

Instructions

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Grant Information

*Library/Institution	San Diego Public Library
*Project Title	Bicycle Tool Library
*Grant Award Number	40-8720
*Choose grant project start date	2016-08-01
*Choose grant project end date	2017-08-31

CSL LSTA Goal

Please choose one goal in the California State Library LSTA Five Year Plan 2013 - 2017 that best describes the project.

*CSL LSTA Goal	Goal 2: 21st Century Skills
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Project Coordinator

*Project Coordinator First Name	Robert
*Project Coordinator Last Name	Surratt
*Project Coordinator Title	Library Assistant
*Street Address	330 Park Blvd.
Address Line 2	
*City	San Diego
*State	California
*Zip Code	92101
*Project Coordinator Phone Number	(619) 238-6632
*Project Director Email Address	RSurratt@sandiego.gov

Grant Monitor

*Grant Monitor Name	Laura Mitchell
*Grant Monitor Email Address	mitchell@plpinfo.org

Library Director

*Library/Institution	San Diego Public Library
*Library Director First Name	Misty
*Library Director Last Name	Jones
*Library Director Title	Library Director
*Street Address	330 Park Blvd.
Address Line 2	
*City	San Diego
*State	California
*Zip Code	92101
*Library Director Phone Number	(619) 236-5870
*Director Email Address	MNJones@sandiego.gov
*Choose the library/organization type	Public

Project Abstract

Use past tense and write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical project details, numerical lists of project goals, and bullets. If possible, state the "who, what, and why" of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to Outcomes section below. Ideal length is 90-160 words.

*Project Abstract	The Bike Kitchen provided library users with access to shop-grade bicycle tools, professional assistance, along with hands-on learning opportunities and educational resources in an effort to build mechanical literacy and self-sufficiency in the community. The Bike Kitchen took a multi-pronged approach to accomplishing these objectives by partnering with local bicycle shop Hub Spoke Cycleworks to purchase a bicycle specific toolset; hosted 9, hands-on instructional courses which covered front to back to bicycle overhaul; a monthly "Walk-Up" service where patrons could get on-the-spot assistance with basic maintenance and minor repairs; along with producing 8 instructional videos for patron reference which can be accessed via our website. Patrons can currently access the Bike Kitchen every 1st and 3rd Saturday via our Walk-Up Service.
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Additional Materials

You can attach to this report any supporting documents relating to outcomes, outputs or other information that you believe will add to the report.

Additional Materials (attach supporting documents)	
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Websites

If you have any websites that will provide pertinent information about your project or that were created as part of the project, please provide the links below.

URL	https://www.sandiego.gov/blog/learn-bicycle-repair-and-maintenance
URL	
URL	
URL	
URL	

Financial Data

*Amount of Grant Award	\$7,500
*Amount of Grant Expended	\$7,486
*Amount of Local Match Cash Contribution Expended	\$0
*Amount of In-Kind Expended	\$4,286
*Total Grant Expenditure	\$11,772

IMLS Project Intent

Please choose only ONE selection for the Project Intent that best describes the project.

*Project Intent	Lifelong Learning - Improve users general knowledge and skills
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Subject of Intent

Select no more than TWO subjects.

*Subject of Intent	Science, Technology, Engineering & Math (STEM)
Subject of Intent	

Project Activities

Activities are actions through which the intent or objective of the project is accomplished. There are four activity types (Instruction, Content, Planning & Evaluation, Procurement), each with select methods which describe how you carried out the activity. For this report, please choose all activities/methods that have made a significant commitment to the project (representing 10% of more of project resources.)

Each project must have at least one activity/method associated with it and may have multiple activities/methods. There are 13 possible choices for activities/methods:

- Instruction - Program
- Instruction - Presentation/Performance
- Instruction - Consultation/Drop In/Referral
- Instruction - Other
- Content - Acquisition
- Content - Creation
- Content - Preservation
- Content - Description
- Content - Lending
- Content - Other
- Planning & Evaluation - Prospective
- Planning & Evaluation - Retrospective
- Procurement

On the sections following, select the radio button indicating whether you will or will not be reporting on each specific Activity. If you select Yes, you will be directed to a series of questions about that Activity. If you select No, you will be directed to the next Activity.

Do you have an Instruction-Program Activity to report on?	Yes
Number of Instruction-Program Activities to report on	2
Do you have an Instruction - Presentation/Performance Activity to report on?	Yes
Number of Instruction-Presentation/Performance Activities to report on	1
Do you have an Instruction - Consultation/Drop In/Referral Activity to report on?	No
Do you have an Instruction - Other to report on?	No
Do you have a Content-Acquisition Activity to report on?	No
Do you have a Content-Creation Activity to report on?	No
Do you have a Content-Preservation Activity to report on?	No
Do you have a Content-Description Activity to report on?	No
Do you have a Content-Lending Activity to report on?	No
Do you have a Content-Other Activity to report on?	No
Do you have a Planning & Evaluation - Prospective Activity to report on?	No
Do you have a Planning & Evaluation - Retrospective Activity to report on?	Yes
Number of Planning & Evaluation-Retrospective Activities to report on	1

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Do you have a Procurement Activity to report on?	Yes
Number of Procurement Activities to report on	1

Instruction - Programs

A type of instruction mode involving formal interaction and active user engagement.

Activity Title	Bike Kitchen Basics
Brief Activity Abstract (Ideal length is 90-160 words.)	Bike Kitchen Basics is a series of 9 instructional courses that teach users how to perform minor repair and basic maintenance for their bicycles. This program series utilizes a systematic, front-to-back overhaul format that fosters greater mechanical literacy and self-sufficiency skills. The program is a mixture of classroom style teaching along with a dedicated "hands-on" period for practical learning through doing. Program activities included Preventative Maintenance and Care, Drive Train installs, Derailleur Adjustments, Brake Adjustments, Headset Overhauls, Bottom Bracket Overhauls, Wheel Truing, Hub Overhauls, and Flats and Proper Lubrication.
Delivery format	In person
Other, please describe	
Session length - number of minutes	120
Number of sessions in program	9
Average number in attendance per session	10
Total number of times program was administered	1
Total number of program attendees	87

What type of partner organizations were involved with this activity?

Libraries	Yes
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	Yes

What was the legal structure of the partner organization?

Federal government	
State government	
Local government (excludes school districts)	
School district	
Non profit	

Private sector	Yes
Tribe	

Is the activity directed at?	General or targeted population
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Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	Yes

Target Age Group	All ages	Yes
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	No
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Locations	Institution Name	San Diego Central Library
	Street Address	330 Park Blvd.
	City	San Diego
	State	California
	Zip Code	92101
	Institution Name	
	Street Address	
	City	

State	
Zip Code	
Institution Name	
Street Address	
City	
State	
Zip Code	

Where did the activities take place? (Enter Number)

Public libraries	1
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Instruction - Programs

Activity Title	Bike Kitchen: Walk-Up Service
Brief Activity Abstract (Ideal length is 90-160 words.)	The Bike Kitchen Walk-Up Services provided library users on-the-spot, professional assistance with performing basic maintenance and minor repair on their bicycles. Bike Kitchen access was facilitated by program coordinators and program partners, assuring patrons receive proper guidance in utilizing Bike Kitchen resources. The Walk-Up services was held on the 3rd Saturday of the month, between the hours of 2:00-4:00 PM for consistency purposes. Patrons brought bicycles of all types and varieties, receiving assistance in utilizing tools, understanding how their bicycles work, and carrying out mechanical solutions and essential care.
Delivery format	In person
Session length - number of minutes	120
Number of sessions in program	12
Average number in attendance per session	32
Total number of times program was administered	12
Total number of program attendees	384

What type of partner organizations were involved with this activity?

Libraries	Yes
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	

Schools	
Adult Education	
Human Services Organizations	
Other	Yes

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	General or targeted population
------------------------------	--------------------------------

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

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Is this activity statewide?	No
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	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	1
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Instructions - Presentation/Performance

Activity Title	Bike Kitchen: Video Series
Brief Activity Abstract	Kate Cowper and Taylor Gill of Hub & Spoke Cycleworks provide instruction for performing minor repairs, basic maintenance, and equipment overhauls for bicycles. Each video covers tools needed and step-by-step guidance for getting bicycles safe and ride ready. This series replicates various aspects of the Bike Kitchen Basics series and is intended to supplement the program and serve as a sustaining factor.
Delivery format	Virtual
Other, please describe	
Presentation/performance length (in minutes)	
Number of presentation/performances administered	8
Average number in attendance per session	

Total number of program attendees	
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What type of partner organizations were involved with this activity?	Libraries	
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
	Human Services Organizations	
Other	Yes	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	General or targeted population
------------------------------	--------------------------------

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	Yes
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	Not applicable
Is this activity targeted at specific ethnic or minority populations?	Not applicable

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Is this activity directed at families?	No
Is the activity directed at inter-generational groups?	No
Is the activity directed at immigrants/refugees?	No
Is the activity directed at those with disabilities?	No
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	No
Can you identify the specific locations in which the activity was offered?	Yes

Locations

Institution Name	San Diego Central Library
Street Address	330 Park Blvd
City	San Diego
State	California
Zip Code	92101
Institution Name	
Street Address	
City	
State	
Zip Code	
Institution Name	
Street Address	
City	
State	
Zip Code	

Where did the activities take place? (Enter Number)

Public libraries	
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Instruction - Other

SAN DIEGO PUBLIC LIBRARY 2016/2017

Activity Title	
Brief Activity Abstract (Ideal length is 90-160 words.)	
Delivery format	
Other, please describe	
Please describe the mode (Ideal length is 90-160 words.)	

What type of partner organizations were involved with this activity?	Libraries	
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
	Human Services Organizations	
Other		

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	
	Tribe	

Is the activity directed at?	
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Geographic community of the targeted group	Urban	
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	

70+ years	
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Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
City		
State		
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Acquisitions

Activity Title	
Brief Activity Abstract (Ideal length is 90-160 words.)	
Delivery format	
Number of hardware acquired	
Number of software acquired	
Number of licensed databases acquired	
Number of print materials (books and government documents) acquired	
Number of electronic materials acquired	
Number of audio/visual units (audio discs, talking books, other recordings) acquired	

What type of partner organizations were involved with this activity?	Libraries	
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
	Human Services Organizations	
Other		

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	

6-12 years	
13-17 years	
18-25 years	
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70+ years	

Is this activity targeted at specific economic situations?	
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Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
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	Zip Code	
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	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
City		
State		
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	

State Library	
Consortia	
Special libraries	
School libraries	
Other	

Content - Acquisitions	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of hardware acquired	
	Number of software acquired	
	Number of licensed databases acquired	
	Number of print materials (books and government documents) acquired	
	Number of electronic materials acquired	
Number of audio/visual units (audio discs, talking books, other recordings) acquired		

What type of partner organizations were involved with this activity?	Libraries	
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
	Human Services Organizations	
Other		

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	
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Suburban	
Rural	

Target Age Group	All ages	
	0-5 years	
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Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

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	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	

State	
Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Creation

Activity Title	
Brief Activity Abstract (Ideal length is 90-160 words.)	
Delivery format	
Number of items digitized	
Number of items digitized and made available to the public	
Number of physical items	
Number of open-source applications/software/systems	
Number of proprietary applications/software/systems	
Number of learning resources (e.g. toolkits, guides)	
Number of plans/frameworks	

What type of partner organizations were involved with this activity?	Libraries	
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
	Human Services Organizations	
Other		

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	

Non profit	
Private sector	Yes
Tribe	

Is the activity directed at?

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	Yes
	0-5 years	
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Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?
 Can you identify the specific locations in which the activity was offered?

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	

Street Address	
City	
State	
Zip Code	
Institution Name	
Street Address	
City	
State	
Zip Code	

Where did the activities take place? (Enter Number)

Public libraries	
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Content - Description

Activity Title	
Brief Activity Abstract (Ideal length is 90-160 words.)	
Delivery format	
Number of items made discoverable to the public	
Number of collections made discoverable to the public	
Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?

Libraries	Yes
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
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Geographic community of the targeted group	Urban	Yes
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Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
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Street Address	
City	
State	
Zip Code	
Institution Name	
Street Address	
City	
State	
Zip Code	
Institution Name	
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Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
Human Services Organizations		

Other	
-------	--

What was the legal structure of the partner organization?	Federal government	
	State government	
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	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
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Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

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	Institution Name	
	Street Address	
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	State	
	Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
Adult Education		

Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
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Geographic community of the targeted group	Urban	Yes
	Suburban	
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	6-12 years	
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70+ years		

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Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
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	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	

Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
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Can you identify the specific locations in which the activity was offered?	
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Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	

Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

SAN DIEGO PUBLIC LIBRARY 2016/2017

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	

Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
City		
State		
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
Number of metadata plans/frameworks produced/updated		

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	

Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If	

SAN DIEGO PUBLIC LIBRARY 2016/2017

yes, please provide brief detail.	
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Is this activity statewide?	
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Can you identify the specific locations in which the activity was offered?	
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Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
City		
State		
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	

Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	

SAN DIEGO PUBLIC LIBRARY 2016/2017

Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	
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Is this activity statewide?	
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Can you identify the specific locations in which the activity was offered?	
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Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	

Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
	70+ years	

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	

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Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Content - Description	Activity Title	
	Brief Activity Abstract (Ideal length is 90-160 words.)	
	Delivery format	
	Number of items made discoverable to the public	
	Number of collections made discoverable to the public	
	Number of metadata plans/frameworks produced/updated	

What type of partner organizations were involved with this activity?	Libraries	Yes
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Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	

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Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
City		
State		
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Planning & Evaluation - Retrospective

Activity Title	
Brief Activity Abstract (Ideal length is 90-160 words.)	
Delivery format	
Number of evaluations and/or plans funded	
Number of funded evaluations/plans completed	

What type of partner organizations were involved with this activity?	Libraries	Yes
	Historical Societies or Organizations	
	Museums	
	Archives	
	Cultural Heritage Organizations (multi-type)	
	Preschools	
	Schools	
	Adult Education	
	Human Services Organizations	
Other		

What was the legal structure of the partner organization?	Federal government	
	State government	
	Local government (excludes school districts)	
	School district	
	Non profit	
	Private sector	Yes
	Tribe	

Is the activity directed at?	
------------------------------	--

Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	Yes
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
50-59 years		

60-69 years	
70+ years	

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	

Is this activity statewide?	
Can you identify the specific locations in which the activity was offered?	

Locations	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
	City	
	State	
	Zip Code	
	Institution Name	
	Street Address	
City		
State		
Zip Code		

Where did the activities take place? (Enter Number)	Public libraries	12
	Academic libraries	
	State Library	
	Consortia	
	Special libraries	
	School libraries	
	Other	

Procurement

Activity Title	Bike Kitchen Tool Set, Tool Boxes, and Consumables
Brief Activity Abstract (Ideal length is 90-160 words.)	We made 3 major purchases for the Bike Kitchen project. With the help of our grant partner, Hub & Spoke Cycleworks who served as our vendor for the purchase, we were able to procure an entire shop-grade set of tools. This tool set is equivalent to what one might find in any professional bicycle shop/repair facility. Also included in this purchase were consumable supplies such as inner-tubes, cables, housing, spokes, bearings, grease, etc. This purchased totaled \$4,959.62. Additionally, we purchased two rolling tool boxes to house our tool set. The tool boxes serve double duty as work benches as they are equipped with solid, wood-top work surfaces. This purchase totaled \$710.64. At the end of the grant cycle, we utilized left over monies to re-up on our consumable supplies and also purchase a carrying case with the intention of making Bike Kitchen programming mobile. This purchase totaled \$316.37. All equipment and supply purchases came to a total of \$5,986.63.
Number of equipment acquired	2
Number of acquired equipment used	2
Number of hardware items acquired	
Number of acquired hardware items used	
Number of software items acquired	
Number of acquired software items used	
Number of materials/supplies acquired	1
Number of acquired materials/supplies used	1

What type of partner organizations were involved with this activity?

Libraries	
Historical Societies or Organizations	
Museums	
Archives	
Cultural Heritage Organizations (multi-type)	
Preschools	
Schools	
Adult Education	
Human Services Organizations	
Other	Yes

What was the legal structure of the partner organization?

Federal government	
State government	
Local government (excludes school districts)	

School district	
Non profit	
Private sector	Yes
Tribe	

Is the activity directed at?	General or targeted population
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Geographic community of the targeted group	Urban	Yes
	Suburban	
	Rural	

Target Age Group	All ages	Yes
	0-5 years	
	6-12 years	
	13-17 years	
	18-25 years	
	26-49 years	
	50-59 years	
	60-69 years	
70+ years		

Is this activity targeted at specific economic situations?	
Is this activity targeted at specific ethnic or minority populations?	
Is this activity directed at families?	
Is the activity directed at inter-generational groups?	
Is the activity directed at immigrants/refugees?	
Is the activity directed at those with disabilities?	
Is the activity directed at those with limited functional literacy or information skills?	
Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.	
Provide details	

Is this activity statewide?	No
Can you identify the specific locations in which the activity was offered?	Yes

Locations	Institution Name	San Diego Central Library
	Street Address	330 Park Blvd
	City	San Diego
	State	California

Zip Code	92101
Institution Name	
Street Address	
City	
State	
Zip Code	
Institution Name	
Street Address	
City	
State	
Zip Code	

Where did the activities take place? (Enter Number)

Public libraries	
Academic libraries	
State Library	
Consortia	
Special libraries	
School libraries	
Other	

Project Outcomes

<p>List any important outcomes or findings from your project. What changes occurred in your target audience's skills, knowledge, behavior, attitude, and/or status/life condition?</p>	<p>We found that users responded to the program extremely well. Patrons utilized tools, consumable supplies such as inner tubes, and professional assistance from our grant partners. The vast majority of survey respondents reported they were able to perform basic and intermediate maintenance and repair to their bicycles after attending Bike Kitchen programs. For Bike Kitchen Basics, 95% of users achieved project outcomes. For Bike Kitchen Walk Up Services, 88% of users achieved project outcomes. We had zero negative reactions; however a small number of patrons reported not feeling able to perform basic or intermediate maintenance or repair after utilizing Bike Kitchen services. The unrealized outcomes were more pronounced with our Bike Kitchen Walk Up Service as opposed to Bike Kitchen Basics. However, 93% of all program participants reported they would be interested in attending Bike Kitchen programs in the future. Based on these responses, we view the series of programs as being successful and the Friends of the Central Library are graciously funding future Bike Kitchen services. Of the two services, we found that we provided much more service to Bike Kitchen: Walk-Up users. We knew that Bike Kitchen Basics would be more of a "vegetables" program and when we were looking at how to maximize future dollars based on attendance statistics, it made more sense to discontinue Bike Kitchen Basics and replace it with an extra Bike Kitchen Walk-Up session. Fortunately, we have the video series up and it covers much of the content from the Bike Kitchen Basics series.</p>
<p>Briefly describe the importance of the outcomes or findings (Ideal length is 90-160 words.)</p>	<p>We have a community that greatly depends on their bicycles for transportation. Our facility is in the heart of the city and users see us as a hub for services. Bringing this Bike Kitchen to our public has expanded our reach of services and has provided a vital resource to patrons who rely on their bicycles to get to work, go shopping, or even enjoy leisurely exercise. We have contributed to our city's master bicycle plan and inserted ourselves as a bikeway facility. This service has made users more mechanically literate, information savvy, and empowered by self-sufficiency.</p>

What methods were used to determine your outcomes or findings.

Choose all that apply.

Survey	Yes
Review of Administrative Data	
Interview/Focus Group	
Participant Observation	Yes
Tests	
Other	

<p>Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the State Library or others in the library field.</p>	<p>Having a good, reliable, and community-service oriented partner is vital to a project like this. Without a dedicated partner, able to understand how public vs. private institutions work, this project would have not been able to achieve the success it has.</p>
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Project Sustainability

<p>*Do you anticipate continuing this project after the current reporting period ends?</p>	<p>Yes</p>
<p>Please describe why (Ideal length is 90-160 words.)</p>	<p>Our community has responded very well to the program. There is a demand for the services. Because of this, we've expanded our more successful prong of the service, Bike Kitchen: Walk-Up Service, to twice a month instead of the previous once a month service. We now provide Walk-Up Services on the 1st and 3rd Saturday of the each month. Additionally, at least one branch library has decided to begin a Bike Kitchen series and others have shown interest in hosting Bike Kitchen programs for future bike-related events. We will be participating as a service at future city-wide programs such as CiclosDias, a neighborhood-centric cycling event for San Diego residents as well as Bike to Work day in May of 2018.</p>
<p>*Do you anticipate any changes in the level of effort?</p>	<p>No</p>
<p>Please briefly describe any changes in the level of effort. Include information as to whether you intend to use LSTA, local or in-kind funds. (Ideal length is 90-160 words.)</p>	<p>We have decided to not do another round of our Bike Kitchen Basics series because of low turnout. While we did meet expected attendance for the program, we found that our Walk-Up service was much better attended. We've also produced a series of instructional videos that covered content from the Bike Kitchen Basics series that is live on our webpage and meets our desired information outputs for the program. However, we do plan on holding periodic Bike Kitchen Basics programs for users requiring refreshers on essential skills such as preventative maintenance and care and flat tire repairs.</p>
<p>*Do you anticipate any changes in the project's scope?</p>	<p>No</p>
<p>Please briefly describe the changes in the project's scope (Ideal length is 90-160 words.)</p>	
<p>*Do you anticipate any other changes in the project?</p>	<p>No</p>
<p>Please briefly describe the changes in the project (Ideal length is 90-160 words.)</p>	

Exemplary Project

*Is this an exemplary project?	No
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Comments

Project Tags (Enter 3 words separated by commas)	bicycle, bike, kitchen
Project Comments	I feel this project was extremely successful. We met all our output and outcome goals. We served over twice as many people as our initial projections and the community has responded with gratitude and increased skills. I feel we have raised the bar for library services and shown that we can be relevant to community needs in ways not seen before. Demand for these "outside of the box" services will continue to evolve and increase. By recalibrating our perception of what user needs we can meet, we can further adjust to the realities of what libraries will be in years to come.
Final Grant Report Comments	Thank you for giving me the opportunity to take this journey. Professionally, I'm a different person than I was a year ago. This has given me the chance to grow, challenge myself, and learn a plethora of new skills along the way. I have connected with the community in new ways and am encouraged to continue my personal and professional mission to provide good and useful service to the communities of San Diego and the rest of California.

Submittal Instructions

[Instructions](#)

1. After you have completed the report, click the SUBMIT/LOCK button. You will receive a submission confirmation email.
2. After the report has been submitted online, an email will be sent to the grant monitor with a link to the report. The grant monitor will review the report. When the grant monitor approves the report for submission to the State Library, the submitter, the State Library, and the grant monitor will receive an email with a link to the report. (A PDF copy of the report will not be attached to the email)
3. When the email is received, follow the link provided to print a PDF copy of the report. Choose "Print and Save PDF". Please choose the "landscape" option for printing.
4. Have the Library Director sign (in the box to the right of the certification statement on the form) in blue ink.
5. Send the original and one copy as noted below within 7 calendar days of receiving the email.

By Mail:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Fiscal Office - LSTA

By Non USPS Delivery:

California State Library
900 N Street, 4th Floor
Sacramento, CA 95814-4813
Attention: Fiscal Office - LSTA

Should you have further questions, please contact:

Mickie Potter, LSTA Analyst
California State Library, LDS
916.653.4730
mickie.potter@library.ca.gov

Submitter Information

Complete the section below with information about the individual filling out the online report.

*Submitter First Name	Robert
*Submitter Last Name	Surratt
*Submitter Phone Number	(619) 238-6632
*Submitter Email Address	RSurratt@sandiego.gov

Certification

*Library/Institution Director Name	Misty Jones
*Library/Institution Director Title	Library Director
*Date	2017-09-19
*Do you certify that all the information provided herein is accurate to the best of your knowledge?	Yes