

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: March 11, 2008

<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Regular
<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Public Hearing

Department

Submitted By: County Library/AdministrationSubmitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to

- A) Receive and file** one (1) Grant Agreement for \$1,216,617 awarded by the Florida Department of State, Division of Library and Information Services for FY 2008 State Aid to Libraries (R2007-1559 & R2007-1560).
- B) approve a** Budget Amendment of \$132,880 decreasing the State Aid grant Fund, conforming budget with award amount

Summary: The Application was approved and the Agreement was signed by the BCC on September 11, 2007 (R2007-1559 and R2007-1560). Notification of the award was issued on January 25, 2008. The State provides an annual operating grant to eligible libraries based upon their annual operating expenditures from local funds. Estimated State Aid revenue has been included in the County Library's FY 2008 budget. Countywide (TKF)

Background and Justification: The County Library has complied with all the requirements of law to receive the grant. The State Aid for Public Libraries Law is to aid and encourage the establishment and development of free library service throughout the State through grants to eligible libraries which, as the political subdivisions of the State, are the logical units of government to ensure that all Florida residents, both city and unincorporated area, receive library service.

Attachments:

1. One (1) original executed Grant Agreement
2. State Aid to Libraries Grant Notification of Grant Award 1/25/08
3. R2007-1559 and R2007-1560
4. Budget Amendment

Recommended By: (John J. Callahan III) 2/1/08
Department Director Date

Approved By: Jon Van Arnam (Jon Van Arnam) 7/3/08
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	20010	20011	20012
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>1,216,617</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>(1,216,617)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes X (FY 2008) No
Budget Account No.: Fund 1180 Agency 320 Org 3200 Object 3471
Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Florida Department of State, Division of Library and Information
Services, State Aid to Libraries

Impact: The funds will supplement local funding to provide library service. This
award is \$132,880 below original budgeted amount.

C. Departmental Fiscal Review: Lavinia D. Gardner
(Lavinia Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

2/6/08 2-6-08 2/6/08 2/6/08 2/6/08 2/6/08 2/6/08 2/6/08 2/6/08 2/6/08
OFMB
Contract Dev. And Control
2/10/08

B. Legal Sufficiency: 2-6-08 2/8/08
Assistant County Attorney

C. Other Department Review:
N/A
Department Director

Project Number: 08-ST-53
Palm Beach County Library System

R2007 156U
SEP 11 2007

**Florida Department of State, Division of Library and Information Services
STATE AID TO LIBRARIES GRANT AGREEMENT**

The Applicant (Grantee) Palm Beach County Board of County Commissioners
(Name of library governing body)

Governing body for Palm Beach County Library System
(Name of library)

hereby makes application and certifies eligibility for receipt of grants authorized under Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.

I. The Grantee agrees to:

- a. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program. Funds will not be used for lobbying the legislature, the judicial branch, or any state agency.
- b. Provide the Division of Library and Information Services (DIVISION) with statistical, narrative, financial, and other reports as requested.
- c. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The Grantee shall insert a similar provision in all subcontracts for services by this agreement.
- d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
- e. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such grantee, the Grantee must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in part e., paragraph 1, the Grantee shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

If the Grantee expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the grantee expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, Florida Statutes, (the Florida Single Audit Act) and related documents may be found at www.fsaa.state.fl.us.

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Grantee directly to each of the following:

A. The Department of State at the following addresses:

Department of State
Grants Office
Division of Library and Information Services
R. A. Gray Building, 2nd Floor
500 South Bronough Street
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- f. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinunder, and contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by

the termination date. In the event of a state revenue shortfall, Operating Grants shall be reduced in accordance with Section 257.195, Florida Statutes.

- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, Florida Statutes and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Comptroller upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. The DIVISION shall unilaterally cancel this agreement if the Grantee refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, *Florida Statutes*.
- f. Unless authorized by law and agreed to in writing by the DIVISION, the DIVISION shall not be liable to pay attorney fees, interest, or cost of collection.
- g. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor shall the Grantee exclude liability for its own acts, omissions to act or negligence to the DIVISION. In addition, the Grantee hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee.
- h. The Grantee, other than a Grantee which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities

performed under this agreement and shall investigate all claims at its own expense.

- i. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- j. The Grantee, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- k. The Grantee shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to section 20.60, Florida Statutes, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- l. This agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligation of the DIVISION.
- m. This agreement shall be terminated by the DIVISION because of failure of the Grantee to fulfill its obligations under the agreement in a timely and satisfactory manner unless the Grantee demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by Grantee shall be determined by the DIVISION, based on the terms and conditions imposed on the Grantee in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide Grantee a written notice of default letter. Grantee shall have 15 calendar days to cure the default. If the default is not cured by Grantee within the stated period, the DIVISION shall terminate this agreement, unless the Grantee demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the Grantee's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the Grantee will be compensated for any work satisfactorily completed prior to notification of termination.

- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement.

R2007 1560

THE APPLICANT/GRANTEE

Addie L. Greene

Chairperson, Palm Beach County
Board of County Commissioners

Addie L. Greene
Typed Name

SEP 11 2007

Date

[Signature]

Approved as to terms and conditions
John J. Callahan, Director, PBC Library System

Date

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

[Signature]
County Attorney

Clerk of Circuit Court or Chief Financial
Officer Witness

Typed Name and Title of Official

Date

THE DIVISION

Judith A. Ring

Judith A. Ring, Director
Division of Library and Information Services
Department of State, State of Florida

Typed Name

1-25-08

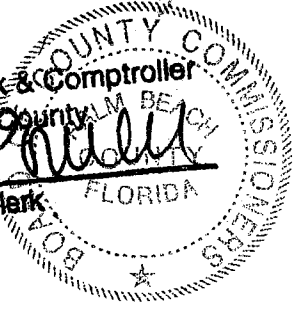
Date

[Signature]

[Signature]

Sharon R. Bock, Clerk & Comptroller
Palm Beach County, FLORIDA

By [Signature]
Deputy Clerk





FLORIDA DEPARTMENT of STATE


CHARLIE CRIST
Governor

STATE LIBRARY AND ARCHIVES OF FLORIDA

KURT S. BROWNING
Secretary of State

MEMORANDUM

TO: John J. Callahan, III, Administrative Head
Palm Beach County Library System

FROM: Judith A. Ring, State Librarian 

DATE: January 25, 2008

SUBJECT: State Aid to Libraries Grant Program

State Library and Archives of Florida staff have reviewed the FY 2007-2008 State Aid to Libraries grant application submitted by your library. I am pleased to inform you that your library has met all of the requirements of Chapter 1B-2.011, *Florida Administrative Code*.

A copy of the executed grant agreement and a Notification of Grant Award form are enclosed for your files. The first grant payment has been requested. The enclosed list shows the grants that libraries will receive during FY 2007-2008.

If you need additional information or clarification, please contact Marian Deeney, State Aid to Libraries grant program administrator, at (850) 245-6620 or mdeeney@dos.state.fl.us.

Enclosures

pc: Loretta Flowers, Liaison Consultant

DIRECTOR'S OFFICE

R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250
(850) 245-6600 • FAX: (850) 245-6735 • TDD: (850) 922-4085 • <http://dlis.dos.state.fl.us>

COMMUNITY DEVELOPMENT
(850) 245-6600 • FAX: (850) 245-6643

STATE LIBRARY OF FLORIDA
(850) 245-6600 • FAX: (850) 245-6744

STATE ARCHIVES OF FLORIDA
(850) 245-6700 • FAX: (850) 488-4894

LEGISLATIVE LIBRARY SERVICE
(850) 488-2812 • FAX: (850) 488-9879

RECORDS MANAGEMENT SERVICES
(850) 245-6750 • FAX: (850) 245-6795

ADMINISTRATIVE CODE AND WEEKLY
(850) 245-6270 • FAX: (850) 245-6282

**STATE AID TO LIBRARIES GRANT
NOTIFICATION OF GRANT AWARD
Fiscal Year 2007-2008**

Recipient:


Palm Beach County Library System
3650 Summit Boulevard
West Palm Beach, FL 33406-4198
John J. Callahan, III, Administrative Head

Project Start Date: Upon execution of grant agreement

<u>PROJECT</u>	<u>PROJECT #</u>	<u>CSFA*</u>	<u>AWARD</u>
State Aid to Libraries Grant	08-ST-53	45.030	\$1,216,617

The grant award represents 96% of the grant amount that a library qualified to receive in 2007-2008.

*Catalog of State Financial Assistance Number.

	<u>1-24-08</u>
Judith A. Ring State Librarian	Date

**Florida Department of State
State Library and Archives of Florida
R.A. Gray Building, Tallahassee, Florida 32399-0250
(850) 245-6620, SUNCOM 205-6620**

Agenda Item #: **3 N 1**

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

*MTRK 6-0
A/gbs
R-2007-1559
and
R-2007-1560*

Meeting Date: September 11, 2007 ☒ Consent ☐ Regular
☐ Ordinance ☐ Public Hearing

Department

Submitted By: County Library/Administration

Submitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve an application to the Florida Department of State, Division of Library and Information Services, for State Aid to Libraries in an estimated amount of \$1,066,227 for FY 2008;

B) approve the agreement for State Aid to Libraries; and

C) authorize the Chairperson of the Board of County Commissioners to execute any other necessary forms and certifications.

Summary: The State provides an annual operating grant to eligible libraries based upon their annual operating expenditures from local funds. Estimated State Aid revenue has been included in the County Library's FY 2008 proposed budget. Countywide (TKF)

Background and Justification: The County Library has complied with all the requirements of law to receive the grant. The State Aid for Public Libraries Law is to aid and encourage the establishment and development of free library service throughout the State through grants to eligible libraries which, as the political subdivisions of the State, are the logical units of government to ensure that all Florida residents, both city and unincorporated area, receive library service.

Attachments:

1. Application/Agreement & Expenditure Report (3)

Recommended By: (John J. Callahan III) *[Signature]* **8/10/07**
Department Director **Date**

Approved By: *[Signature]* **8/28/07**
Assistant County Administrator **Date**

Item 3 N 1
Sept. 11, 2007

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>X</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>X</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes X No
Budget Account No.: Fund 1180 Agency 320 Org 3200 Object 3471
Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Florida Department of State, Division of Library and Information Services, State Aid to Libraries

Impact: The funds will supplement local funding to provide library service. A budget amendment will be requested when actual award amounts are known.

C. Departmental Fiscal Review: Lavinia D. Gardner
(Lavinia Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

The FY 2008 budget was developed with an estimate of \$1,349,497 from this source. This reduces that estimate by \$283,270 which may be further reduced upon actual award.

OFMB

8/22/07

5/17

Contract Dev. And Control

8/22/07

B. Legal Sufficiency:

8/23/07
Assistant County Attorney

C. Other Department Review:

N/A

Department Director

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

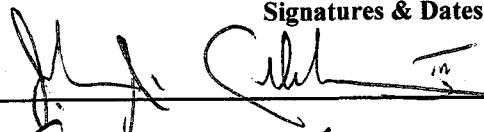
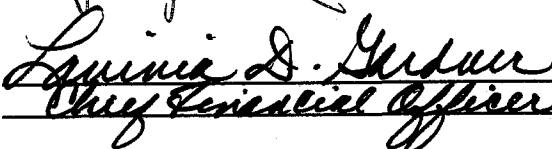
BGRV 320 020408 - 409
BGEX 320 020408 - 2180

BUDGET AMENDMENT
FUND 1180 COUNTY LIBRARY

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 02/01/08	REMAINING BALANCE
<u>REVENUES</u>							
<u>CENTRAL OPERATIONS</u>							
320-3200 3471 State Grnt Aid To Libraries	1,349,497	1,349,497	0	132,880	1,216,617		
<hr/>							
TOTAL RECEIPTS & BALANCES	1,349,497	1,349,497	0	132,880	1,216,617		
<u>EXPENDITURES</u>							
<u>RESERVES</u>							
320-3299 9901 Contingency Reserves	3,300,000	3,300,000	0	132,880	3,167,120	0	3,167,120
<hr/>							
TOTAL APPROPRIATIONS & EXPENDITURES	3,300,000	3,300,000	0	132,880	3,167,120		

PALM BEACH COUNTY
LIBRARY SYSTEM
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates
 2/4/08
 2/4/08
Chief Financial Officer

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF MARCH 11, 2008

Deputy Clerk to the
Board of County Commissioners