

5-Week Webinar Series for Library Professionals from *Infopeople* 



Makers in the Library:

DEVELOPING AND
SUSTAINING A COMMUNITY-
CENTERED MAKERSPACE

**From the authors of the Makers in the Library Toolkit
and The New Face of Library Makerspaces IMLS Grant
makersinthelibrary.org**

WEBINAR #3

Implementation: The Nitty Gritty of Planning & Preparing Creative Maker Experiences

APRIL 20, 2022,
12:00-1:30 PM PT
3:00-4:30 PM ET

makersinthelibrary.org

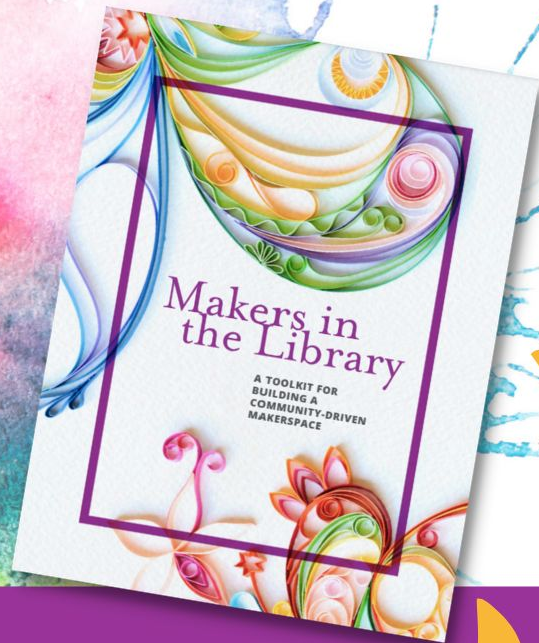


MAKERS IN THE LIBRARY: A TOOLKIT FOR BUILDING A COMMUNITY-DRIVEN MAKERSPACE

Are limited staff, space, and budget preventing your library from creating a makerspace?

This toolkit provides a library-tested process for creating and sustaining a community-driven makerspace, no matter what your constraints.

free toolkit download from
makersinthelibrary.org



The **New Face of Library Makerspaces** builds on this 2 1/2 year California State Library project and seeks to develop additional content, and share these tools and processes nationally, in partnership with the nonprofit organization Nation of Makers

Makers in
the Library

[Events + Webinars](#) [COVID19Survey](#) [Blog](#) [Our Team](#) [Downloads](#) [Newsletter](#)



Resources to create a
makerspace with and for your
community —
on any budget.

makersinthelibrary.org

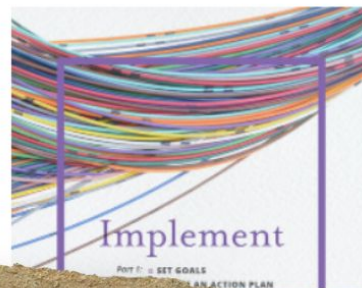
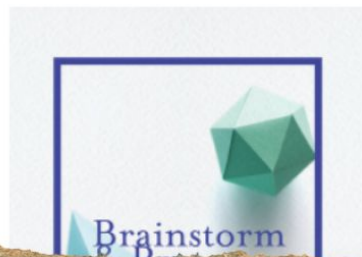
Take the first step in creating your makerspace.

Download full toolkit pdf (185 pgs)

Download Full Toolkit

Download just one section at a time

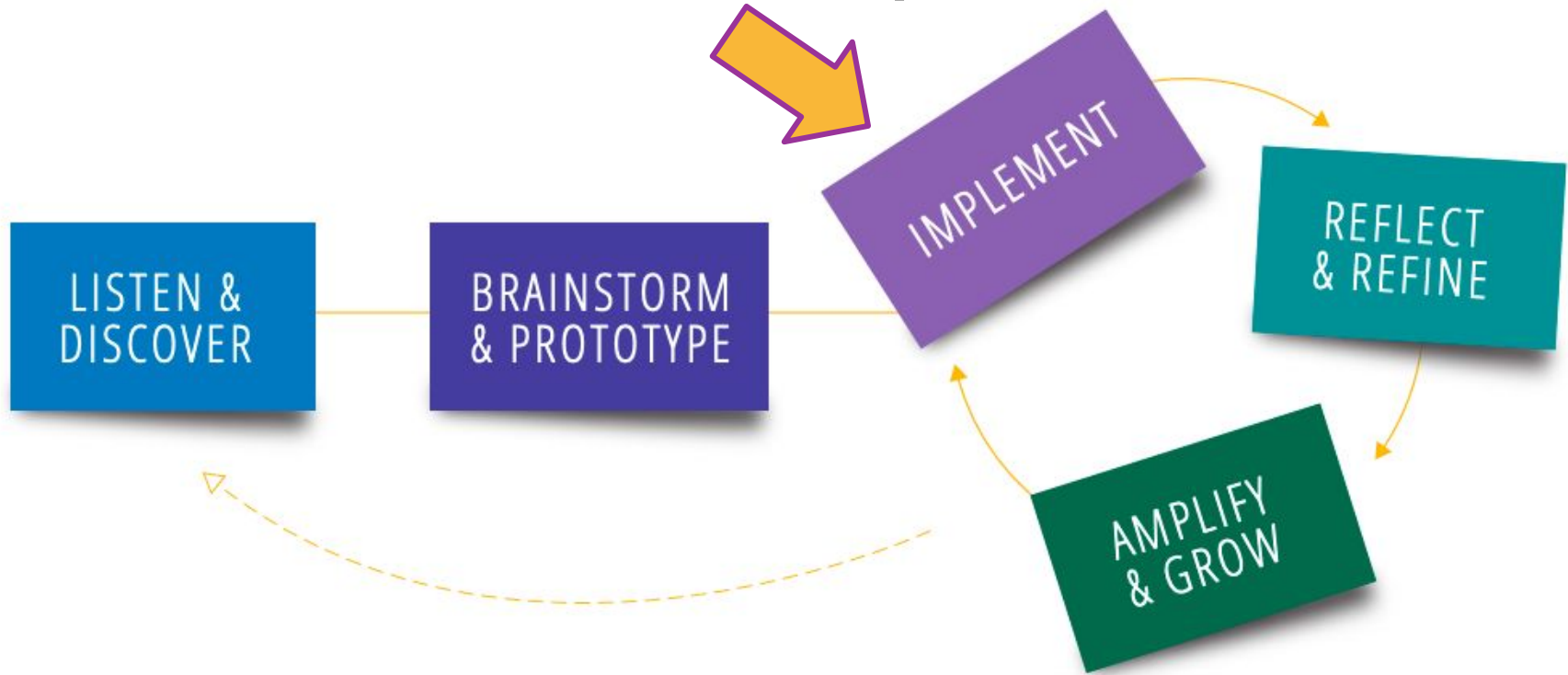
Download by section:



makersinthelibrary.org/downloads

download tools one at a time at
bottom of this webpage

Our Toolkit Provides a Flexible, Non-Linear Process, Focused on the People You Serve



Meet Our Presenters



Lisa Regalla,
CEO
Regallium
Consulting,
LLC



**Pamela Van
Halsema,**
Maker -
Librarian,
P. Van
Halsema
Consulting



**Tammi
Devine,**
Library
Specialist,
Feldheim
Central
Library, San
Bernardino,
CA



Cara Kouse,
Innovation
and
Makerspace
Manager
Greene
County Public
Library, Xenia,
Ohio



Seiji Abe,
Workshop
Coordinator,
Providence
Public Library,
Providence, RI

makersinthelibrary.org

The background is a solid orange color. On the left side, there are several teal-colored paint splashes of various sizes and shapes, some with smaller droplets trailing off from the main splashes. The title 'Let's Chat' is written in a large, white, sans-serif font, positioned in the upper right quadrant of the slide.

Let's Chat

- Interact with us via polls, chat and Q&A, even though we are in a webinar format!
- Our panelists are here live during the session, so chat with us at any time during our session.
- Use the Q and A to ask questions anonymously for anyone on the panel and we will type our answers during the session.

Let's Chat

Multiple Choice Poll: How often does your library offer maker programming?

- A. More than once a week
- B. Once a week
- C. Approximately once or twice a month
- D. Now and then, but not more than once a month
- E. Not yet, but ready to get started!
- F. Other

Up to this point:

Listened to the **community**

Connected with **maker ecosystem**

Defined focus to address **People** and **Purpose** with your program design

Outlined what programs, skills and tools **you already have** to leverage

Tested out ideas and have **results of prototypes**

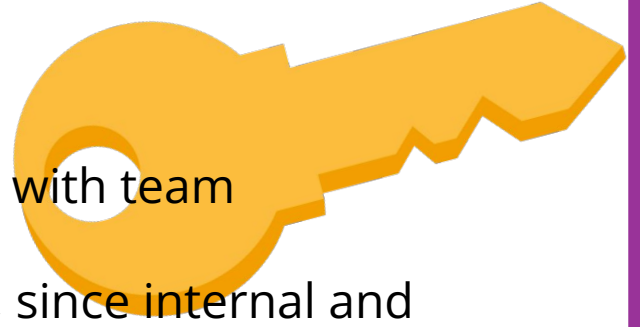
Considered one or more **makerspace models**



<https://www.makersinthelibrary.org/downloads>

Key takeaways for today:

- ✓ People still centered during this phase
- ✓ Keeping track of your goals and tasks helps with team coordination and program sustainability
- ✓ Build in flexibility to your plan and mindset, since internal and external conditions can change (expect that they will change)
- ✓ Be creative and playful in developing your activities and design it so your participants can too
- ✓ Allow time for staff to become familiar with the tools and equipment
- ✓ Operational challenges can be often be tackled with help from networking with other library makerspace staff. Get connected!



Implementation Part 1

Planning

Goals

Activities

Action Plan

Environment

Budget

Patron Experience



Setting **SMART** Goals

- **S**pecific
- **M**easurable
- **A**ssignable
- **R**ealistic
- **T**imely

▶ **PARTNERSHIPS**

▶ **PROGRAMMING**

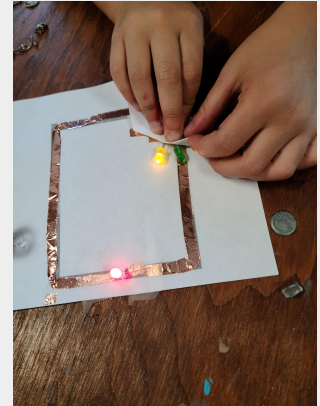
▶ **PHYSICAL SPACE**

Partnership Goals

Examples:

By June 1, identify and establish contacts with five new potential partner groups or individuals, including possible in-kind donors.

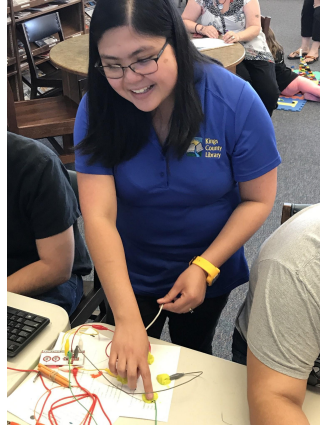
By October, connect with the local school district to identify programming opportunities with their existing makerspace program.



Programming Goals

Example:

By summer, identify and develop a team of maker facilitators from existing library staff across other branches to help lead programming.



Physical Space Goals



Example:

Over the next three months, work with administration to formulate a plan for the redesign of the current computer center.

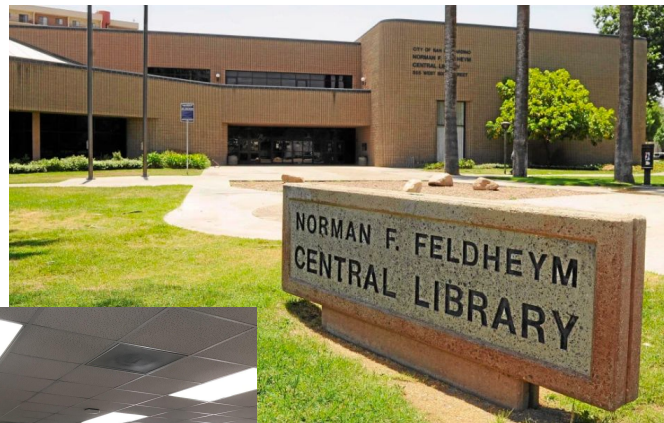
What goals did you set for your library as you set out to develop your makerspace in San Bernardino?



Tammi Devine,
Library Assistant, The Creation Station,
Norman Feldheym Central Library, San
Bernardino Public Library

Norman Feldheym Central Library San Bernardino Public Library

- ▶ **Where is San Bernardino?**
60 miles east of Downtown LA
- ▶ **Urban community of 216,000**
- ▶ **Central branch with 3 smaller branches**
- ▶ **Jack L. Hill Lifelong Learning Center**
- ▶ **Creation Station**



Partnership Goals: Better Internal Collaboration

Our challenge was to first learn to partner within our own library. Internally we have many silos and the literacy department was not integrated into the other library services.

SMART Goal:

▶ Take time every month to visit and talk with the other departments. Learn about their interests and needs to find ways to solve their problems and increase awareness of what they have access to in the makerspace.

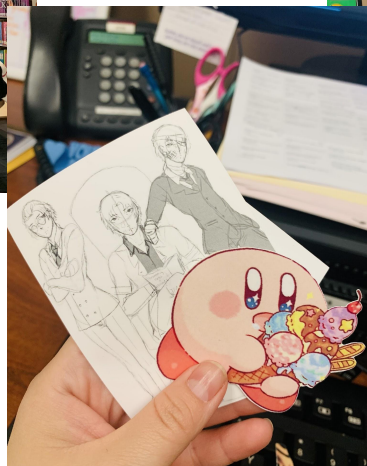
Partnering with Children's:



Zine Night



Cartooning event



Cricut Print and Cut for Teens



Physical Space Goals: Increase Visibility

The challenge is the Creation Station is upstairs and out of view of many library visitors. Many do not know all we have to offer. We have recently gotten permission to bring some of our tools to display in action downstairs.

SMART Goal:

- ▶ By summer, develop ways to make the unique tools and programs available for patrons in the Creation Station more visible to library visitors on the first floor of the library.

Physical Space Goals: Increase Visibility



Mobile shelving



Cricut Maker station



Laser cutter in
Window

Physical Space Goals: Increase Visibility



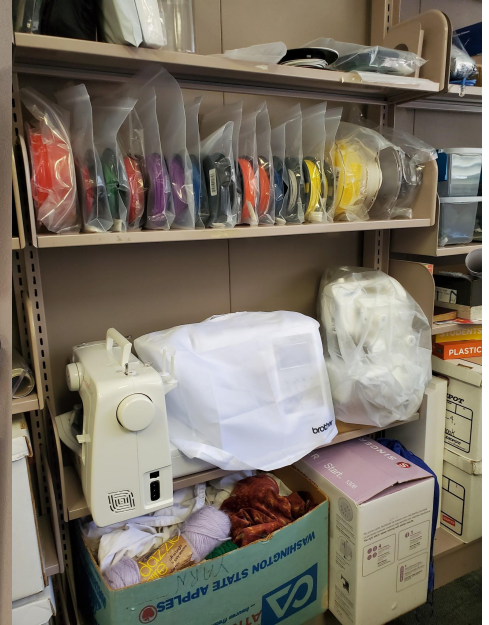
Mobile units



Mobile 3d Printer and
Cricut with printer



Virtual Reality station



Sewing, Embroidery,
Sergers

Program Goals: Documentation for Sustainability

How to keep the programs ongoing and usable for staff and patrons in the future.

SMART Goal:

By the end of year create a physical book/photo manual and video manual for the 3D printers and the laser cutter. Have staff members use and give input on the manuals. Create a bi-lingual version for ESL programming.

Program Goals: Sustainability Issues

- ▶ Create company emails, and accounts that stay with the program.
- ▶ Invest in a work/program cell phone for 2FA (two factor authentication) and relevant App usage
- ▶ Keep a shared cloud account with copies of program documents, waivers, sign-in, manuals, anything people need access to run the program during staffing transitions.

Tool: The Action Plan

The Action Plan helps you schedule and assign the tasks needed to reach your SMART goals



Action Plan						
Goal Number	Goal Description	Color Key:	Partnerships Goals	Physical Space Goals	Program Goals	Cells are shaded to indicate what type of goal they relate to: Partnerships, Physical Space, Programs. Tasks can be sorted chronologically, by assignment, by goal, etc.
G1						
G2						
G3						
G4						
G5						
G6						
G7						
G8						
G9						
Goal	Task	Due Date	Assigned to:	Approved by:	Completed	Notes
G1						
G1						
G1						

Tool: The Action Plan

- Goals you set to achieve
- Description of the tasks needed to achieve each goal
- Assign each task to a person
- Deadline for each task
- Is there an approval process?
- Status indicator if it's completed (or notes on what might prevent its completion)

Action Plan Example				
Goal Number	Goal Description	Color Key:	Partnerships Goals	Physical Space Goals
G1	Recruit at least 3 sponsors to contribute in-kind materials or donations for developing a space by Dec 2019.			
G2	Recruit at least 3 community partners to lead instruction for singular learning opportunities by March 2019.			
G3	Recruit at least 3 community partners to collaboratively develop workshops for August 31, 2019.			
G4	Formally present and request Makerspace plans to Friends Board, including the need for their storage area, by October 2018.			
G5	Obtain a formal quote for the construction of the new Makerspace by January 2019.			
G6	Synthesize prototyping data to present to Programming and Outreach staff by Feb 2019.			
G7	Develop and facilitate at least 2 prototype programs a month, 1 being for staff, by March 2019.			
G8	Host the soft opening for physical maker space during National Library Week, April 2019.			
G9	Request program proposal at October Friends Board meeting			
GOAL	Customize in-kind/donation sponsorship letter for Makerspace project.			
G1	Create complete needs request to present to Friends.			
G2	Develop Programming Proposal using P/O template, including Partnerships Goal 1.			
G3	Review Needs Assessment results with staff			
G4	Include presentation on P/O evaluations meeting agenda			
G5	Find consistent method of obtaining feedback from each prototype.			
G6	Schedule a meeting with Yolanda Bernal at First Five Riverside.			
G7	Combine general themes with specific insights gained through prototyping into a single report to be			
G8	Gather supplies and cart for partitioning of "Making Moves" Cart.			
G9	Design the appearance of the "Making Moves" Cart.			
G1	Finalize design for existing space in Arts + Graphics room			
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Tool: The Action Plan

Just do it.
Revisit every quarter.
Make it public.
Be flexible.

Your first action plan is one path to achieving your goals, but it's not the only path. **Revisit and revise as you go.**



A large, irregular teal paint splatter graphic is positioned on the left side of the slide, extending towards the center. It has several smaller droplets and splatters around its main body. The background is a solid orange color.

Let's Chat

What tool does your library use for project management?

Build a Start-Up Budget: The Budget Planner Tool

Makers in the Library Toolkit: Budget Planner

Start Up Funds	Date	Notes	Amount
Source 1			
Source 2			
Source 3			
Source 4			

Description	Budget	Actual	TOTAL \$	Donation Go
<u>Furniture, Storage and Safety</u>	\$ -	\$ -	\$ -	
<u>Computing, Digital Fabrication and Media</u>	\$ -	\$ -	\$ -	
<u>Tools and Reusable Supplies</u>	\$ -	\$ -	\$ -	
<u>Consumable Supplies</u>	\$ -	\$ -	\$ -	
<u>Marketing, Promo and Signage</u>	\$ -	\$ -	\$ -	
<u>Other (specify)</u>	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	



Calculate Cost Estimations

Computing, Digital Fabrication and Media Production				
Change the cost and replace the example link based on the actual product you purchase, or if you need an estimate, use the value provided.				
Description	Quantity	Cost / Item	Total Cost	Example (if needed)
Computers				
chromebook		\$ 350.00	\$	- Link
laptop		\$ 650.00	\$	- Link
desktop computer		\$ 750.00	\$	- Link
gaming PC				
tablet mobile				
2D Printer				
2D scanner				
inkjet printer				
large format p				
laser printer				
photo printer				
Tools and Reusable Supplies				
Customize this form by adding more lines and links to products. Change the cost and link to verify selected for purchase, or if you need an estimate, use the value provided.				
Description	Quantity	Cost / Item	Total Cost	Example (if needed)
Cutting Tools				
craft knife		\$ 5.50	\$	- Link
cutting mat		\$ 10.00	\$	- Link
craft die cutter		\$ 5.00	\$	- Link
fabric scissors		\$ 10.00	\$	- Link
pencil sharpener		\$ 160.00	\$	- Link
rotary paper cutter		\$ 5.00	\$	- Link
scissors, general use (5 pack)		\$ 12.00	\$	- Link
scissors-child size (12-pack)		\$ 13.00	\$	- Link
utility shears		\$ 19.00	\$	- Link
Hand Tools				
file/rasp (5 pc set)				
hammer				
pliers				
precision screwdrivers				
rubber mallet				
screwdriver				
Furnishings, Storage, Safety and Maintenance				
Customize this sheet by adding more lines and products as needed. Change the cost based on the actual product you have selected for purchase, or if you need an estimate, use the value provided.				
Description	Quantity	Cost / Item	Total Cost	Example (if needed)
Furnishings & Storage				
chairs		\$ 421	\$	- Link
drying rack		\$ 822	\$	- Link
media cart with power strip		\$ 1423	\$	- Link
cabinet, mobile storage tall		\$ 4304	\$	- Link
cabinet, mobile small with drawers		\$ 5715	\$	- Link
Consumable Supplies				
Customize this page by adding more lines and more products. Change the cost based on the actual product you have selected for purchase, or if you need an estimate, use the value provided.				
Description	Quantity	Cost / Item	Total Cost	Example (if needed)
AA batteries (24-pack)		\$ 13.50	\$	- Link
Coin cell batteries (100-pack)		\$ 19.00	\$	- Link
Conductive copper tape roll		\$ 3.50	\$	- Link
Jumbo Craft sticks (40-pack)		\$ 5.00	\$	- Link
Duct Tape Roll		\$ 6.00	\$	- Link
Gluesticks (4-pack)		\$ 8.00	\$	- Link
Hot Glue Sticks (450-pack)		\$ 10.00	\$	- Link
LED variety pack (6-pack)		\$ 12.00	\$	- Link
Markers (set of 40)		\$ 17.00	\$	- Link
Masking Tape (9-pack)				
Paper, Cardstock (50 sheets asst)				
Paper, Butcher paper roll				
Cleaners (300-pack)				
bands (colorful)				
tape (6-pack)				

An Environment for Creative Work

38

Design Template_Introduction

Space is the “body language” of an organization.*

Intentional or not, the form, functionality, and finish of a space reflect the culture, behaviors, and priorities of the people within it. This suggests that a space designer is simultaneously a cultural translator and a builder. That said, space design has its own grammar that can be tweaked to bolster desirable habits.

From **Make Space** - how to set the stage for creative collaboration
by Scott Dooley and Scott Winhoft, John Wiley, c.2012

Considerations when planning space or purchasing furnishings

Collaboration or solo work?

Individual activity or group workshop?

Sound proof or noise?

All access or limited access tools?

Air Quality? Ventilation? Dust particles?

Posture for work and movement?

Sightlines, orientation and lighting?

What is fixed and what is flexible?

Work space vs display space vs storage space?

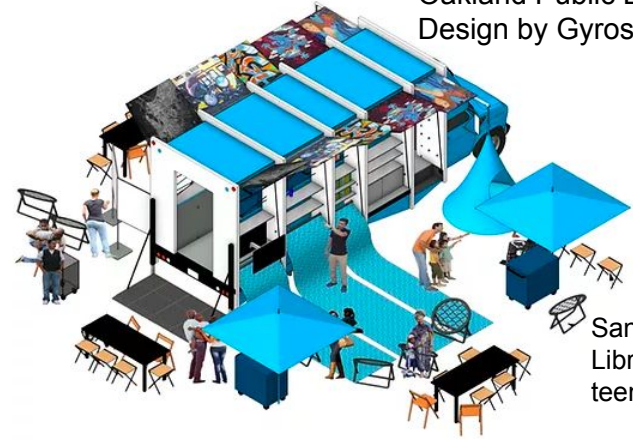
Ambiance and feel?



Woodland Public Library's Square One makerspace (left) and San Diego Public Library in La Jolla's bio lab space (right)



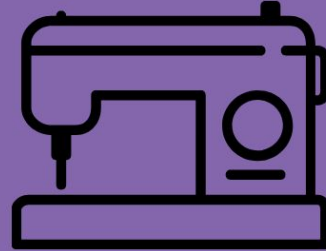
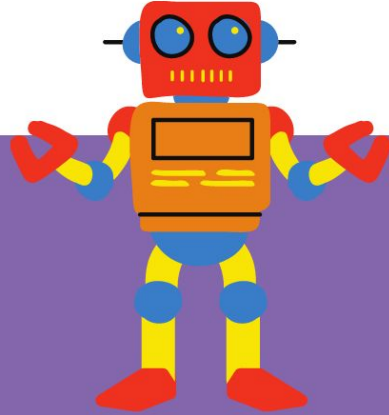
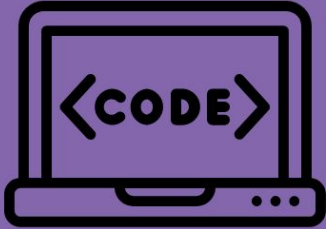
Oakland Public Library MOVE -
Design by Gyroscope, Inc



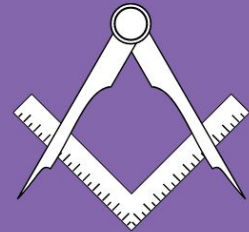
San Diego Public
Library Idea Lab
teen space



high ceilings, low floors and wide walls



Select Activities



Creative Activity Space Considerations

"It's not just about what we learn, but also how we learn it. It's important for us as facilitators to recognize that there are different ways and approaches to learning, so that we can be more adaptable and flexible when it comes to planning and facilitating our programs."

Implementation

MAKER ACTIVITY PLAN

Project title

One-sentence description

Recommended age group

Time needed/duration

Activity goal(s) or learning outcome(s)

Key terms/vocabulary

Prior knowledge required

Tools and materials

Materials source/suppliers

MAKER ACTIVITY PLAN CONTINUED

Advance preparation and setup

Activity instructions (or cite original source and modifications)

Facilitation notes (e.g., what to watch for, how to support creativity)

Ideas to simplify

Ideas for a deeper challenge

Recommended at our library (i.e., books, videos, programs)

Evaluation plan

Tool: Maker Activity Plan

MAKER ACTIVITY PLAN EXAMPLE



Project title Personalized Etched Glassware

One-sentence description

Participants use their own choice of digitally designed stencils cut on the Cricut/Silhouette to transfer designs to their own glass item (cup, glass, vase, jar).

Recommended age group

Tween-adult
Note: Etching cream is for age 18 and over and should only be handled by staff with gloves and eye protection.

Time needed/duration

If stencils are pre-cut: 15–20 min
If participants design and cut their own stencils: 1 hour

Activity goal(s) or learning outcome(s)

- Participants will learn how to create a digital design on the Cricut/Silhouette (unless done in advance).
- Participants will explore negative and positive space in a design.
- Participants will experience the creative design process.

Key terms/vocabulary

Etch
Stencil
Negative Space/Positive Space

Prior knowledge required

If designing and cutting with the Cricut/Silhouette, general computer skills are needed and guidance with the software and machine operation.

Tools and materials

- Glassware (non-Pyrex drinking glasses, jars, vases, etc.): One per participant
- Glass cleaner
- Paper towels
- Blue tape or masking tape
- Stencil vinyl
- Stencil transfer tape (optional)
- Popsicle sticks
- Table covering (e.g., newspaper)
- Etching cream
- Latex gloves
- Eye protection
- Cricut/Silhouette machine & mat
- Weeding tool or tweezers
- Sink area for rinsing

Materials source/suppliers

Etching cream sources:
Armour Etch purchase from Amazon, JoAnn, Dick Blick, Walmart

Stencil vinyl:
Oracal Oramask Stencil Vinyl
Cricut Stencil Vinyl
usually found at Michaels, JoAnn, etc.

Transfer Tape
usually found at Michaels, JoAnn, etc.

Glassware: Thrift stores, discount houseware stores like TJMaxx or Marshalls, Dollar Store

MAKER ACTIVITY PLAN EXAMPLE CONTINUED

Advance preparation and setup

Cover tables with newspaper or a protective cloth.

Set up laptop area for digital design or pre-cut assorted stencils for those who don't want to design their own.

Activity instructions (or cite original source and modifications)

[Silhouette's tutorial](#), including how to create the custom design.

[Video](#) on how to apply the stencil and cream.

- Participants select their glass item, and then clean it with the glass cleaner and paper towels.
- Participants digitally design and cut or select from an assortment of pre-cut stencils to make their design. Stencil designs with simple outlines (no intricate shapes) can be applied by hand directly like a sticker. If a design is more complex (has interior shapes), use transfer tape.
- Once design is placed where they like it, have participants rub with the popsicle stick to eliminate any air bubbles. Remove the transfer tape if used.
- Place blue tape along all the edges of the stencil to make sure there is no exposed glass that could accidentally get etching cream on it.
- Participants should now give their glass to a library staff member for etching.
 - The staff member needs to wear safety goggles and gloves.
 - Do the etching cream on the glass stencil area in a thick layer.
 - After 60 seconds, wash off in the sink, being careful not to get cream on part of the glass that should stay clear.
- Give the participant back their glass. They can now remove the sticker and dry it.

Facilitation notes (e.g., what to watch for, how to support creativity)

- Have some examples of finished glasses available.
- Discuss the difference between negative space and positive space in the design, and how to decide which parts of the stencil to use.
- Have several interesting icons/fonts easy to access on the Silhouette/Cricut software.

Ideas to simplify

Use stencils with paint instead of etching cream for younger children.

Ideas for a deeper challenge

Work on the vinyl design portion of the activity and bring in more complex art.

Recommended at our library (i.e., books, videos, programs)

Books on art glass or stenciling

Evaluation plan

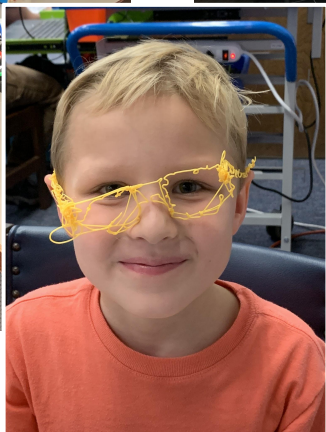
Use a survey to get feedback on future programs.

Ask participants if they would want more training on the digital design part of the activity.

Ask participants if they would like to do another stenciling activity.

Tool: Maker Activity Plan

Imagine the Maker Experience from Start to Finish



Implementation Part 2

Launch

Staffing
Training
Operations



Staffing the Makerspace

- Look within
- Ask for help
- Youth community service
- Internship programs
- Contract with local makers



Staffing the Makerspace

The Soft Skills

- Community builder
- Collaborator with people management skills
- Organized with project management skills
- Proactive, go-getter, independent thinker
- Comfortable with social media and online engagement
- Determined, doesn't give up or get discouraged easily
- Experienced in teaching and/or classroom management skills



What good advice do you have to share today about launching a makerspace? How does PPL handle recruiting and training staff?



Seiji Abe,
Workshop
Coordinator,
Providence
Public Library,
Providence, RI

Providence Public Library: Workshop Maker Space

- ▶ Located in Downtown Providence, RI
- ▶ PPL Serves around 178,000 people
- ▶ Privately funded library serving the public
- ▶ Not part of the Providence Community Library System(PCL)
- ▶ Running Maker Programming in collaboration with PCL since 2017
- ▶ Workshop officially opened after major Renovation 6 months ago



The Workshop

- ▶ Officially Opened in November 2021
- ▶ First dedicated Library Makerspace in Providence
- ▶ Includes Collaborative Workshop/Maker Space, Classroom, Partner Offices & Sound Studio(Coming Soon)
- ▶ Currently developing new programming, policies & processes for first Dedicated Library Makerspace
- ▶ Workshop & Maker Programming based on strong partnerships(PVDYM)



Available Tools & Technology

- Laser Cutter
- Sublimation Printer
- Large Format Printer
- 3D Printers
- Embroidery Machine
- Sewing Machines
- Vinyl Cutter & Heat Press
- Button Maker
- Screen Printing
- Prototyping Cart
- Paper Circuits
- Basic Electronics
- Lego Mindstorms
- Makey Makey
- MicroBit
- Dash Robots
- Etc...

Good Partnerships

- ▶ **Good Partnerships are essential to success**
- ▶ **Library Maker Programming started as collaboration between PPL, PCL, PVDYM & the City of Providence in 2017.**
- ▶ **Long term goal to build free Network of educational orgs, schools & resources available to community. Create Database/Asset Map.**

Benefits of Partnerships:

- **Funding**
- **Expertise/Experience**
- **Staffing(Interns/Volunteers)**
- **Distributed Learning/Training**
- **Advertising/Recruiting**
- **Curriculum Development**



List of Organizational Partners

- **PVDYM**
- **PASA**
- **Providence Promise**
- **The MET High School**
- **Local Public Schools**
- **AS220**
- **“Expert Makers”**
- **Local Businesses**
- **Office of Employment Opportunities**
- **Interns & Volunteers**

Implementation

- ▶ **Staffing:** PVD-Young Makers Interns help run maker programming at 10 libraries in Providence
- ▶ **Training:** Interns are trained by the Full Time Staff Members, Librarians & Expert Makers
- ▶ **Look Within:** Offer classes that utilize native talent & resources already available
- ▶ **Don't Duplicate:** Don't overlap offerings already available by other orgs/programs
- ▶ **Collaborate/Contract:** Either collab with another org, or hire a local expert on the topic/skill
- ▶ **Distributed Learning & Training:** Utilize the train the trainer model to focus on developing internal staff & skills; then expand exponentially.



The opposite of “one size fits all”:

- Build a program based on your communities strengths, wants & needs
- Hire/Recruit based on the same(demographic, language, etc...)
- Use who is available & motivated
- Identify the assets you already have rather than waiting for what you think you need

Interns & Volunteers

- ▶ PVDYM Interns & Community Volunteers essential to make programming in Providence
- ▶ Not only core of our program delivery staff
- ▶ Intern Program is the proving ground for new activities & learning methodologies before delivery to the public
 - Learning Pathways
 - Digital Badging
 - Distributed Learning
 - New skills development
 - Training
 - *Documentation & Proof of Skills
- ▶ Microcosm of what we hope to eventually be able to offer to the entire PPL Community
- ▶ *Youth Interns = Long Term Sustainability!



PVDYM Internship at a Glance:

- 4 years so far
- 2 sessions per year
- 30 interns per cohort
- Serving 10 libraries
- Ages 14 - 24
- 2 week initial training
- All intern weekly meeting
- 4-8 hours per week
- Assigned 1 library each
- Plan & Deliver Programs

Train for Sustainability

- Plan for staff turnover or changing roles
- Develop self-guided resources (typed notes! pictures! videos! screencasts!)
- Offer opportunities to practice and develop skills as you work
- Invite all of your staff, administrators, interns, and volunteers to become at least generally familiar with the tools and materials available in the makerspace





“This will take
too much time
to learn.”

Emphasize the need to simply
play around and just try out the
tools and materials. They might
surprise themselves by something
they find really fun or interesting.





“I’ll never be able
to learn enough
to answer the
questions
patrons would
have.”

Let them know that they don’t
need to be the expert and can
respond with “I’ll find out” or “I
don’t know, but we can try and
find out together.”





“This is not why
I became a
librarian.”

Find common ground on why they entered the library field in the first place. If it's a love of lifelong learning, makerspaces are exactly the place for both staff and the community to learn, grow, and try something for the first time.



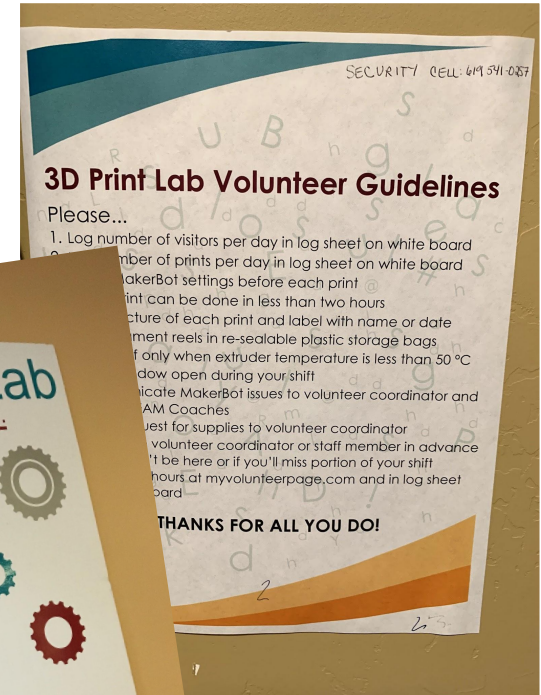
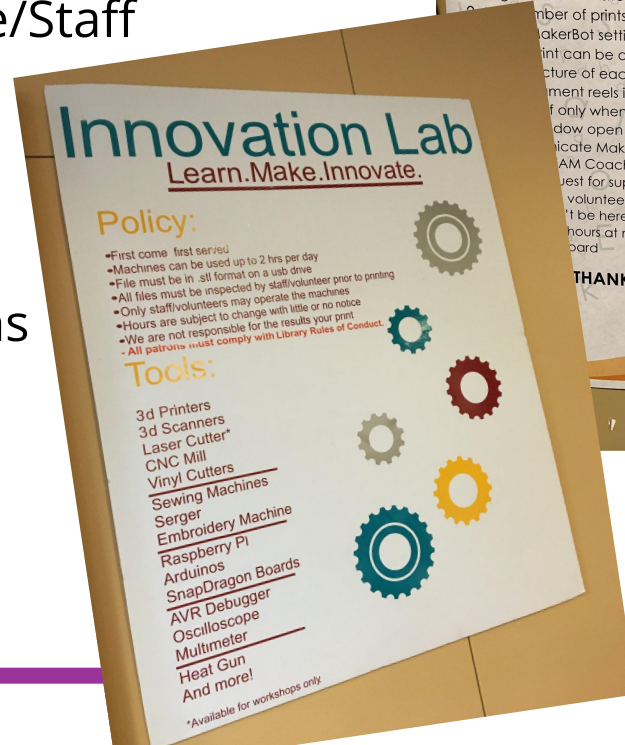
Build Up Training Opportunities

- Encourage free play
- Lend tools to take home
- Host a maker “petting zoo.”
- Create/curate a training video playlist.
- Develop user guides
- Offer skill builders sessions



Day to Day Operations

- Flow of Patron Experience/Staff Procedures
- Policies, Forms, Signage
 - Liability Waivers
 - Rules for Behavior
 - Age/access restrictions



Day to Day Operations

Safety

Protective Gear

First Aid

Keeping sharps restricted

Air Quality/Ventilation



Day to Day Operations

- Equipment Maintenance
- Consumables inventory, ordering and restocking
- Registration and tracking daily usage
- Support the making that happens
- Program facilitation



Can you share some of the operations processes that you have developed for your makerspace that help your program run smoothly?



Cara Kause,
Innovation and
Makerspace
Manager
Greene County
Public Library,
Xenia, Ohio



Greene County, Ohio

Population of about 170,000 people in 416 square miles

Rural to Suburban

Wright Patterson Air Force Base

Greene County Public Library is a county system with seven locations and approximately 225 employees



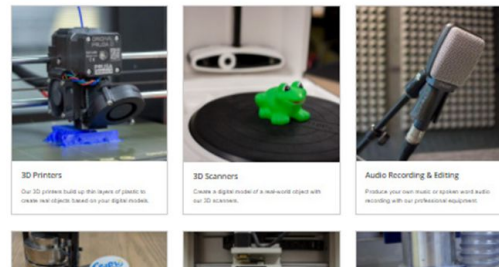
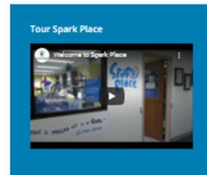
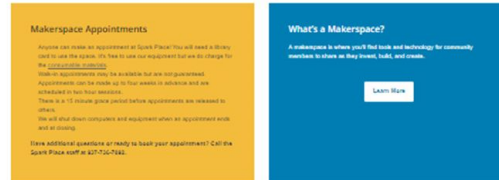
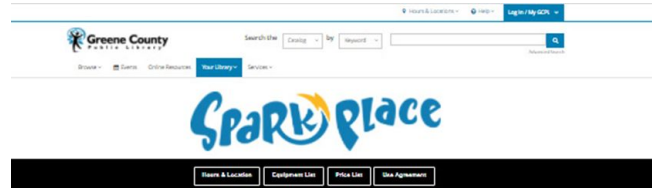
Maker kits for
circulation
and for our
staff to use in
programming





Our website includes information about each machine including instructional videos, file types, materials needed, etc.

<https://greenelibrary.info/sparkplace/>



Vinyl Printer & Cutter



Print large, full-color images onto vinyl or paper. If you add cut lines to your design, the same machine can cut out items such as stickers and window decals.

A few of the things you can make:

- Event banners
- Removable wall and window signs
- Stickers in custom shapes

Equipment Details

What we've got:

[Roland TrueVIS SG-540](#)

What you'll need:

- A variety of printable vinyls and paper are available in Spark Place. ([See price list](#))
- Grommets, a grommet setting tool, and banner hem tape are available to prepare your banner for hanging. ([See price list](#))
- If you're enlarging an image, please be sure to start with a high-resolution file to avoid pixelation in the final print.

Related software:

- [Adobe Illustrator](#) is available in the makerspace. Illustrator is recommended for most vinyl printing designs, and must be used if you'd like to add cut lines to your project.
- [Canva](#) is an easy, web-based tool you can use to design your print pieces.

File format:

PDF or EPS

Project size:

- Our 30" wide vinyl has a maximum print width of about 28".
- Our 54" wide vinyl has a maximum print width of about 52".

Learn More

Free online classes:

- [Illustrator CC 2018 Essential Training from LinkedIn Learning](#)
- [Drawing Vector Graphics from LinkedIn Learning](#)



Calendar

Fiscal Office Requests

Maintenance Requests

Makerspace Ticket Requests

Planned Maintenance

Processing Supplies Requests

Publicity Requests

Schedule Requests

Technology Requests

Buildings

Equipment

Inventory

Resources & Locations

Help & Updates

© 2022 FMX | Terms | Privacy

Calendar

June 2022



TODAY

Month

New request



19



CK

Search



Saved



Filter



Legend



Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
					<div>🕒 7p 2227106 - Teen Council with Ms. Amandi Gaming Kit - Nintendo Switch and 4 other</div>	
5	6	7	8	9	10	11
					<div>🕒 All day 2228999 - Kids Can Sew! Sewing Machines</div>	
12	13	14	15	16	17	18
		<div>🕒 All day 434192 - Technology Maintenance at Mal X-Epson-Projector [6604] and X-Mix-Proje</div>			<div>🕒 All day 2227915 - DIY Pocket Animals Sewing Machines</div> <div>🕒 All day 2228416 - Ukulele and leis Ukuleles</div>	<div>🕒 All day 2225217 - SEW MUCH FUN Sewing Machines</div>
19	20	21	22	23	24	25
<div>🕒 All day 2229646 - Juneteenth Program Button Maker</div>		<div>🕒 All day 376345 - Programming Laptops Planned X-Mic-Prog-Laptop-01 [6375] and 19 othe</div> <div>🕒 All day 2229222 - Dash Program @ Beaver Creek Dot and Dash Robots</div>				

Spaces in Location Spark Place

Utilization Booking Grid & Availability Confirmed Bookings Booking Explorer Contact Tracer Occupancy Data Widgets

Category booking limits (opening hours, maximum duration, frequency limits, etc...) do not apply to bookings created on this page. If a Space is designated as a container Space (meaning it contains bookable Seats), it will not display on the public booking page. [More info...](#)

Zone All Zones

Category Makerspace 1

☐ Accessible

☐ Powered

Go

Add Booking

ICal

Print View

Monday, December 20, 2021 – Wednesday, December 22, 2021

Go To Date

< > ↺

Space	Monday, December 20, 2021														Tuesday, December 21, 2021	
	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
Laser, Large																
Laser, Small																
Mill																
Photography/Videography																
Router																
Soldering																
Sound Recording Studio																
Sublimation/Silhouette																
Vacuum Former																

Available

Confirmed (Payment Pending)

Mediated Tentative

Unavailable

Confirmed

Mediated Approved

Padding

Busy in Outlook/Exchange

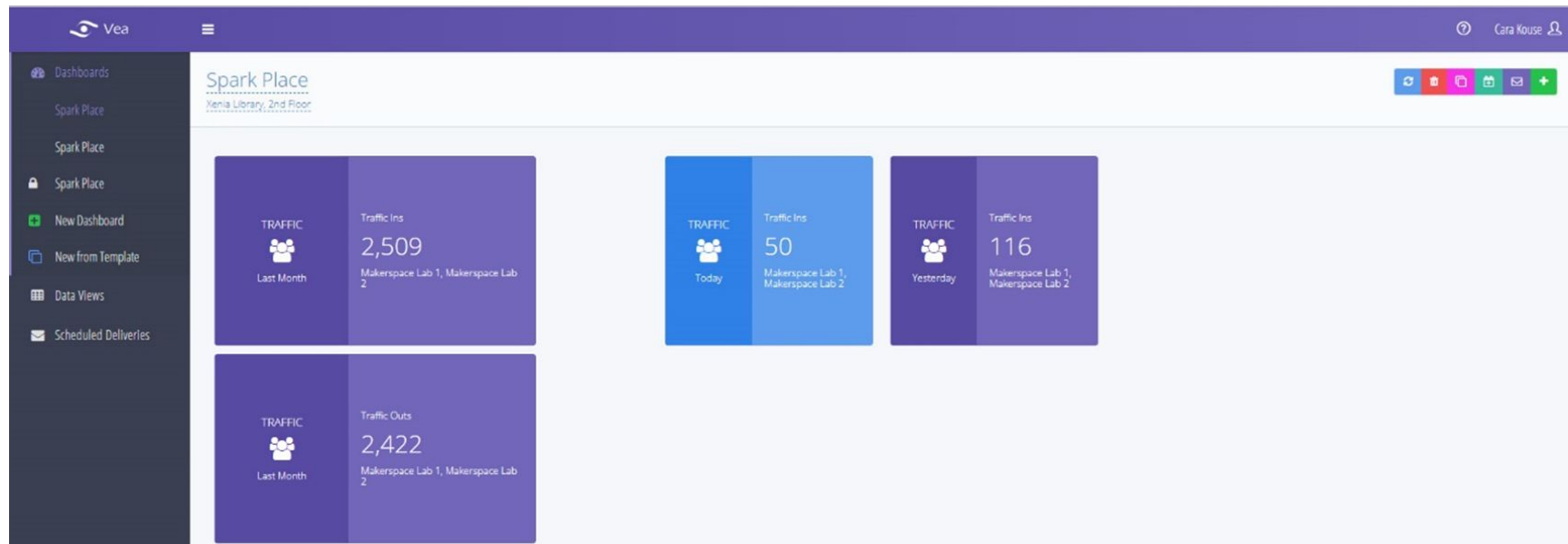
User Shoved Up

Mediated Approved (Payment Pending)

Tentative

Busy in Google








SenSource People Counter



Basecamp Project Management And Maintenance Tracking









[Home](#) [Lineup](#) [Pings](#) [Hey!](#) [Activity](#) [My Stuff](#) [Find](#)

Makerspace







Add/remove people       

To-dos







Routine Maintenance

- ☐ Ensure shop vacs are empty and clean filters.  
- ☐ Bimonthly Laser alignment and deep clean of large laser.   
- ☐ Bimonthly Laser alignment and deep clean of small laser.   
- ☐ Clean 3D printer print beds. Lubricate machines whe...



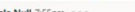







Message Board

-  LibCal: <https://greenlibrary.libcal.com/>
-  All of the public computers in the system
-  If any of you would like to record your
-  The exercise files are now on the audio
-  Friendly reminder that when we are
- 


Schedule

-  ☐ Clean lasers (rulers, focus probe, lenses/mirrors, etc.) Vacuum out debris. Lubricate where needed.   Routine Maintenance
- ☐ Clean heat presses with iron cleaner.   Routine Maintenance
- ☐ Clean silhouette machine ensuring knife is clean.  Routine Maintenance

Campfire

-  Michaela Null 7:55pm  
-  Michaela Null 7:55pm  Also, do NOT put the tulip bloor
-  Michaela Null 5:56pm  More spring cling, if ya wanna pi
-  Michaela Null 6:00pm  

Automatic Check-ins




Create recurring questions so you don't have to pester your team about what's going on.


Docs & Files

Tip of the Month and Passive Schedule
(2017)
January - Alice
February - Caroline
March - Caroline
April - Terrie
May - Terrie

Summer Reading Club Program Ideas - Spark Place
Place your spark
Place your ideas
Have fun!

Summer Reading Club Program Ideas - Branches
Drop your ideas
for Summer
Reading Club


Passive Programming

and more

HOW TO PLAN A CLASS.docx


Phone List - Regular Staff
Cara Koser (408) 380-0366
Wyatt Schreiner (408) 380-0366
Doug Schreiner (408) 380-0366
Betsy Phillips (503) 380-0366

Team Activity

Today

 On **Tasks**, Cara K. added

☐ Please make a banner, 22x28 that has black line squares, 4"

12:04pm



WaiverForever

Waiver forms on iPads
Waiver retention and
reports



Square

Use to record cash and
credit payments, to accept
credit payments, and to
run financial reports



2022 Five Years of Making



**April
2017**

We opened our doors to the community for the first time.



87,189

Visits to Our Makerspace



Individual Users
8440



Projects
Countless



Classes and Programs

310

4450 Attendees



1166

People visited as part
of 106 group visits



9174

Community members visited us
at 37 different community events

What's Next?

April 27: Reflect & Refine: Using Evaluation to Strengthen Programs

May 4: Amplify & Grow: Marketing, Fundraising and Professional Growth

Professional Network of Support

Join our Makers in the Library
Facebook Group



Contact Us!

Lisa Regalla, CEO
Regallium Consulting, LLC
lisa@regalliumconsulting.com

Pamela Van Halsema, MLIS
P. Van Halsema Consulting
pamela@pvanhalsema.com

makersinthelibrary.org



SURVEY

Library Makerspace COVID-19 Innovations Survey

**We invite public libraries to take the survey
by April 30, 2022**

How did your library maker program change due
to the COVID-19 pandemic?

Did your programs reach different audiences?

What new training did the staff need?

What innovations did you introduce that
might continue post-pandemic?



SURVEY

makersinthelibrary.org/COVIDsurvey

This survey is part of the IMLS-funded project *The New Face of Library Makerspaces*

Help us spread the word about our our COVID-Innovations Survey

makersinthelibrary.org/COVIDsurvey

This project was made possible in part by the Institute of Museum and Library Services, Funding for this InfoPeople webinar and The New Face of Library Makerspaces project (2021-2023) was made possible in part by the Institute of Museum and Library Services Grant #RE-250100-OLS-21 in partnership with CALIFA, Regallium Consulting, P. Van Halsema Consulting



P. VAN HALSEMA CONSULTING
NONPROFITS + LIBRARIES + SCHOOLS

