libraries, she is able to coordinate the smooth functioning of the grant with staff across the branches. She has been involved in the administration of two previous LSTA grants and has supervisory and management experience as well as 14 years of library programming experience for children, teens, and adults.

c Special skills will be necessary for the presenters of advanced workshops. Potential artists/presenters will be selected on the basis of their project's appeal to the public and the presenter's approach with teaching students of varying skill level in a relaxed learning environment.

6 Timeline/Schedule of Activities

January, 2014 GPL staff brainstorms creative programming for children, teens, and adults, and gathers preliminary budget figures. Project Director meets with GCC library faculty. Project Director writes LSTA grant.

May-July 2014 LSTA Funds requested in late May. Fall programming scheduled. First promotional materials designed. Tablets purchased. Collection development librarian begins selection of materials. Publicity for programs begins two months ahead of scheduled programs and continues in each following month of the timeline.

August 2014 GCC roaming begins with Fall semester start. Printed calendars available at each GPL branch. Collection librarian continues ordering.

September – December 2014 Programming begins for all ages. Initial evaluations turned in and tallied. GCC continues roaming services through end of fall semester. Collection librarian continues selection.

January-July, 2015 Programming continues for all ages. Roaming reference continues with start of the Spring semester at GCC and goes through end of Spring semester. Two summer arts programs are offered at GCC, open to the general public. Evaluation process and collection development continues.

August 2014 Final programs hosted. Final evaluations tallied. Funds spent. Final report written.

b Due to the scale of this programming series we have not scheduled dates and times this far out in the future. On average there will be an average of 6 programs per month held throughout the system. GCC roaming services will take place throughout Fall and Spring semester with special creative arts programming at GCC in the summer.

7 Justification of Expenditures

Programming Adult 10 adult programs (Foothills Library), 10 (Main Library), 9 (Velma Teague) 29 programs estimated at \$250 each = **\$7,250**

Preschool 4 school-year preschool programs (Foothills Library), 4 (Main Library), 4 (Velma Teague) = 12 programs estimated at \$150 00 each = **\$1,800**

Youth (K-3 and Tween) 8 school-year youth programs (Foothills Library), 8 (Main Library), 8 (Velma Teague) =24 youth programs estimated at \$200 each = **\$4,800**

Teen 4 teen programs (Foothills), 6 (Main), 4 (Velma Teague) 14 teen programs estimated at \$200 each = **\$2,800**

Summer (Youth & Teen) 18 programs estimated at \$200 each = **\$3,600**

Total programming funds = \$20,250

Marketing

4 **tablets** for GCC Roaming Reference = **\$2622.53 + shipping (\$40 X4=\$160) and tax (\$241) = \$3023.53**

Details 1 - Samsung Galaxy Note 10 1 2014 Edition (32GB, Black) - \$599 00
rooCASE Samsung Galaxy Note 10 1 2014 Case - Dual View Multi-Angle Stand Tablet (2014 Edition)
Case \$24 98

1 - Apple iPad Air MD786LL/A (32GB, Wi-Fi, Black with Space Gray) - \$619 88
MoKo Apple iPad Air Case - Slim-Fit Case with Stand for iPad 5 Air (5th Gen) Tablet, - \$19.99

2 - Microsoft Surface Pro Tablet (128 GB Memory, 4 GB RAM, Windows 8 Pro) -\$639 99
Manvex Leather Case for the Microsoft Surface PRO Tablet - \$39 35

Print materials

Full-color glossy heavy weight paper = \$229 for 2,500 X 12 months = **\$2,750**

Total marketing funds = \$5773.53

In kind funds \$17,828

Grant administrator (5 hours per week X 12 months at \$25/hr) \$1,500

GPL Programmers (6 hours per program multiplied by 97 GPL programs at \$25/hr) \$14,550

GCC Reference Staff (minimum of 1 hour per week multiplied by 32 weeks at \$46.00/hr) \$1,472

GCC Summer Programming (4 hours multiplied by \$26.50/hr) \$106

GCC Room Rental (for 4 hours) \$200

GPL Collection Development (\$5,000)

Total In Kind Funds = \$22,828

TOTAL FUNDING REQUESTED = \$26,023.53

Attachment 1

List of Potential Programming Opportunities by Age

Preschool

- Bug-tastic Bug and Bumblebee Craft & Story
- Octopus Counting Craft & Story
- Photo Flower Craft & Story
- Playful Dough (Make homemade Play Dough followed by playtime)
- Snowman and Cupcake Craft & Story (art, not edible)

K-3rd

- The Amazing Art of Eric Carle (Linda Brittain, presenter)
- Book Charms
- Book Making
- Chihuly for You
- Elephant and Piggy Papalooza
- Haiku for You
- Mobile Masterpieces

Tweens

- Youth Book Buddies, with associated art project
- Comic Book Creation (Bryan Kilgore, presenter)
- Holiday Card Creation
- Junk Treasures for Tweens (Shari Keith, presenter)
- Silkscreen printed T-shirts (Red Rohall, presenter)
- Young Crafters (Angela Garner, presenter)

Teens

- Comic Book Creation (Bryan Kilgore, presenter)
- “Connections” Poetry & Short Story Contest for Teens (Jivemind for CD production, to be added to the library audio collection)

Teens, Continued

- Junk Treasures for Teens (Shari Keith, presenter)
- Photo Perfect Digital Art
- Publish Your Own eBook
- Rock 101 Music Workshop (School of Rock, presenters)
- Songwriting for Teens (Jivemind for CD production, to be added to library music collection, Songwriters Association’s Gavan Weiser, presenter)
- Teen Book Buddies (read one-on-one to younger children and guide in art project)
- Teen Tech/Connect to Social Media

Adult

- Artistry Workshops – Beads and Mosaics (Christy Puetz, presenter)
- Connect to Your Past (Genealogy)
- Connect to Social Media, Connect to the World
- “Connections” Poetry & Short Story Contest for adults (Jivemind for CD production to be added to the library audio collection)
- Dance Workshops for Adults (Savoy Hop Cats, presenter)
- Design Your Own Ink - History of Tattoo
- Design on a Dime (Interior Design)
- Legacy for the Future A Memoir Writing Workshop
- Legacy for the Future A Digital Video Workshop
- Photo Perfect Digital Art
- Photography with Richard Maack (Richard, Maack, presenter)
- Poetry Night Open Mic
- Publish Your Own eBook
- Social Media Marketing (Jeremiah Craig, presenter)
- Songwriting Workshops for adults (Jivemind for CD production, to be added to library music collection, Songwriters Association’s Gavan Weiser, presenter)
- Wilderness Photography (Gary Ladd, presenter)

GLENDALE COMMUNITY COLLEGE

A Maricopa Community College

February 1, 2014

Re: Letter of Support for Create, Connect, Collaborate @ Your Library grant

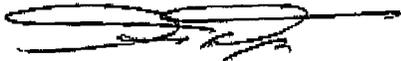
Dear Committee Members:

It is with great excitement that I write this letter of support for the Glendale Create, Connect, Collaborate @ Your Library project grant. As an integral part of the west valley, Glendale Community College (GCC) and Glendale Public Library (GPL) contribute to the rich culture and character of this area. Since its creation in 1965, GCC has played a significant role in the development in the surrounding communities it serves and in the lives of the students that attend. In addition, GPL has been a major force in providing a rich mix of programming as well as meeting the informational needs of the citizenry of the west valley.

Although GPL and GCC offer a good mix of services, many of the rich cultural and educational programs remain unknown to the public and to our students or the "new adult." Moreover, our communities have expressed interest for more hands-on programming and for opportunities for meaningful community interaction. This grant addresses many of these concerns and reaches out to both of our respective constituencies and allows our institutions to engage our patrons in new ways.

We anticipate that this collaborative project will greatly assist the public and students by offering communal learning opportunities while meeting new people in the community. In addition, it will greatly assist GCC's budding reading services by promoting awareness of GPL and GCC library programs and resource sharing services. Lastly, we expect that this grant will strengthen the collaborative ties and linkages between the grant participants (i.e. GPL and GCC) which in the end will improve coordination of services and promote resource sharing. All and all, this grant proposal is endorsed by our institution without reservation. Should you have any questions please feel free to contact me.

Sincerely,



Frank A. Torres

