Materials, Services, Facilities and Technology Fee
Fiscal Year 2018-2019 Budget Request Form

DUE: Friday, January 19, 2018

If you have questions about this form, please contact Gina Matibag at (805) 437-3320

For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

Desktop Lighting for the Broome Library Reading Room

Requestor

Debra Hoffmann

Requestor Phone Number

437-2701

Requestor Email

debra.hoffmann@csuci.edu

Amount of MSFT Funding Requested

24000.00

Date Funding Needed by

July 1, 2018

Are you a member of the Division of Student Affairs?

⦿ No
○ Yes

Please select your AVP/Dean

Wallace, Amy E - Dean Library & AVP Cont. Improvement

Will you receive funds from any other source(s)?

⦿ No
○ Yes

Has this project or activity previously received MSFT funding?

⦿ No
○ Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. **Brief Project Description**

   Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. **Project/Activity Budget**

   Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. **Project Assessment**

   Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. **Sources of Project Support**

   Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

Project Description: The John Spoor Broome Library seeks funding for the installation of (60) desk lamps in the first-floor Reading Room (computer area).

Justification: Desk lamps on the computer tables in the Reading Room provide the only source of light that the building provides in that area. Existing "stick" lamps in the Reading Room are 10 years old, break and malfunction easily, and need to be continually replaced. Students find the lamps' awkward shape intrusive and unwieldly, often needing to bend and twist the lamps to light their areas, or needing to bend the lamps away from their computers to enlarge their workspaces. The lamps we are requesting (image attached) are solid columns that need no adjustment- light is diffused laterally across the computer tables. There is an easy on/off switch at the base of each lamp.

Physical Improvements: None- the lamps will work with existing electrical outlets and existing table space on the computer tables.

Timeline: The Library seeks funding by July 1, 2018. The Library seeks to have the lamps in place when students return for the Fall 2018 semester.

Brief Project Description Additional Documents

Project/Activity Budget

Below, please find the budget estimates for this project (images attached) :
(60) Hightower Antique Brass Desk Lamp @ $305.00 each (plus tax) $21,000.00
(30) 2-pk. 60-Watt Equivalent Daylight Spiral Non Dimmable CFL Light Bulb @ $3.99 each (plus tax) $300.00
TOTAL BUDGET REQUEST: $24,000.00

The Library is seeking to purchase lamps and lightbulbs from Lamps Plus. BKM (who sold the Library its existing lights) offers only moveable "stick" desktop lighting options, which have proven to be ineffective for students' needs. The Library would like to go in a different direction and purchase lamps through Lamps Plus. **Please note: current Lamps Plus pricing for these lamps is the same as BKM pricing for existing lighting. The Library would like to purchase bulbs for the lamps from Home Depot.

Project/Activity Budget Additional Documents

Hightower Antique Brass Desk Lamp - #21570 _ Lamps Plus.pdf

TCP 60-Watt Equivalent Daylight Spiral Non Dimmable CFL Light Bulb

(2-Pack)-68914DL2 - The Home Depot.pdf

Project Assessment

Usage and effectiveness of the new lamps will be determined by direct observation. Additionally, the Library administers an annual survey to students, as well as meets annually with Student Programming Board and Student Government-questions related to usage can be asked at these times. The Library will acknowledge and promote that student fees made the lighting possible.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only funding source for this project

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

✎ Debra Hoffmann   Jan 18 2018

▾ AVP/Dean Review

☑ I approve of this MSFT Fee Application

✎ Amy Wallace   Jan 18 2018