

Department Director

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA**

BGRV 320 081326 - 548
BGEX 320 081326 - 1883

**BUDGET AMENDMENT
FUND 1180 COUNTY LIBRARY**

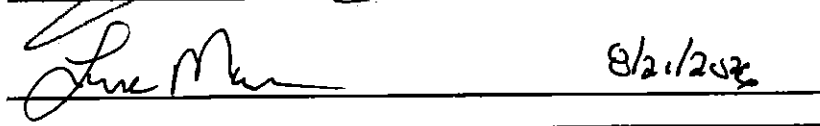
ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/23/2026	REMAINING BALANCE
<u>REVENUES</u>							
<u>CENTRAL OPERATIONS</u>							
320-3200 3471 State Grant Aid To Libraries	754,643	754,643	0	8,960	745,683		
TOTAL RECEIPTS & BALANCES	121,021,978	129,053,810	0	8,960	129,044,850	0	0
<u>EXPENDITURES</u>							
<u>RESERVES</u>							
320-3299 9901 Contingency Reserves	12,471,845	12,471,845	0	8,960	12,462,885	0	0
TOTAL APPROPRIATIONS & EXPENDITURES	121,021,978	129,053,810	0	8,960	129,044,850	86,962,197	42,082,653

**PALM BEACH COUNTY
LIBRARY SYSTEM**

INITIATING DEPARTMENT/DIVISION

**Administration/Budget Department Approval
OFMB Department - Posted**

Signatures & Dates

 8/21/26
 8/21/26

**BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF September 15, 2026**

**Deputy Clerk to the
Board of County Commissioners**

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND R 2025 1255 SEP 16 2025
Palm Beach County Board of County Commissioners for and on behalf of Palm Beach
County Library System**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Palm Beach County Board of County Commissioners for and on behalf of Palm Beach County Library System, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2025-26 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose.** This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

- a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, *Florida Statutes*, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2023 - September 30, 2024.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2023 through June 30, 2026. The Grantee shall:

- o Have a single administrative head employed full time by the library's governing body;
- o Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- o Provide access to materials, information and services for all residents of the area served; and
- o Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

- b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task :

Payment will be a fixed price in the amount of 100% of the grant award for the period October 1, 2023 through June 30, 2026. The Grantee will:

- Have expended funds to provide free library service during the period October 1, 2023 - September 30, 2024;
 - Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2023 - September 30, 2024 only;
 - Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
 - Provide the Certification of Credentials for the Single Administrative Head; and
 - Provide a Certification of Hours, Free Library Service and Access to Materials.
- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).
2. **Length of Agreement.** This Agreement covers the period of October 1, 2023 to June 30, 2026, unless terminated in accordance with the provisions of Section 30 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2023) and concludes with the end of the State of Florida's current fiscal year (June 30, 2026).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2023 – September 30, 2024) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications regarding this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Tom Peña, Grant Programs Supervisor
Florida Department of State
R.A. Gray Building
Mail Station # 9D
500 South Bronough Street
Tallahassee, FL 32399-0250
Phone: 850.245.6620
Email: Thomas.Pena@dos.fl.gov

For the Grantee:

Doug Crane
Palm Beach County Library System
3650 Summit Boulevard West Palm Beach Florida 33406-4198
Phone: 561.233.2600
Email: CraneD@pbcflibrary.org

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the "Fiscal Year 2025-26 State Aid to Libraries Final Grants" document (Attachment B), which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization Form (form number DFS-AI-26E, rev 3/2022), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-ai-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit vendor.myfloridacfo.com. A copy of the Grantee's Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.
9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc., created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

"This project has been funded under the provisions of the State Aid to Libraries Grant program, which is administered by the Florida Department of State's Division of Library and Information Services."
10. **Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in

the Department of Financial Services' Reference Guide for State Expenditures (as of October 2022), incorporated by reference, which are available online at myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service's Reference Guide for State Expenditures (as of October 2022) myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2, incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Thomas Peña, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year. Audits must be submitted on the DOS Grants System at dosgrants.com.
15. **Retention of Grant Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the closeout of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

18. **Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.
19. **Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds.
 - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If the Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.
 - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.
 - d) The name of the account(s) must include the grant award number.
 - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets.
 - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).
20. **Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
21. **Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
22. **Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
23. **Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or

permitted to be agents, servants, joint venturers or partners of the Division.

- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- 25. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
- 26. Prohibition of Expenditures to a Library Association.** Expenditure of project funds (grant funds and local match funds) must not be used for an activity related to a library association. This prohibition does not apply to expenditure of project funds related to a library cooperative that receives state moneys under sections 257.40-257.42, *Florida Statutes*. The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable local, state and federal laws and regulations. The Grantee shall during the term of this Agreement be in strict conformity with all applicable local, state and federal laws and regulations.
- 27. Total Compensation Paid to Non-Profit Personnel.** Per Section 216.1366, *Florida Statutes*, all non-profit organizations as defined in Section 215.97(2)(m), *Florida Statutes*, shall complete and return to the division within 30 days of the execution of this grant agreement the "Total Compensation Paid to Non-Profit Personnel Using State Funds" report, incorporated by reference, which shall satisfy the requirement to provide documentation that indicates the amount of state funds:
- a) Allocated to be used during the full term of the agreement for remuneration to any member of the board of directors or an officer of the contractor.
 - b) Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Non-Profit organization grantees shall complete a Total Compensation Paid to Non-Profit report for each required filer for the invoice period covered by the Payment Request.

The grantee shall also post their reports on their website, and the public agency shall make the reports available to the public on the internet.

28. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
29. **Breach of Agreement.** The Division shall demand the return of grant funds already received, shall withhold subsequent payments and/or shall terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
30. **Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division shall terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee shall be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
31. **Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation 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.
32. **Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
33. **Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
 - a) **Procurement of Goods and Services Not Exceeding \$35,000.** The Grantee must use the applicable procurement method described below:
 1. **Purchases Up to \$2,500:** Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 2. **Purchases or Contract Amounts Between \$2,500 and \$35,000:** Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

- b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 must follow all formal procurement processes as outlined in Section 287.057, *Florida Statutes*.
34. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
35. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
36. **Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a) (as of January 2023)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
37. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
38. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 (ada.gov (as of January 2024)), incorporated by reference).
39. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.
40. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:
- a) This Agreement
 - b) Florida Single Audit Act Requirements (Attachment A)
 - c) Fiscal Year 2025-26 State Aid to Libraries Final Grants (Attachment B)

Attachment A



Department of Financial Services

Division of Accounting and Auditing – Bureau of Auditing

AUDIT REQUIREMENTS FOR AWARDS OF STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of State to the grantee may be subject to audits and/or monitoring by the Department of State, as described in this attachment to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the grantee agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the grantee is appropriate, the grantee agrees to comply with any additional instructions provided by Department of State staff to the grantee regarding such audit. The grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

Note: This part is applicable if the grantee is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A grantee that expends \$1,000,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the grantee shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the grantee conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the grantee shall fulfill the requirements relative to audit responsibilities as provided in 2 CFR §§200.508-512.
3. A grantee that expends less than \$1,000,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the grantee expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from grantee resources obtained from other than federal entities).

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Part II: State Funded

Note: This part is applicable if the grantee is a nonstate entity as defined by section 215.97(2), F.S.

1. In the event that the grantee expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such grantee (for fiscal years ending June 30, 2017, and thereafter), the grantee must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of State by this agreement. 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.
2. For the audit requirements addressed in Part II, paragraph 1, the grantee shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the grantee expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the grantee expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., 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).

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the grantee directly to the following:
 - a. The Department to State via the DOS Grants System at <https://dosgrants.com>.
 - b. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512. The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.
2. Copies of financial reporting packages required by Parts I and II of this form shall be submitted by or on behalf of the grantee directly to each of the following:
 - a. The Department of State via the DOS Grants System at <https://dosgrants.com>.
 - b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Grantees, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the grantee in correspondence accompanying the reporting package.

Part IV: Record Retention

The grantee shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of years specified below from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request.

- a. Federally funded – through at least June 30, 2034.
- b. State funded – through at least five years after the close-out of the grant and release of the audit.

The grantee shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

EXHIBIT 1

Federal Resources Awarded to the Grantee Pursuant to this Agreement Consist of the Following:

Not applicable.

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

Not applicable.

State Resources Awarded to the Grantee Pursuant to this Agreement Consist of the Following:

See Attachment B.

Matching Resources for Federal Programs:

Not applicable.

Subject to Section 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Libraries
CSFA Number: 45.030

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement Are as Follows:

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

Attachment B

Fiscal Year 2025-2026 State Aid to Libraries Final Grants

This table shows the final 2025-2026 State Aid to Libraries grant that each eligible library will receive. For 2025-2026, the available funding for State Aid grants is \$17,304,072, which is 8.7 percent of what would be required for full funding. At this level, Operating Grants pay 1.29 cents on the dollar of expenditure by a participating library during the second preceding year. Operating Grants total \$9,601,342; Equalization Grants total \$4,800,404; and Multicounty Grants total \$2,899,952.

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
ALACHUA COUNTY	\$259,872	N/A	\$259,872
BAKER COUNTY	\$2,126	\$39,100	\$41,226
BAY COUNTY	\$36,988	N/A	\$36,988
BRADFORD COUNTY	\$5,377	\$197,825	\$203,202
BREVARD COUNTY	\$311,471	N/A	\$311,471
BROWARD COUNTY	\$999,381	N/A	\$999,381
CALHOUN COUNTY	\$5,731	\$212,812	\$218,543
CHARLOTTE COUNTY	\$73,025	N/A	\$73,025
CITRUS COUNTY	\$58,501	N/A	\$58,501
CLAY COUNTY	\$53,110	N/A	\$53,110
COLLIER COUNTY	\$115,317	N/A	\$115,317
COLUMBIA COUNTY	\$17,820	\$428,016	\$445,836
DESOTO COUNTY	\$3,834	\$69,713	\$73,547
DIXIE COUNTY	\$2,877	\$106,693	\$109,570
DUVAL COUNTY	\$559,238	N/A	\$559,238
ESCAMBIA COUNTY	\$102,349	N/A	\$102,349
FLAGLER COUNTY	\$23,805	N/A	\$23,805
FRANKLIN COUNTY	\$4,637	\$83,609	\$88,246
GADSDEN COUNTY	\$9,004	\$328,875	\$337,879
GILCHRIST COUNTY	\$3,002	\$55,294	\$58,296

GLADES COUNTY	\$1,404	\$25,961	\$27,365
GULF COUNTY	\$2,826	\$50,773	\$53,599
HAMILTON COUNTY	\$7,773	\$286,946	\$294,719
HARDEE COUNTY	\$2,476	\$45,025	\$47,501
HENDRY COUNTY	\$8,701	\$155,152	\$163,853
HERNANDO COUNTY	\$39,946	\$428,016	\$467,962
HIGHLANDS COUNTY	\$11,609	\$198,095	\$209,704
HILLSBOROUGH COUNTY	\$785,424	N/A	\$785,424
HOLMES COUNTY	\$2,095	\$77,788	\$79,883
INDIAN RIVER COUNTY	\$57,331	N/A	\$57,331
JACKSON COUNTY	\$5,555	\$101,379	\$106,934
JEFFERSON COUNTY	\$5,073	\$187,416	\$192,489
LAFAYETTE COUNTY	\$1,447	\$53,893	\$55,340
LAKE COUNTY	\$139,819	N/A	\$139,819
LEE COUNTY	\$399,850	N/A	\$399,850
LEON COUNTY	\$85,148	N/A	\$85,148
LEVY COUNTY	\$4,349	\$78,636	\$82,985
LIBERTY COUNTY	\$1,126	\$20,966	\$22,091
MADISON COUNTY	\$8,049	\$296,933	\$304,982
MANATEE COUNTY	\$134,328	N/A	\$134,328
MARION COUNTY	\$114,642	N/A	\$114,642
MARTIN COUNTY	\$81,448	N/A	\$81,448
MIAMI-DADE COUNTY	\$1,189,584	N/A	\$1,189,585
MONROE COUNTY	\$51,072	N/A	\$51,072
NASSAU COUNTY	\$23,377	N/A	\$23,377
OKALOOSA COUNTY	\$64,220	N/A	\$64,220
OKEECHOBEE COUNTY	\$7,004	\$125,009	\$132,013
ORANGE COUNTY	\$661,815	N/A	\$661,815
OSCEOLA COUNTY	\$109,428	N/A	\$109,428

May 2026

PALM BEACH COUNTY	\$745,683	N/A	\$745,683
PASCO COUNTY	\$145,658	N/A	\$145,658
PINELLAS COUNTY	\$525,536	N/A	\$525,536
POLK COUNTY	\$166,737	N/A	\$166,737
PUTNAM COUNTY	\$10,581	\$182,468	\$193,049
SAINT JOHNS COUNTY	\$106,333	N/A	\$106,333
SAINT LUCIE COUNTY	\$83,543	N/A	\$83,543
SANTA ROSA COUNTY	\$39,248	N/A	\$39,248
SARASOTA COUNTY	\$209,975	N/A	\$209,975
SEMINOLE COUNTY	\$114,675	N/A	\$114,675
SUMTER COUNTY	\$42,777	N/A	\$42,777
SUWANNEE COUNTY	\$23,758	\$428,016	\$451,774
TAYLOR COUNTY	\$3,226	\$59,333	\$62,559
UNION COUNTY	\$2,452	\$91,308	\$93,760
VOLUSIA COUNTY	\$279,853	N/A	\$279,853
WAKULLA COUNTY	\$7,000	\$127,524	\$134,524
WALTON COUNTY	\$19,223	N/A	\$19,223
WASHINGTON COUNTY	\$7,001	\$257,830	\$264,831
ALTAMONTE SPRINGS	\$5,264	N/A	\$5,264
APALACHICOLA	\$2,221	N/A	\$2,221
BOYNTON BEACH	\$36,704	N/A	\$36,704
DELRAY BEACH	\$29,103	N/A	\$29,103
FORT MYERS BEACH	\$26,360	N/A	\$26,360
HIALEAH	\$30,152	N/A	\$30,152
LAKE PARK	\$7,433	N/A	\$7,433
LAKE WORTH BEACH	\$8,647	N/A	\$8,647
MAITLAND	\$11,426	N/A	\$11,426
NEW PORT RICHEY	\$16,323	N/A	\$16,323

May 2026

NORTH MIAMI	\$17,299	N/A	\$17,299
NORTH MIAMI BEACH	\$22,851	N/A	\$22,851
NORTH PALM BEACH	\$13,518	N/A	\$13,518
OAKLAND PARK	\$11,092	N/A	\$11,092
RIVIERA BEACH	\$14,139	N/A	\$14,139
SANIBEL	\$24,200	N/A	\$24,200
WEST PALM BEACH	\$78,584	N/A	\$78,584
WINTER PARK	\$58,383	N/A	\$58,383
Total	\$9,603,716	\$4,800,404	\$14,401,746
Multicounty Grants			
HEARTLAND LIBRARY COOPERATIVE			\$450,000
NEW RIVER PUBLIC LIBRARY COOPERATIVE			\$327,205
NORTHWEST REGIONAL LIBRARY SYSTEM			\$350,000
PAL PUBLIC LIBRARY COOPERATIVE			\$350,000
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM			\$350,000
SUWANNEE RIVER REGIONAL LIBRARY SYSTEM			\$350,000
THREE RIVERS REGIONAL LIBRARY SYSTEM			\$372,747
WILDERNESS COAST PUBLIC LIBRARIES			\$350,000
Total			\$2,899,952
Grand Total			\$17,301,698

Florida Administrative Code

1B-2.011 Library Grant Programs.

(1) This rule provides procedures for library grant programs administered by the Division of Library and Information Services (Division). Each program shall be governed by guidelines which contain information on eligibility requirements, application review procedures, evaluation and funding criteria, grant administration procedures, if applicable, and application forms. All grant awards shall be subject to final approval by the Secretary of State.

(2) Applicants for grants shall meet the eligibility and application requirements as set forth in the following guidelines for each grant program:

(a) State Aid to Libraries Grant Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-18527>, effective 09-2025, which contain guidelines and instructions; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA01), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18529>, effective 09-2025; Grant Agreement (Form DLIS/SA02), effective 12-2024; Annual Statistical Report Form for Public Libraries (Form DLIS/SA03), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18530>, effective 09-2025; Certification of Hours, Free Library Service and Access to Materials (Form DLIS/SA04), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18532>, effective 09-2025.

(b) Public Library Construction Grants Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-18533>, effective 09-2025, which contains guidelines and instructions; and Public Library Construction Grant Agreement (Form DLIS/PLC01), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18535>, effective 09-2025.

(c) Library Cooperative Grant Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-18538>, effective 09-2025, which contains guidelines, instructions, and the Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG01), effective 09-2025; Grant Agreement (Form DLIS/LCG02), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18541>, effective 09-2025; and the Florida Library Information Network Manual <http://www.flrules.org/Gateway/reference.asp?No=Ref-18542>, effective 09-2025.

(d) The Library Services and Technology Act Grant Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-18543>, effective 09-2025, which contains guidelines and instructions, Library Services and Technology Act Grant Agreement (Form DLIS/LSTA01), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18544>, effective 09-2025, MLS Certification (Form DLIS/LSTA02), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18545>, effective 09-2025, and Certification Regarding Trafficking in Persons (Form DLIS/LSTA03), <http://www.flrules.org/Gateway/reference.asp?No=Ref-18546>, effective 09-2025.

(3) Guidelines and forms in this rule are incorporated by reference and may be obtained from the Director of the Division, Florida Department of State, Division of Library and Information Services, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250.

(4) The Division of Library and Information Services will waive the financial matching requirements on grants for rural communities that have been designated in accordance with Sections 288.0656 and 288.06561, F.S. Eligible communities applying for Library Services and Technology Act grants and Library Construction grants must request waiver of matching requirements at the time of grant application.

Rulemaking Authority 257.14, 257.191, 257.192, 257.24, 257.41(2) FS. Law Implemented 257.12, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, 257.191, 257.192, 257.195, 257.21, 257.22, 257.23, 257.24, 257.25, 257.40, 257.41, 257.42 FS. History—New 1-25-93, Amended 7-17-96, 4-1-98, 2-14-99, 4-4-00, 12-18-00, 11-20-01, 3-20-02, 1-9-03, 12-28-03, 11-16-04, 2-21-06, 2-21-07, 1-24-08, 4-1-10, 4-21-10, 4-10-12, 12-25-13, 7-8-14, 4-7-15, 7-12-16, 7-6-17, 4-30-18, 11-19-18, 7-1-19, 3-17-20, 2-27-22, 5-4-23, 12-22-24, 9-10-25.

FLORIDA DEPARTMENT OF STATE

Secretary of State

DIVISION OF LIBRARY AND INFORMATION SERVICES

INVOICE

Organization: Palm Beach County Library System **Grant Number:** 26.Lsa.000.018
FEIN: F596000785186 **Payment Address:** 3650 Summit Boulevard West Palm Beach, FL 33406-4198
Title: State Aid to Libraries Grant **Contact:** Georgia Mitchell

Type of Payment	Payment #	Invoice #	Invoice Period Begin Date	Invoice Period End Date
Fixed Price	1	126018	5/30/2026	6/17/2026

Total Grant Amount: \$745,683.00
Prior Payment: \$0.00
Balance to Date: \$745,683.00
THIS PAYMENT: \$745,683.00
Balance Remaining: \$0.00

Deliverable(s) provided (as stated in grant agreement):

- The Grantee will:
 - 1) Have expended funds to provide free library service during the period October 1, 2019 – September 30, 2020.
 - 2) Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2019 - September 30, 2020 only.
 - 3) Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.
 - 4) Provide the Certification of Credentials for the Single Administrative Head.
 - 5) Provide a Certification of Hours, Free Library Service and Access to Materials.

Documentation Provided

- Exp Report
- Cert of Local Op Exp
- Schedule of Hours
- Cert of Hours
- Cert of Cred
- SCS Complete
- Contract Summary Form

Georgia Mitchell

6/19/2026

Electronic Signature of Grantee
(Project Manager or Authorized Official)

Date Of Request
Electronically Submitted to DOSGrants.com

Information to be completed by the Department of State:

Deliverables and minimum performance levels have been satisfactorily completed by the recipient:	☒
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Georgia Mitchell

6/19/2026

Electronic Signature for DOS Program Manager Approval

Date Invoice Approved by Grants Staff

7/17/2026

Date Invoice Paid by Finance

Fund ID	Category	Encumbrance	Org	EO	OBJECT	GAA Line #
00132_	050792	E6L018	45-40-01-30-000	1D	751000	2938

Vendor ID	Contract
	6L018