COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/30/2019   **Meeting Date:** 2/7/2019

Name: Katrina Evans   **Department:** Library

Division Manager's Signature:

1. Nature and purpose of agenda item:

BA 19-29: Requesting approval of the 2019 NEFLIN Innovation Project Agreement for the purchase of makerspace equipment and supplies.

2. Recommended Motion/Action:

Motion to approve 2019 NEFLIN Innovation Project Agreement and BA 19-29

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below.

The budget amemdment number is BA 19-29 using fund(s) 104-LIBRARY ENHANCEMENT.

FROM:	TO:	AMOUNT:
104-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS	104-7106-571.30-52 OPERATING EXPENDITURES / OPERATING SUPPLIES	$8,501.00
104-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS	104-7106-571.30-64 OPERATING EXPENDITURES / NON-CAPITAL EQUIPMENT	$1,149.00

MEMORANDUM

DATE: January 30, 2019

TO: David Kraus, Assistant County Manager

FR: Katrina Evans, Library Director

RE: 2019 NEFLIN Innovation Project Agreement

The Library has been awarded a 2019 NEFLIN Innovation Project from the Northeast Florida Library Information Network (NEFLIN) in the amount of $9,649.81. The Library's application for this project was approved by the Board of County Commissioners at their December 20, 2018 meeting.

I would like to request approval of the 2019 NEFLIN Innovation Project agreement. The agreement requires approval and a printed name, original signature, and date. After the agreement is signed and returned to NEFLIN, they will send the full award payment by check.

If you need any further information from me, please let me know. Thank you.

APPLICATION

Application Due: January 4, 2019

LIBRARY NAME _____**Columbia County Public Library**_____ _____

CONTACT PERSON _____**Katrina P. Evans**_____ _____

PHONE NUMBER _____**(386) 758-1018**_____ _

E-MAIL ADDRESS _____**kevans@columbiacountyfla.com**_____

PROJECT TITLE _____**RadLABS (Learning Activity Based Science)**_____

FUNDS REQUESTED $_____**9649.81**_____

PROJECT OVERVIEW (**no more than 100 words**):

This application requests funds to purchase equipment and supplies to create a mobile makerspace for Columbia County Public Library. While the Library does not have a permanent location that it can dedicate to a makerspace, we would still like to be able to provide the maker experience to our community. Equipment, robots, building materials, and supplies can be used by patrons of all ages and skill levels, and will be used to create an environment that can serve as a creative outlet, a hands-on STEM lab, a resource for educational and personal projects, and a source for new programming.

TYPE OF LIBRARY: **X** PUBLIC ___ ACADEMIC ___ SPECIAL ___ SCHOOL (K-12)

I have received my Library Director's approval to submit this application. **X** YES ___ NO

This project can meet the August 15, 2019 deadline to expend funds. **X** YES ___ NO

Completed applications are due in the NEFLIN office by 5:00pm on January 4, 2019.

Send completed application to: office@neflin.org as a Word document.

APPLICATION

Briefly describe your library (e.g., staff, collection, budget, community served.)

The Columbia County Public Library began in 1959 as a branch of the Suwannee River Regional Library and in 1979 became an independent county system. The Library is a department of county government with the Board of County Commissioners serving as its governing body.

The Library's FY2019 budget of $1,591,815 consists of local, county funds and funding from a State Aid to Libraries grant. The budget funds three library locations with 23 full-time and 3 part-time employees, including five professional librarians (those possessing a master's degree in library and information science). Library volunteers and volunteers in the Library's adult literacy program expand our resources and assist Library staff in a variety of ways.

The Library's three physical facilities have a total of 27,400 square feet: the Main Library in Lake City, with 15,400 square feet; the West Branch Library, also located in Lake City, with 7,000 square feet; and the Fort White Branch Library, located in the town of Fort White, with 5,000 square feet. The Main library is open seven days a week, 59 hours per week. The Fort White Branch, closed on Sundays, is open 46 hours per week, and the West Branch, closed on Sundays and Mondays, is open 40 hours per week. Books are also provided to local childcare centers on an outreach basis.

The library's collection of materials, approximately 175,000 volumes, represents about 2.5 volumes per capita. The collection includes books, magazines, audiobooks, videos, and digital materials that include ebooks, downloadable audiobooks, and online databases and test preparation. The library also has over 165 subscriptions to magazines and newspapers. During the 2017-18 fiscal year, the Columbia County Public Library had more than 190,000 visitors, and over 275,000 items circulated system-wide.

The County seat for Columbia County is the city of Lake City, home of two of our library locations. According to census data, the median household income for Lake City is $33,866 with a per capita income of $21,525. For the county, the median household income is $41,926. Poverty is also higher within Lake City limits, with those living below the poverty level at 27.4%, as compared to a county average of 19.7% (2010). Census data also shows that of those living below the poverty level within city limits, 40.7% are children under the age of 18. That number drops to 30.6% for the county.

Describe your need for this project.

Makerspaces are becoming a service that users expect public libraries to provide. Unfortunately, our system has not had the dedicated space or the funding to provide a permanent makerspace area. The creation of our mobile makerspace will be our first foray into this important trend. While robotics clubs and other similar activities are available at some local schools, not all students are able to benefit from these limited opportunities. Our hope is that the library will help to fill the access gap and provide citizens of all ages, including adults, with the opportunity to explore technology and to learn and create.

APPLICATION

How do you expect this project will address the need you described?

Columbia County is a rural community with a high rate of poverty. Equipping our Main Library with a makerspace will allow patrons of all ages access to increasingly vital learning opportunities such as robotics and coding, as well as allowing access to devices specifically for makers – such as the Cricut. This will be a place to tinker with technology, explore craftsmanship and design, and take advantage of resources not available elsewhere in the community.

What resources from your institution will be involved in this project (staff, time, etc.)?

RadLABS will require both staff and volunteer training, which will be provided by Outreach and Youth Services Librarian Kate Duong. In addition, the Library will provide staff time to support the training, planning, and programming involved. Library staff or volunteers will assist library users during makerspace access hours and provide library programming that targets different age groups. The library will also provide ongoing supplies, like ink, paper, filament, and other materials, for the equipment.

In what way(s) is this project innovative for your library?

This project will allow our library system the opportunity to provide an entirely new service to our community and to give library users access to equipment and experiences that are not available elsewhere in the county. These new resources will be used to meet the educational and recreational needs of library users. While the resources purchased with innovation project funds will be housed at the Main Library, we will be able to transport them as needed to the Library's branches to provide access and programming at all three of our locations.

How do you expect this project will impact service to your customers?

The RadLABS makerspace would provide equitable access to a STEAM-focused creative outlet in an economically disadvantaged rural community. Very few library programs and services appeal to audiences of all ages, and yet, if funded, this makerspace would appeal to young children, teens, and adults alike. While library attendance is relatively high among adults and families with young children, our teen patrons have been somewhat harder to attract. Though local teens do utilize the library, it is primarily for computer usage and book checkout. They prefer to interact very little with staff and do not participate very much in library programming. It is our hope that the introduction of a makerspace will attract teens and tweens in a way that has previously proved difficult to do, and in turn, create spin-off programming – i.e. coding, robotics, crafting – that will continue to encourage them to attend.

Aside from attracting a new teen audience and providing a hands-on learning lab for school-aged children, the makerspace would provide resources for scrapbooking, sewing and quilting, 3D modeling and prototype creation, leatherworking, and other projects. Craft-based programming has consistently been some our most successful, and frequently goes to a waiting list for attendance. Having library resources dedicated to open-ended creation would greatly benefit our community and give access to equipment that economic barriers might limit. The addition of a large-format printer will also prove especially useful for students and community organizations, as it would allow them to create posters for assignments and events. In closing, the incorporation of a makerspace into our existing library services will further solidify our patrons' view of the library as a central hub of our community, and encourage active and regular use.

APPLICATION

BUDGET NARRATIVE

Equipment - $3,384.90

- <u>Cricut Maker</u> –The Cricut Maker is able to cut almost any material – including wood, leather, and fabrics – without any special backing. Patrons would be able to create stencils, sewing pattern pieces, and even wood art with this machine.
- <u>HP Design Jet T120 Large Format Printer</u> – The Design Jet T120 will allow users to make poster-sized prints, and will be an excellent resource for students, their parents, and community organizations.
- <u>Storage Carts</u> – The mobile cabinet workbench will provide a working surface for the Cricut Maker and T120 Printer while also offering secure storage space with its locking cabinets. The storage cabinet will house the rest of the equipment, including the Da Vinci Jr., robots, coding toys, and building materials.
- <u>Dell Latitude 5590 Laptop Computer</u> – The Latitude 5590 is powerful enough to handle the necessary software for the Cricut Maker as well as the Da Vinci Jr., and will serve the needs of patrons who are unable to use their own devices.

Other - $3,891.87

- <u>Da Vinci Jr. 1.0w 3D Printer</u>- 3D Printers are an essential part of any makerspace. XYZ Printing's Da Vinci Jr. 1.0w is wireless, allowing for easy setup and connectivity. The enclosed print bed is safer for an all-ages setting, and its accompanying software is intuitive, versatile, and easy-to-use.
- <u>iPads, 6th Generation</u> - iPads are a necessary to work with the robotic devices also requested in this project. They will house and run the apps for the Dot, Dash, and Sphero robots, as well as all of their accessories.
- <u>Robots and Accessories</u> – Robots are a fun and excellent way to teach coding skills to children of all ages. The Dot and Dash by Wonder Workshop are perfect for elementary-aged children. Sphero is suitable for preteens, teens, and even adults, and Colby, the programmable robot mouse from the Code & Go Robot Mouse Activity Set, will be a wonderful resource for our youngest patrons.
- <u>STEM Experiment Kits</u> – The Snap-Circuits Jr. and Electronic Playground experiment sets allow users to experiment with electrical currents in a way that is safe and contained. The Edu-Toys Robotics set allows patrons to actually create their own robot, letting them choose between three different builds.
- <u>STEM Building Materials</u> – Keva planks are simple flat wooden "blocks" that can be used to build an endless variety of structures by patrons of any age. The Strawbees School Kit is a connector set that allows patrons to engineer sturdy structures using re-useable plastic tubes. LEGOs are a classic building toy popular with all ages. Having a combination of these three structure-building toys will appeal to a wide audience and promote active engineering play.

Supplies - $2373.04

- <u>HP Paper and Ink</u> – The ink and paper rolls purchased through this innovation project funding will be utilized by the Design Jet T120 Large-Format printer.
- <u>XYZ PLA Filaments</u> – The PLA filaments listed in the budget are manufactured by XYZ Printing explicitly for the use of its 3D printers – including the Da Vinci Jr. 1.0w.
- <u>Cricut Blades and Replacements</u>– The listed blades are part of the Cricut Maker system, and will allow patrons to complete various projects. Each knife has a specific range of functions and will cut different materials at varying thicknesses.

APPLICATION

BUDGET
SUPPLIES (Include a brief description of supplies needed)

XYZprinting PLA Filament, Black ($39.99 x 5)	$ 199.95	
XYZprinting PLA Filament, Clear Red ($39.99 x 5)	199.95	
XYZprinting PLA Filament, Blue ($39.99 x 5)	199.95	
XYZprinting PLA Filament, Neon Green ($39.99 x 5)	199.95	
XYZprinting PLA Filament, Yellow ($39.99 x 5)	199.95	
HP 711 Black Ink Cartridge ($66.62 x 6)	399.72	
HP 711 3-Pack Yellow Ink Cartridge ($60.41 x 3)	181.23	
HP 711 3-Pack Magenta Ink Cartridge ($60.41 x 3)	181.23	
HP 711 3-Pack Cyan Ink Cartridge ($60.41 x 3)	181.23	
HP Coated Paper Roll ($41.99 x 5)	209.95	
Cricut Knife Blade + Drive Housing	45.99	
Cricut Knife Blade Replacement Kit ($19.99 x 2)	39.98	
Cricut Rotary Blade Replacement Kit ($16.99 x 2)	33.98	
Cricut Premium Fine Point Blade Replacement (pkg. of 5)	49.99	
Cricut Scoring Wheel Combo Pack	49.99	$**2,373.04**

EQUIPMENT (List equipment here with a unit cost of $500 or more.)

Cricut Maker + Essentials Bundle	$ 591.91	
HP Design Jet T120 Large Format Printer	999.00	
Mobile Cabinet Workbench	645.00	
Dell Latitude 5590 Laptop Computer	1,148.99	$**3,384.90**

OTHER (Specify)

Seville Classics Heavy Duty Storage Cabinet	$ 252.25	
Da Vinci Jr. 1.0w 3D Printer	486.99	
iPad 6th Generation Tablet, 128 GB ($439.99 x 3)	1,319.97	
OtterBox Defender Series for iPad ($55.99 x 3)	167.97	
Dash and Dot Wonder Pack	279.99	
Dash Challenge Cards	19.99	
Sphero 2.0 ($129.99 x 2)	259.98	
Sphero Terrain Park	19.99	
Sphero Turbo Cover, Teal ($14.99 x 2)	29.98	
Code & Go Robot Mouse Activity Set	59.99	
Snap Circuits Jr. 100 Experiments	36.95	
Electronic Playground 50-in-1 Experiments	24.95	
Edu-Toys Robotics	47.95	
KEVA Structures 200 Plank Set	49.99	
Strawbees School Kit	294.99	
LEGO Large Creative Brick Box ($59.99 x 2)	119.98	
LEGO Bricks and Gears Box ($19.99 x 2)	39.98	
LEGO People Pack – Fun at the Beach	39.99	
LEGO People Pack – Outdoor Adventures	39.99	
Estimated shipping charges for items without free shipping	300.00	$**3,891.87**

TOTAL.. $ **9649.81**

NEFLIN

NORTHEAST FLORIDA LIBRARY INFORMATION NETWORK

January 30, 2019

Subject: NEFLIN Innovation Project Award
Project Number: 1819-NEFLIN-02
Project Name: RadLABS (Learning Activity Based Science)

Dear Katrina,

NEFLIN is pleased to inform you that your library has been awarded funding for the NEFLIN Innovation Project listed above. Enclosed you will find three forms; the Innovation Project Agreement, Innovation Project Progress Report, and Innovation Project Final Report.

Please return a signed copy of the Agreement. We will then send the full award payment by check.

This project has been assigned number 1819-NEFLIN-02. Please use this number in any correspondence with NEFLIN about your project.

The Progress Report and Final Report are provided so that you can see what information you need to track over the course of the project to report back to NEFLIN. Please make note of the report deadlines.

Also, your staff are expected to provide a presentation on your project at the NEFLIN Annual Meeting. The tentative date for this meeting is Friday, September 13, 2019, in Jacksonville.

Congratulations, and I look forward to hearing about all the success you will have with this project!

Sincerely,

Bradley R. Ward
Executive Director

Enclosures:
Project Agreement
Progress Report
Final Report

Northeast Florida Library Information Network (NEFLIN)
2233 Park Avenue, Suite 402, Orange Park, FL 32073

NEFLIN Innovation Project
AGREEMENT

GET YOUR PROJECT STARTED BY SIGNING AND RETURNING THIS FORM

This agreement between the Northeast Florida Library Information Network (NEFLIN) and Columbia County Public Library (The Library) is for the following:

> Project Title: RadLABS (Learning Activity Based Science)
> Project Number: 1819-NEFLIN-02
>
> Award Amount: $9,649.81

NEFLIN agrees to:
1. Upon receipt of this signed form NEFLIN will provide one payment of the award amount by check.
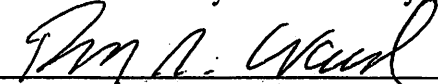
The Library agrees to:
1. Adhere to the budget and project guidelines as submitted in the Library's Innovation Project Application.

2. Submit the Innovation Project Progress Report to NEFLIN by May 31, 2019.

3. Expend all funds for this project by August 15, 2019. If not, return any funds unexpended to NEFLIN by August 31, 2019.

4. Submit the Innovation Project Final Report to NEFLIN by August 31, 2019.

5. Make a presentation on your project at the NEFLIN Annual Meeting on September 13, 2019.

6. Make public acknowledgement of NEFLIN funding for the activities and publications provided by these funds.

_____

Printed Name
Columbia County Public Library

_____
Signature
Columbia County Public Library

_____   _____
Bradley R. Ward, Executive Director   January 30, 2019
NEFLIN   Date

Date