



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: February 4, 2020 Meeting Date: February 20, 2020

Name: Katrina Evans Department: Library

Division Manager's Signature: *Ben Scott*

1. Nature and purpose of agenda item:

Requesting approval of 2020 NEFLIN Innovation Project Agreement

2. Recommended Motion/Action:

Motion to approve 2020 NEFLIN Innovation Project Agreement

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Columbia County Public Library
308 NW Columbia Avenue
Lake City, FL 32055
386-758-1018 * 386-758-2135 Fax

Katrina P. Evans, Library Director

MEMORANDUM

DATE: February 4, 2020

TO: David Kraus, Assistant County Manager

FR: Katrina Evans, Library Director

RE: 2020 NEFLIN Innovation Project Agreement

The Library has been awarded a 2020 NEFLIN Innovation Project from the Northeast Florida Library Information Network (NEFLIN) in the amount of \$5,787.04. The Library's application for this project was approved by the Board of County Commissioners at their December 19, 2019 meeting.

I would like to request approval of the 2020 NEFLIN Innovation Project agreement. The agreement requires approval and an original signature and date. After the agreement is signed and returned to NEFLIN, NEFLIN will purchase the items included in the project application and provide them to the Library.

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

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: Sensory Storytimes for All
Project Number: 2020NEFLIN-03

Award Amount: \$5,787.04

NEFLIN agrees to:

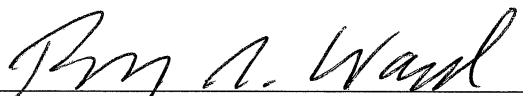
1. Upon receipt of this signed form NEFLIN will purchase the items in your application and provide them to The Library.

The Library agrees to:

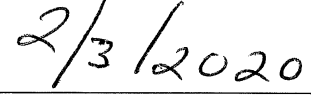
1. Adhere to the budget and project guidelines as submitted in the Library's Innovation Project Application.
2. Submit the Innovation Project Progress Report to NEFLIN by June 1, 2020.
3. Submit the Innovation Project Final Report to NEFLIN by August 31, 2020.
4. Make a presentation on your project at the NEFLIN Annual Meeting on September 11, 2020.
5. Make public acknowledgement of NEFLIN funding for the activities and publications provided by these funds.

Toby Witt
Chair
Columbia County Board of County Commissioners

Signature


Bradley R. Ward, Executive Director
NEFLIN

Date


Date

NEFLIN 2020 Innovation Project

APPLICATION

Application Due: January 3, 2020

LIBRARY NAME Columbia County Public Library

CONTACT PERSON Katrina P. Evans

PHONE NUMBER (386) 758-1018

E-MAIL ADDRESS kevans@columbiacountyfla.com

PROJECT TITLE Sensory Storytimes for All

FUNDS REQUESTED \$5,787.04

PROJECT OVERVIEW (no more than 100 words):

The Youth Services Department at the Columbia County Public Library is seeking funding in order to obtain sensory play materials, special furnishings, and other supplies necessary to conduct sensory storytimes. These sensory storytimes will be specifically adapted for children who are on the autism spectrum, who have sensory-processing disorders, or who have similar conditions, as well as their families.

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

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

I have read the accompanying Frequently Asked Questions (FAQ) document. YES ___ NO

Completed applications are due in the NEFLIN office by 5:00pm on January 3, 2020.

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

NEFLIN 2020 Innovation Project

APPLICATION

Use pages 2 & 3 to answer the following questions:

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 FY2020 budget of \$1,624,344 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 170,000 volumes, represents about 2.4 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 160 subscriptions to magazines and newspapers. During the 2018-19 fiscal year, the Columbia County Public Library had more than 180,000 visitors, and over 265,000 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 \$36,142 with a per capita income of \$20,996. For the county, the median household income is \$43,504. Poverty is also higher within Lake City limits, with those living below the poverty level at 26.1%, as compared to a county average of 16.5%.

Describe your need for this project.

While the Youth Services Department prides itself on the quality of the programming that it provides for all ages, it does not yet have dedicated programming for children who need special accommodations - such as softer music, dimmer lighting, structured seating, or strictly hands-on storytelling. Library programming, like storytimes, help children develop crucial literacy skills, including active listening and vocabulary acquisition. By their very nature, storytimes also help to develop important social skills. By taking these important learning opportunities and folding them into an adaptive, supportive environment, we can better serve our young patrons who would benefit from a non-traditional storytime setting.

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

The Columbia County Public Library currently has patrons who would love to have the opportunity to attend a weekly sensory storytime, and their feedback has been instrumental in our planning for future implementation. Being able to provide a special program for these families would be incredibly beneficiary, as it would allow for them to visit the library more often and to

NEFLIN 2020 Innovation Project

APPLICATION

participate regularly in storytime programs. In addition, this population is severely underserved within our community. By providing a safe, positive, learning environment that suits the specialized needs of their children, the library will eventually attract new patrons searching for alternative educational opportunities. As these new patrons start to attend, they will in turn forge connections and create new relationships with other families within the community, forming support groups and strengthening their personal resource networks.

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

The primary resources that will be utilized will be library staff, time spent training, physical space for equipment storage, as well as overall staff buy-in. Both Youth Services Librarian Kate Duong and Program Specialist Emma Miles plan to reach out to and work with CARD UF (Center for Autism and Related Disabilities-University of Florida) in Gainesville to ensure that they are following best practices, as well as to provide training for themselves and other library staff members. It is their goal that, in addition to creating a sensory storytime, providing additional staff training outside of the Youth Services department will help to ensure that the library as a whole will become a safe place that is more attuned to the needs of individuals on the autism spectrum. Duong and Miles will also be relying heavily on parent and caregiver feedback during the introductory phases of their sensory storytimes in order to ensure that the specific needs of attendees are met. They will compile that input, utilize it for self-assessment, and then conduct need-based strategic improvements. Items that the library already owns, such as felt boards and laminating machines, will also be used to create social stories and visual schedules. In addition, large-format picture books for use with storytime manipulatives will be purchased with library funds to supplement our existing collection of materials.

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

Although the Youth Services department currently provides programming for a range of ages and developmental stages, it has no specific programs that are specifically suited to the needs of those on the autism spectrum or those with sensory-processing disorders. Developing and offering these much needed programs represents an innovation to library services for children in Columbia County. In order to make the Columbia County Public Library a place that truly is for everyone in its community, providing inclusive services is necessary and long-overdue, in addition to being innovative.

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

While Columbia County is situated between other counties with plenty of spectrum-friendly resources, such as Alachua and Duval, there are very few available locally to families. As a result, many parents travel 45 minutes or more outside of town in order to find activities that will suit the specific needs of their children. By providing sensory storytimes to this underserved population, the Columbia County Public Library will not only become more inclusive but will also help to reduce the stress placed on these families in their day-to-day lives. Being able to attend local programs will also encourage the formation of local support networks between families that attend as they begin to become familiar with one-another and share experiences. This will, in turn, positively impact their quality of life outside the library.

In addition to providing services directly within the Youth Services Department, providing training to library staff members will also help to ensure that the library as a whole is a safe and comfortable place for all patrons, at any age, who are on the spectrum.

NEFLIN 2020 Innovation Project

APPLICATION

Use page 4 to provide any details about items to be paid for with project funds.

BUDGET NARRATIVE

Program Supplies and Sensory Materials

The bulk of the funds will go to storytelling supplies, sensory play items, and items that help to develop gross and fine motor skills. Kinetic sand, sensory noodles, counter items, water marbles, and the set of light table sensory accessories are all great manipulatives that children can immerse their hands into for a variety of textures and sensations. The Magnetiles, gel fidget pad, and translucent alphabet letters also serve as perfect accessories for the light tables, encouraging children to creatively construct and arrange while learning. The Lakeshore Dough, likewise, provides a sensory, squishable experience, while also promoting fine motor skills. Children can roll and shape the dough to mimic letters or shapes, making it an excellent multi-purpose constructive play item. For additional fine motor skill practice, the Fill It Up! Fine Motor Jars, as the name implies, sharpen fine motor skills while also teaching storytime participants to organize and sort items. The bean bags as well as the Beginners' Balance Beam aid in the development of gross motor skills, including balance and coordination, in a fun and safe manner. Finally, no storytime is complete without actual stories. The Lakeshore Storytelling Kits contains brightly colored, soft fabric storytelling manipulatives for six popular books that emphasize interactivity, while also helping to serve as visual aids for overall comprehension and retention.

Alternative Seating and Adaptive Equipment

Studies have shown that providing alternative seating for children on the autism spectrum – such as the Flex-Space Wobble Cushions from Lakeshore and folding chairs from Fun and Function – help to increase overall focus and engagement. These cushions are easy to clean and store, and provide a choice of two different textures, making it easy for storytime participants to adapt them to their needs. The Time Timer is also a great structural tool, and combined with a picture schedule helps to reduce anxiety by providing a visual cue for storytime transitions. Weighted lap pads provide a calming outlet for children for sensory disorders, while the interactivity of the two “Find Me” lap pads and the “Busy Fingers” lap pad can provide a break for those children that need one. Likewise, the various fidgets as well as the Therapy Tangle provide outlets to help increase focus and manage stress. The noise-reducing headphones are a wonderful resource for children with a sensitivity to sound, while still allowing for participation. While not precisely a storytime related resource, the Sensory Travel Kits can be placed at the circulation desk of each library location, making them available for patron use and helping to make the library as a whole a safe place for patrons on the spectrum.

Furnishings and Storage

The two light tables as well as the sensory table provide for post-storytime sensory activities, and the mobile cubby tower, extra shelving, and storage bins provide a space-saving storage solution for all materials. The Calming Colors room divider allows for the creation of a safe, “break spot” for children that require one, without parents or caregivers having to remove the child completely from storytime. This allows the children to rejoin the group whenever they are ready and prevents them from feeling isolated.

NEFLIN 2020 Innovation Project

APPLICATION

BUDGET

SUPPLIES (Include a brief description of supplies needed)

Mold & Play Sensory Sand Set	\$ 29.99	
Kinetic Sensory Sand, 11 lb Bag (49.99 x 2)	99.98	
Light Table Sensory Play Materials	139.99	
Magic Water Marbles, Multicolor (14.99 x 5)	74.95	
Light Table Sensory Tray (69.99 x 2)	139.98	
Washable Sensory Play Materials, Complete Set	149.99	
Magna-Tiles Starter Set	52.99	
Whitney Brothers Mobile Sensory Table	319.99	
Space-Saver Color-Changing Light Table (349.00 x 2)	698.00	
Activity Beanbags (19.99 x 3)	59.97	
"Find Me" Lap Pad, At the Farm	34.99	
"Find Me" Lap Pad, At the Zoo	37.99	
Busy Fingers Fidget Lap Pad	39.99	
Noise Reduction Headphones (25.99 x 10)	259.90	
Folding Chair (29.99 x 2)	59.98	
Busy Fingers Gel Fidget	19.99	
Therapy Tangle	12.99	
Flex-Space Wobble Cushions, Green (16.99 x 5)	84.95	
Flex-Space Wobble Cushions, Blue (16.99 x 5)	84.95	
Flex-Space Wobble Cushions, Orange (16.99 x 5)	84.95	
Beginner's Balance Beams	129.00	
Translucent Letters	11.99	
Fill It Up! Fine Motor Jars	39.99	
Lakeshore Dough, Set of 6	57.99	
Calming Colors Easy-Clean Room Divider, Mint Green	139.99	
Lakeshore Storytelling Kits, Set 1	169.00	
Lakeshore Storytelling Kits, Set 2	169.00	
Visual Time Timer	30.97	
Monkey Noodles	9.99	
Liquid Motion Bubbler	6.99	
Air Pump	27.98	
Washable Tactile Pillows (set of 6)	59.99	
Lakeshore Math Counters Library 2	145.00	
The Mystery Box	39.99	
Sensory Sand Ice Cream Set	12.99	
Dino-Dig Excavation Kit	24.99	
Sensory Marble Mazes	24.99	
Neon Heavy-Duty Book Bins	49.99	
2-Way Sand and Water Table	149.99	
Tops for 2-Way Sand & Water Table	24.99	
Silly Shapes Sensory Mats	59.99	
Draw & Create Sequin Board	17.99	
Fish Bubble Blower	14.99	
Super Miracle Bubbles Solution	25.50	\$3,930.79

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

Jonti-Craft Mobile Cubby Tower, 40.5", 24 tubs	\$ 719.99	\$ 719.99
--	-----------	------------------

OTHER (Specify)

Epoxy Wire Shelving Unit (36 x 24 x 72", Zinc)	215.00	
Sensory Travel Kits, Mini (65.00 x 3)	195.00	
Sensory Travel Kits, Adult (95.00 x 3)	285.00	
Shipping Charges (\$54.38 Uline + \$386.88 Demco)	441.26	\$1,136.26

TOTAL **\$5,787.04**