



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**


Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<1,028,622>	<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>
<b>NET FISCAL IMPACT</b>	<u>&lt;1,028,622&gt;</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 <input checked="" type="checkbox"/> (FY 2012) No <input type="checkbox"/> RSAC					
Budget Account No.:	Fund <u>1180</u> Agency <u>320</u> Org <u>3200</u> Object <u>3471</u>				
	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

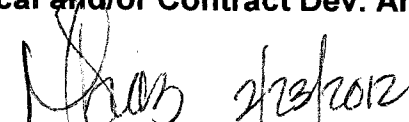
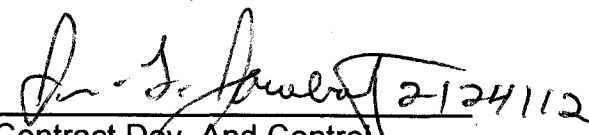
Impact: The funds will supplement local funding to provide library service. This award is \$24,169 higher than the original budgeted amount. Budget Amendment is attached.

**C. Departmental Fiscal Review:**

  
\_\_\_\_\_  
(Kenny Rampersad, Director, Library Finance & Facilities)

**III. REVIEW COMMENTS:**

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

 2/23/12  
OFMB  
*2/22/12 CC*  
 2/24/12  
Contract Dev. And Control  
*2-24-12 B. Wheeler*

**B. Legal Sufficiency:**

 2/24/12  
Assistant County Attorney

**C. Other Department Review:**

N/A  
Department Director

R2011-1407

SEP 13 2011

**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)(e), *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 <https://apps.fldfs.com/fsaa/>.

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:

Office of Inspector General  
Florida Department of State  
R.A. Gray Building, Room 114A  
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, 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 Chief Financial Officer 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. If any matter arising out of this Contract becomes the subject of litigation, venue shall be in Leon County.
- 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.

**THE APPLICANT/GRANTEE**

*Kym*  
Chair of Palm Beach County  
Board of County Commissioners

**Karen T. Marcus**

Typed Name

Date

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

Date

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

*Anne Welfant*  
County Attorney

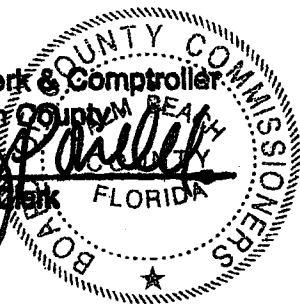
Clerk of Circuit Court or Chief Financial  
Officer      Witness

Typed Name and Title of Official

Date

Sharon R. Bock, Clerk & Comptroller

By *Sharon R. Bock*  
Deputy Clerk



**THE DIVISION**

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

Typed Name

*1-23-2012*  
Date

*Ege Lewis*  
Division Witness

*Christopher R. Chapman*  
Division Witness

**STATE AID TO LIBRARIES GRANT  
NOTIFICATION OF GRANT AWARD  
Fiscal Year 2011-2012**

**Recipient:**

**Project Start Date:** Upon execution of grant agreement

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

<u>PROJECT</u>	<u>PROJECT #</u>	<u>CSFA*</u>	<u>AWARD</u>
State Aid to Libraries Grant	12-ST-53	45.030	\$1,028,622

**Grant Payments**

Grant awards will be paid in two payments. The first payment, requested upon execution of the grant agreement, will be for three-fourths of the grant award. The second payment will be for one-fourth of the grant award.


**Substitute Form W-9 – Submit form online.**

The Substitute Form W-9 provides your organization's Tax Identification Number to the Department of State and the Department of Financial Services. This is required in order to process grant payments. The Department of Financial Services has implemented an online process for filling out the Substitute Form W-9 information. This can be found on the State of Florida Vendor Website <https://flvendor.myfloridacfo.com>. Even if you have provided a Substitute Form W-9 on paper in the past, the Department of Financial Services requires that you register with the Florida Vendor Website and input the Substitute Form W-9 information online.

The website requires you to log in using a user ID and password. A first-time user must register on the website, and a user ID will be emailed to you. For more information regarding the Substitute Form W-9 and use of the State of Florida Vendor Website, please see the Department of Financial Services FAQ at <https://flvendor.myfloridacfo.com/W-9%20faqs.pdf>.

No grant payments can be processed until this registration has been completed. If your organization has registered online this year, you do not need to register again.

\*Catalog of State Financial Assistance Number

  
\_\_\_\_\_  
Judith A. Ring, Director  
Division of Library and Information Services

1.22.12  
\_\_\_\_\_  
Date

**Florida Department of State, Division of Library and Information Services  
500 South Bronough Street, Tallahassee, Florida 32399-0250, 850.245.6620**





## FLORIDA DEPARTMENT of STATE

RICK SCOTT  
Governor

DIVISION OF LIBRARY AND INFORMATION SERVICES

KURT S. BROWNING  
Secretary of State

January 23, 2012

John J. Callahan, III, Director  
Palm Beach County Library System  
3650 Summit Boulevard  
West Palm Beach, Florida 33406-4198

Subject: Executed Project Agreement  
Project: State Aid to Libraries Grant Program, 12-ST-53

Dear Mr. Callahan:

Division of Library and Information Services staff have reviewed the Fiscal Year 2011-2012 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*.

Grant funds will be paid in two payments. The first payment, requested upon execution of the grant agreement, will be for three-fourths of the grant amount. The second payment will be for one-fourth of the grant amount.

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 2011-2012.

If you need additional information or clarification, please contact Marian Deeney, State Aid to Libraries grant program administrator, at 850.245.6620 or [marian.deeney@dos.myflorida.com](mailto:marian.deeney@dos.myflorida.com).

Sincerely,

A handwritten signature in black ink that reads "Judith A. Ring".

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

JAR/md

Enclosures



R. A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250  
Telephone: 850.245.6600 • Facsimile: 850.245.6282 • <http://info.florida.gov>  
*Commemorating 500 years of Florida history* [www.fla500.com](http://www.fla500.com)



BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA

BGRV 320 020212 - 264  
BGEX 320 020212 - 793

BUDGET AMENDMENT  
FUND 1180 COUNTY LIBRARY

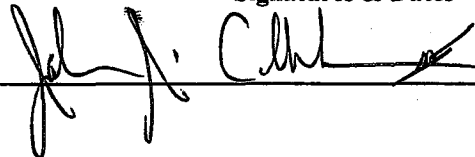
ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 02/02/12	REMAINING BALANCE
<b><u>REVENUES</u></b>							
<b><u>CENTRAL OPERATIONS</u></b>							
320-3200 3471 State Grnt Aid To Libraries	1,004,453	1,004,453	24,169	0	1,028,622		
<b>TOTAL RECEIPTS &amp; BALANCES</b>	47,539,918	47,539,918	24,169	0	47,564,087		
<b><u>EXPENDITURES</u></b>							
<b><u>RESERVES</u></b>							
320-3299 9901 Contingency Reserves	3,919,458	3,919,458	24,169	0	3,943,627	0	3,943,627
<b>TOTAL APPROPRIATIONS &amp; EXPENDITURES</b>	47,539,918	47,539,918	24,169	0	47,564,087		

PALM BEACH COUNTY  
LIBRARY SYSTEM

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval  
OFMB Department - Posted

Signatures & Dates

 8/17/12

BY BOARD OF COUNTY COMMISSIONERS  
AT MEETING OF MARCH 6, 2012

Deputy Clerk to the  
Board of County Commissioners