

Meeting Date
9/3/2015



ADD ON	
AGENDA	
Section	
Item No.	VIE

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approve the Application to the Florida Department of State, Division of Library Services, RE: State Aid to Libraries FY 2015/2016
DEPT/OFFICE:	Library Services Department

Requested Action:

It is requested that the Board of County Commissioners approve the attached State Aid to Libraries Grant Agreement application, to the Florida Department of State, Division of Library Services, for State Aid for Libraries FY 2015/2016. It is also recommended that the Board authorize the Chairman to sign any follow up

Summary Explanation & Background:

The Brevard County Library System has received State Aid to Libraries, administered by the Department of State, Division of Library Services for many years. Attached is the application for next year's funding. In FY 2014/2015 - \$ 626,364 in State Aid funding was received by the Brevard County Library System.

Additionally the Department of State requires that the Governing body of the Brevard County Library System sign and/or approve the attached forms to accompany the application for State Aid.

State Form #DLIS/SA02 State Aid to Libraries Grant Application - three (3) copies enclosed for Signature.

The State Aid to Libraries Grant Application with requested signatures must be received in Tallahassee by October 1, 2015 in order to receive funds during FY 2015/2016.

Fiscal Impact: FY 2015/2016 - State Aid to Libraries FY 2015/2016 anticipated amount is \$ 450,543.

Fund #1700 Accounts #303086/303087.

Clerk to the Board Instructions: Please return all three (3) copies to Library Services Department.

Exhibits Attached: State Aid to Libraries FY 2015/2016 Application & Long Range Plan 2016-2021

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager						Department Director / Extension	
Stockton Whitten		Assistant County Manager, Venetta Valdengo				Jeff Thompson/Library Services 633-1801	



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972

September 4, 2015

MEMORANDUM

TO: Jeff Thompson, Library Services Director

RE: Item V.E., State Aid to Libraries Grant Agreement with Florida Department of State, Division of Library Services for State Aid for Libraries for FY 2015/2016

The Board of County Commissioners, in regular session on September 3, 2015, executed State Aid to Libraries Grant Agreement with Florida Department of State, Division of Library Services, for State Aid for Libraries for FY 2015/2106; authorized the Chairman to sign any follow-up agreements follow up documents upon Risk Management and County Attorney approval; and approved any budget changes. Enclosed are three executed Agreements.

Upon execution by the State, please return a fully-executed Agreement to this office for inclusion in the official minutes.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

Encls. (3)

cc: Contracts Administration
Finance
Budget

INITIAL CONTRACT FORM

SECTION I

The following information must be completed on all new contracts submitted to the Board:

1. Contractor: Florida Department of State, Division of Library and Information Services	
2. Fund/Account #: 1070/30386-303087	3 Division Name: Brevard County Library Services
4. Contract Description: State Aid to Libraries Grant Agreement	
5. Contract Monitor: Debbie Metzger	6. Mail Stop #: 515
7. Dept/Office Director: Jeffrey Thompson	8. Class Code:
ACTION DATE: 30 days from entry	ACTION REQUIREMENT: Need complete data

SECTION II

The following departments must approve all contracts submitted to the Board:

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>INITIALS</u>	<u>Date</u>
	<u>yes</u>	<u>no</u>		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JT	8/28/15
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____
User Agency	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If any office denies approval, the package will be returned immediately to the User Agency.

NOTE: *This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will then forward the Initial Contract Form to Contracts Administration and the contract will be entered into the Contract Monitoring System. This initial entry will generate an entry on your monthly contract report and the first report will always show a "Required Action" for the contract. See AO-29 for additional information.*

INITIAL CONTRACT FORM

SECTION I

The following information must be completed on all new contracts submitted to the Board:

1. Contractor: Florida Department of State, Division of Library and Information Services	
2. Fund/Account #: 1070/30386-303087	3 Division Name: Brevard County Library Services
4. Contract Description: State Aid to Libraries Grant Agreement	
5. Contract Monitor: Debbie Metzger	6. Mail Stop #: 515
7. Dept/Office Director: Jeffrey Thompson	8. Class Code:
ACTION DATE: 30 days from entry	ACTION REQUIREMENT: Need complete data

SECTION II

The following departments must approve all contracts submitted to the Board:

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>INITIALS</u>	<u>Date</u>
	<u>yes</u>	<u>no</u>		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JT	8/27/15
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JJ/FA	8/31/15
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____
User Agency	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If any office denies approval, the package will be returned immediately to the User Agency.

NOTE: This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will then forward the Initial Contract Form to Contracts Administration and the contract will be entered into the Contract Monitoring System. This initial entry will generate an entry on your monthly contract report and the first report will always show a "Required Action" for the contract. See AO-29 for additional information.

Tammy Etheridge

From: Debbie Metzger <dmetzger@brev.org>
Sent: Friday, September 04, 2015 12:07 PM
To: Tammy Etheridge
Subject: RE: Agenda Report - State Aid to Libraries

Sorry can't change but here it is:

It is requested that the Board of County Commissioners approve the attached State Aid to Libraries Grant Agreement application, to the Florida Department of State, Division of Library Services, for State Aid for Libraries FY 2015/2016.

It is also recommended that the Board authorize the Chairman to sign any follow up documents (upon Risk Management and County Attorney approval) and any budget changes.

Will this work??

Debbie Metzger, Exec. Secretary
Brevard County Library Services Admin
☎: 321-633-1801 x50056
MS #515

From: Tammy Etheridge [<mailto:Tammy.Etheridge@brevardclerk.us>]
Sent: Friday, September 04, 2015 11:56 AM
To: Debbie Metzger
Subject: RE: Agenda Report - State Aid to Libraries

Debbie:

I cannot read the last line in the Agenda Report requested action portion. It's cut off. Can you expand that box?

Thanks,
Tammy Etheridge, Supervisor
Clerk to the Board
Brevard County Clerk of Courts
Tammy.etheridge@brevardclerk.us
321-637-2001 Ext. 49056

From: Debbie Metzger [<mailto:dmetzger@brev.org>]
Sent: Friday, September 04, 2015 11:55 AM
To: Tammy Etheridge
Subject: RE: Agenda Report - State Aid to Libraries

Sorry – let me try again - ☺

Debbie Metzger, Exec. Secretary
Brevard County Library Services Admin
☎: 321-633-1801 x50056
MS #515

From: Tammy Etheridge [<mailto:Tammy.Etheridge@brevardclerk.us>]
Sent: Friday, September 04, 2015 10:47 AM
To: Debbie Metzger
Subject: RE: Agenda Report - State Aid to Libraries

Debbie:

I didn't receive an attachment.

Thanks,

Tammy Etheridge, Supervisor
Clerk to the Board
Brevard County Clerk of Courts
Tammy.etheridge@brevardclerk.us
321-637-2001 Ext. 49056

From: Debbie Metzger [<mailto:dmetzger@brev.org>]
Sent: Friday, September 04, 2015 10:44 AM
To: Tammy Etheridge
Subject: RE: Agenda Report - State Aid to Libraries

Tammy –

Attached is the Agenda Report –

Please call me if you have any other needs/questions.

Thanks!!

Debbie Metzger, Exec. Secretary
Brevard County Library Services Admin
☎: 321-633-1801 x50056
MS #515

Brevard County Libraries is a public entity subject to Chapter 119 of the Florida Statutes concerning public records E-mail messages are covered under such laws and thus subject to disclosure. All email sent and received is captured by our servers and kept as public records.

Under Florida law, all correspondence sent to the Clerk's Office, which is not exempt or confidential pursuant to Chapter 119 of the Florida Statutes, is public record. If you do not want the public record contents of your e-mail or your e-mail address to be provided to the public in response to a public records request, please do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Brevard County Libraries is a public entity subject to Chapter 119 of the Florida Statutes concerning public records E-mail messages are covered under such laws and thus subject to disclosure. All email sent and received is captured by our servers and kept as public records.

Brevard County Libraries is a public entity subject to Chapter 119 of the Florida Statutes concerning public records E-mail messages are covered under such laws and thus subject to disclosure. All email sent and received is captured by our servers and kept as public records.

Under Florida law, all correspondence sent to the Clerk's Office, which is not exempt or confidential pursuant to Chapter 119 of the Florida Statutes, is public record. If you do not want the public record contents of your e-mail or your e-mail address to be provided to the public in response to a public records request, please do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Brevard County Libraries is a public entity subject to Chapter 119 of the Florida Statutes concerning public records E-mail messages are covered under such laws and thus subject to disclosure. All email sent and received is captured by our servers and kept as public records.

Brevard County Libraries is a public entity subject to Chapter 119 of the Florida Statutes concerning public records E-mail messages are covered under such laws and thus subject to disclosure. All email sent and received is captured by our servers and kept as public records.

INITIAL CONTRACT FORM

SECTION I

The following information must be completed on all new contracts submitted to the Board:

1. Contractor: Florida Department of State, Division of Library and Information Services	
2. Fund/Account #: 1070/30386-303087	3 Division Name: Brevard County Library Services
4. Contract Description: State Aid to Libraries Grant Agreement	
5. Contract Monitor: Debbie Metzger	6. Mail Stop #: 515
7. Dept/Office Director: Jeffrey Thompson	8. Class Code:
ACTION DATE: 30 days from entry	ACTION REQUIREMENT: Need complete data

SECTION II

The following departments must approve all contracts submitted to the Board:

<u>COUNTY OFFICE</u>	APPROVAL		<u>INITIALS</u>	<u>Date</u>
	<u>yes</u>	<u>no</u>		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JT_____	<u>8/28/15</u>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____
User Agency	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If any office denies approval, the package will be returned immediately to the User Agency.

NOTE: *This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will then forward the Initial Contract Form to Contracts Administration and the contract will be entered into the Contract Monitoring System. This initial entry will generate an entry on your monthly contract report and the first report will always show a "Required Action" for the contract. See AO-29 for additional information.*



Library Services Administration
308 Forrest Avenue, Cocoa, FL 32922
Tel: (321) 633-1848 Fax: (321) 633-1798

July 26, 2016

Tammy Ethridge, Clerk to the Board
400 South Street
P.O. Box 999
Titusville, FL 32781-0999

Subject: Amended State Aid to Libraries Grant Agreement with Florida Department of State, Division of Library Services for State Aid for Libraries for FY 2015/2016

Dear Ms. Ethridge,

Attached is a fully executed project amendment and revised notification of award for the Agreement with the Florida Department of State, Division of Library Services for State Aid to Libraries for FY 2015-2016. Please include with the official Board of County Commissioners September 03, 2015 [Item V.3.,] meeting minutes.

Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads 'Jeff Thompson'.

Jeffrey Thompson, Brevard County Library Services Director

:dm

Enclosures [1]



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972

September 4, 2015

MEMORANDUM

TO: Jeff Thompson, Library Services Director

RE: Item V.E., State Aid to Libraries Grant Agreement with Florida Department of State, Division of Library Services for State Aid for Libraries for FY 2015/2016

The Board of County Commissioners, in regular session on September 3, 2015, executed State Aid to Libraries Grant Agreement with Florida Department of State, Division of Library Services, for State Aid for Libraries for FY 2015/2106; authorized the Chairman to sign any follow-up agreements follow up documents upon Risk Management and County Attorney approval; and approved any budget changes. Enclosed are three executed Agreements.

Upon execution by the State, please return a fully-executed Agreement to this office for inclusion in the official minutes.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

Encls. (3)

cc: Contracts Administration
Finance
Budget

RECEIVED

SEP 15 2015



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

July 21, 2016

Mr. Jeff Thompson, Library Services Director
Brevard County Library System Headquarters
308 Forrest Avenue
Cocoa, Florida 32922-7723

Subject: Executed Project Amendment

Project: 16-ST-01, State Aid to Libraries

Dear Mr. ^{Jeff} Thompson:

Please find enclosed one executed original copy of the project amendment and revised notification of grant award for the project noted above for your files.

Please include the project identification number in any future correspondence with our office regarding this project. If you have questions or need assistance please contact me at marian.deeney@dos.myflorida.com or 850.245.6620.

Sincerely,

A handwritten signature in blue ink that reads "Marian A. Deeney".

Marian A. Deeney
Library Program Administrator

MD/js

Enclosures

Division of Library and Information Services

P.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399

850.245.6600 • 850.245.6735 (Fax) info.florida.gov



E-MAILED JUL 25 2016

Handwritten initials "Hill" in a box.

REVISED
STATE AID TO LIBRARIES GRANT
NOTIFICATION OF GRANT AWARD
Fiscal Year 2015-16

Recipient:

Brevard County Library System
308 Forrest Avenue
Cocoa, Florida 32922-7723
Mr. Jeff Thompson, Library Services Director

Project Start Date: Upon execution of grant agreement

PROJECT	PROJECT #	CSFA* #	AWARD
State Aid to Libraries	16-ST-01	45.030	\$460,400


*Catalog of State Financial Assistance

Grant Payment

The additional grant payment will be requested upon execution of the grant agreement amendment.



Amy L. Johnson, Director
Division of Library and Information Services



Date

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

**STATE AID TO LIBRARIES GRANT
AMENDMENT NUMBER 1 TO THE GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Brevard County Board of County Commissioners
for and on behalf of
Brevard County Library System**

This Amendment is to the State Aid to Libraries Grant Agreement between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the DIVISION, and the Brevard County Board of County Commissioners for and on behalf of Brevard County Library System, hereinafter referred to as the "Grantee."

The parties entered into a grant agreement dated 3/14/2016, for implementation of a State Aid to Libraries Grant. The parties now mutually desire to amend certain terms and conditions of the grant agreement.

In consideration of the covenants contained herein, it is agreed as follows:

1. All sections of the original grant agreement not specifically amended by this or a prior written amendment and all prior written amendments are hereby reaffirmed.
2. Section 1.b) of the grant agreement is hereby revised as follows:
 - b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payment to be awarded.

Payment 1, Deliverable/Task 1:

- The first payment will be a fixed price in the amount of ~~100% of the grant award~~ \$459,567. The Grantee will have at least one library, branch library or member library open 40 hours or more each week.

Payment 2, Deliverable/Task 2:

- The second payment will be a fixed price in the amount of \$833. The Grantee will have at least one library, branch library or member library open 40 hours or more each week.

3. Section 5 of the grant agreement is hereby revised as follows:

5. **Grant Payments.** ~~All grant payments are requested by submitting a Grant Payment Request Form. The Grant Payment Request Form is available on the Division's website at info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms/.~~ The total grant award shall not exceed the amount specified on the "Fiscal Year 2015-16 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. The grant payment schedule is outlined below:

- a) ~~The first payment will be a 100% fixed price in the amount of the grant award as specified in Attachment B \$459,567.~~ Payment will be made in accordance with the completion of the Deliverables.
- b) The second payment will be a fixed price in the amount of \$833. Payment will be made in accordance with the completion of the Deliverables.


4. Attachment B, shall be replaced with the revised Fiscal Year 2015-16 State Aid to Libraries Final Grants list.

5. This amendment shall be effective upon execution.

This amendment is executed and entered into June 29, 2016.

THE GRANTEE

DEPARTMENT OF STATE

By: 
Signature of Authorized Official

Jim Barfield, Chairman of the Board
Typed Name and Title of Authorized Official



Amy L. Johnson, Director
Division of Library and Information Services
Department of State, State of Florida


Witness


Witness

Attachment B

**Fiscal Year 2015-16 State Aid to Libraries
Final Grants
Revised 6/6/2016**

This table shows the final State Aid to Libraries grant that each eligible library will receive in 2015-16. For 2015-16, the available funding for State Aid grants is \$22,298,834, which is 17.02 percent of what would be required for full funding. At this level, Operating Grants pay 3.04 cents on the dollar of expenditure by a participating library during the second preceding year. Operating Grants total \$14,807,416; Equalization Grants total \$4,616,375; and Multicounty Grants total \$2,875,043.

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
ALACHUA COUNTY	\$478,610		\$478,610
BAKER COUNTY	\$4,386	\$49,174	\$53,560
BAY COUNTY	\$61,746		\$61,746
BRADFORD COUNTY	\$15,071	\$337,173	\$352,244
BREVARD COUNTY	\$460,400		\$460,400
BROWARD COUNTY	\$1,723,290		\$1,723,290
CALHOUN COUNTY	\$8,541	\$193,266	\$201,807
CHARLOTTE COUNTY	\$123,708		\$123,708
CITRUS COUNTY	\$77,027		\$77,027
CLAY COUNTY	\$60,934		\$60,934
COLLIER COUNTY	\$220,248		\$220,248
COLUMBIA COUNTY	\$16,054	\$173,626	\$189,680
DESOTO COUNTY	\$4,962	\$54,760	\$59,722
DIXIE COUNTY	\$4,620	\$52,120	\$56,740
DUVAL COUNTY	\$1,024,351		\$1,024,351
ESCAMBIA COUNTY	\$135,469		\$135,469
FLAGLER COUNTY	\$29,530		\$29,530
FRANKLIN COUNTY	\$6,592	\$72,549	\$79,141
GADSDEN COUNTY	\$16,656	\$369,086	\$385,742
GILCHRIST COUNTY	\$3,458	\$38,920	\$42,378
GLADES COUNTY	\$1,366	\$15,393	\$16,759
GULF COUNTY	\$4,363	\$48,175	\$52,538
HAMILTON COUNTY	\$12,056	\$270,304	\$282,360
HARDEE COUNTY	\$5,029	\$55,396	\$60,425
HENDRY COUNTY	\$14,991	\$163,861	\$178,852
HERNANDO COUNTY	\$39,990	\$377,874	\$417,864
HIGHLANDS COUNTY	\$17,998	\$183,098	\$201,096
HILLSBOROUGH COUNTY	\$1,147,564		\$1,147,564
HOLMES COUNTY	\$3,493	\$39,467	\$42,960
INDIAN RIVER COUNTY	\$98,318		\$98,318
JACKSON COUNTY	\$10,451	\$115,269	\$125,720
JEFFERSON COUNTY	\$6,700	\$151,160	\$157,860
LAFAYETTE COUNTY	\$4,024	\$91,339	\$95,363

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
LAKE COUNTY	\$210,968		\$210,968
LEE COUNTY	\$702,507		\$702,507
LEON COUNTY	\$184,255		\$184,255
LEVY COUNTY	\$9,154	\$100,696	\$109,850
LIBERTY COUNTY	\$2,462	\$55,965	\$58,427
MADISON COUNTY	\$11,625	\$261,368	\$272,993
MANATEE COUNTY	\$195,018		\$195,018
MARION COUNTY	\$162,077		\$162,077
MARTIN COUNTY	\$103,869		\$103,869
MIAMI-DADE COUNTY	\$1,353,774		\$1,353,774
MONROE COUNTY	\$82,500		\$82,500
NASSAU COUNTY	\$35,590		\$35,590
OKALOOSA COUNTY	\$99,834		\$99,834
OKEECHOBEE COUNTY	\$10,386	\$114,231	\$124,617
ORANGE COUNTY	\$953,268		\$953,268
OSCEOLA COUNTY	\$196,683		\$196,683
PALM BEACH COUNTY	\$1,230,021		\$1,230,021
PASCO COUNTY	\$168,253		\$168,253
PINELLAS COUNTY	\$834,455		\$834,455
POLK COUNTY	\$311,069		\$311,069
PUTNAM COUNTY	\$20,126	\$211,835	\$231,961
SAINT JOHNS COUNTY	\$149,719		\$149,719
SAINT LUCIE COUNTY	\$103,152		\$103,152
SANTA ROSA COUNTY	\$51,862		\$51,862
SARASOTA COUNTY	\$305,567		\$305,567
SEMINOLE COUNTY	\$165,014		\$165,014
SUMTER COUNTY	\$64,120	\$229,441	\$293,561
SUWANNEE COUNTY	\$31,090	\$481,987	\$513,077
TAYLOR COUNTY	\$6,203	\$68,729	\$74,932
UNION COUNTY	\$4,148	\$94,363	\$98,511
VOLUSIA COUNTY	\$456,234		\$456,234
WAKULLA COUNTY	\$6,433	\$71,753	\$78,186
WALTON COUNTY	\$21,412		\$21,412
WASHINGTON COUNTY	\$6,612	\$73,997	\$80,609

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
ALTAMONTE SPRINGS	\$12,110		\$12,110
BOYNTON BEACH	\$72,488		\$72,488
DELRAY BEACH	\$68,656		\$68,656
FORT MYERS BEACH	\$34,244		\$34,244
HIALEAH	\$38,217		\$38,217
LAKE PARK	\$7,116		\$7,116
LAKE WORTH	\$14,186		\$14,186
LANTANA	\$5,215		\$5,215
MAITLAND	\$18,324		\$18,324
NEW PORT RICHEY	\$28,163		\$28,163
NORTH MIAMI	\$27,917		\$27,917
NORTH MIAMI BEACH	\$23,183		\$23,183
NORTH PALM BEACH	\$22,162		\$22,162
OAKLAND PARK	\$17,419		\$17,419
PALM SPRINGS	\$21,633		\$21,633
RIVIERA BEACH	\$21,419		\$21,419
SANIBEL	\$45,723		\$45,723
TEMPLE TERRACE	\$21,267		\$21,267
WEST PALM BEACH	\$122,736		\$122,736
WILTON MANORS	\$17,285		\$17,285
WINTER PARK	\$76,497		\$76,497
Total	\$14,807,416	\$4,616,375	\$19,423,791
Multicounty Grants			
HEARTLAND LIBRARY COOPERATIVE			\$450,000
NEW RIVER PUBLIC LIBRARY COOPERATIVE			\$327,356
NORTHWEST REGIONAL LIBRARY SYSTEM			\$350,000
PAL PUBLIC LIBRARY COOPERATIVE			\$350,000
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM			\$392,990
SUWANNEE RIVER REGIONAL LIBRARY SYSTEM			\$350,000
THREE RIVERS REGIONAL LIBRARY SYSTEM			\$339,953
WILDERNESS COAST PUBLIC LIBRARIES			\$314,744
Total			\$2,875,043
Grand Total			\$22,298,834

-In FY 2015-16, Plant City is receiving funding as a part of the Hillsborough County Library Cooperative.

-Indian Rocks Beach is not eligible for funding in FY 2015-16.

Operating Grant amounts were revised in 6/2016 to reflect newly submitted local expenditure information.



BOARD OF COUNTY COMMISSIONERS

Library Services Department Administration

308 Forrest Avenue, 2nd floor
Cocoa, Florida 32922

Inter-Office Memo

To: Tammy Ethridge, Deputy Clerk to the Board

From: Jeffrey Thompson, Library Services Department Director

A handwritten signature in blue ink, appearing to read 'Jeff Thompson'.

Date: March 25, 2016

Subject: Item V.3, State Aid to Libraries Grant Agreement with Florida Department of State,
Division of Library Services for State Aid for Libraries for FY 201/2016

Attached is the fully executed Agreement with the Florida Department of State, Division of Library Services for State Aid to Libraries FY 2015-2016. Please included with the official Board of County Commissioners **September 03, 2015, meeting minutes.**

Thank you for your assistance.

:dm

Enclosures [1]

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Brevard County Board of County Commissioners
for and on behalf of
Brevard 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 Brevard County Board of County Commissioners for and on behalf of Brevard 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 2015-2016 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** as identified in Section 257.17 *Florida Statutes*:

Manage or coordinate free library service to the residents of its legal service area. The Grantee shall:

1. Have a single administrative head employed full time by the library's governing body;
2. Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
3. Provide access to materials, information and services for all residents of the area served; and
4. Have at least one library, branch library or member library open 40 hours or more each week.

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

Payment 1, Deliverable/Task 1:

- The first payment will be a fixed price in the amount of 100% of the grant award. The Grantee will have at least one library, branch library or member library open 40 hours or more each week.

- 2. Length of Agreement.** This Agreement shall begin the date the agreement is signed by both the Grantee's Governing Body and the Division and continue until all grant funds have been expended, unless terminated in accordance with the provisions of Section 29 of this Agreement.
- 3. Expenditure of Grant Funds.** The Grantee cannot obligate or expend any grant funds before the Agreement has been signed by all parties. No costs incurred after termination of the Agreement shall be allowed unless specifically authorized by the Division.
- 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 in regard to 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:

Marian Deeney, Library Program Administrator
Florida Department of State
R.A. Gray Building
Mail Station # 9D
500 South Bronough Street
Tallahassee, Florida 32399
Phone: (850) 245-6620
Facsimile: (850) 245-6643
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Jeff Thompson, Director
308 Forrest Avenue
Cocoa, Florida 32922-7723
Phone: (321) 633-1801
Facsimile: (321) 633-1798
Email: jthompson@brev.org

5. **Grant Payments.** All grant payments are requested by submitting a Grant Payment Request Form. The Grant Payment Request Form is available on the Division's website at info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms/. The total grant award shall not exceed the amount specified on the "Fiscal Year 2015-2016 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. The grant payment schedule is outlined below:
- a) The first payment will be a 100% fixed price in the amount 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 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/Division/AA/Forms/DFS-A1-26E.pdf. 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 flvendor.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*:

Should the library fail to provide free library service to the public or to be open for at least 40 hours per week, it will no longer be eligible to receive State Aid to Libraries grant funding, and its funding will be reduced to zero.

First payment will be withheld if Deliverables are not satisfactorily completed.

- 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, web pages, 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, administered by the Florida Department of State’s Division of Library and Information Services.”

- 10. Non-allowable 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, which are available online at myfloridacfo.com/aadir/reference_guide/.

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

- 11. Travel Expenses.** The Subgrantee 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, including, but not limited to, the *Reference Guide for State Expenditures*.
- 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: Marian Deeney, Library Program Administrator, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 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 \$500,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 257.41(3), Florida Statutes within nine months of the close of its fiscal year.
- 15. Retention of Accounting 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 close out 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. Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's Final Report at the end of the Grant Period.
- 19. Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State 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 Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, 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 OCHIP grant may be released.

20. 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 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; and
- 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).

21. 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.

22. Lobbying. The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.

23. 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.

24. 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.

25. 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.

26. 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 19, Noncompliance.

27. 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 or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

- 28. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will 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.
- 29. 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 will 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 will 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.
- 30. 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.
- 31. 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.
- 32. 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 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
33. **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.
34. **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.
35. **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. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
36. **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.
37. **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.
38. **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.

39. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Federal and State of Florida Single Audit Act Requirements (Attachment A), including Exhibit 1.
- c) Fiscal Year 2015-2016 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Date of Agreement: March 14, 2016

Grantee:

By: _____
Chair of Governing Body or
Chief Executive Officer

Robin Fischer

Robin Fischer, Chairman

Clerk or Chief Financial Officer

Scott Ellis, Clerk of the Court
Typed name and title

September 3, 2015

Date

Approved by the Board: 09/03/15

Department of State:

By: Amy Johnson

Amy Johnson, Director
Division of Library and Information Services
Department of State, State of Florida

Typed name and title

Jhan Singh
Witness

Reviewed for legal form and content:

ATTACHMENT A

FEDERAL AND STATE OF FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

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 Addendum to the Grant Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 *CFR* 2 Subpart F – Audit Requirements and Section 215.97, *Florida Statutes*, 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* 2 §200.328 and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization that has received federal funds awarded through the Department of State. Exhibit 1 to this attachment indicates whether federal resources have been awarded through the Department of State by this agreement.

2 *CFR* 2 §200.501 Audit Requirements:

- (a) *Audit required.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) *Single audit.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single audit conducted in accordance with 2 *CFR* 2 §200.514 Scope of audit, except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends federal awards under only one federal program (excluding R&D) and the federal program's statutes, regulations, or the terms and conditions of the federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 *CFR* 2 §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the federal awards expended were received from the same federal agency, or the same federal agency and the same pass-through entity, and that federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when federal awards expended are less than \$750,000.* A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not federal awards. Section §200.330 Subrecipient and contractor determinations should be considered in determining whether payments constitute a federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with federal statutes, regulations, and the terms and conditions of federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with federal statutes, regulations, and the terms and conditions of federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

The Internet address listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

U.S. Government Printing Office
www.ecfr.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(1), *Florida Statutes* and has received state funds awarded by the Department of State. Exhibit 1 to this attachment indicates whether state resources have been awarded by the Department of State by this agreement.

Section 215.97, *Florida Statutes* Single Audit Requirements

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient 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 Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. Exhibit 1 to this attachment indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient 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. In connection with the audit requirements addressed in Part II, paragraph 1 of this attachment, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), *Florida Statutes* and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.
3. If the recipient 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 recipient 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 recipient's resources obtained from other than State entities).

The Internet addresses listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
fldfs.com

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 2 §200.512 and required by Part I of this attachment shall be submitted, when required by 2 *CFR* 2 §200.512, by or on behalf of the recipient, directly to each of the following:

A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

B. The Federal Audit Clearinghouse, electronically, at *harvester.census.gov/sac/* as designated in 2 *CFR* 2 §200.512

C. Other federal agencies and pass-through entities, in accordance with 2 *CFR* 2 §200.513.

2. In the event that a copy of the reporting package for an audit required by Part I of this attachment and conducted in accordance with 2 *CFR* 2 §200.501 Audit Requirements is not required to be submitted to the Department of State for the reasons pursuant to 2 *CFR* 2 §200.501, the recipient shall submit the required written notification pursuant to 2 *CFR* 2 §200.501 (d) and a copy of the recipient's audited schedule of expenditures of federal awards directly to the following:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity and Government Accountability Office (GAO).

3. Copies of financial reporting packages required by Part II of this attachment shall be submitted, by or on behalf of the recipient, directly to each of the following:

A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
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

4. 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* 2 Subpart F, Audit Requirements; Section 215.97, *Florida Statutes*; and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, as applicable.
5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 2 Subpart F or Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General* should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued and shall allow the Department of State or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State or its designee, Chief Financial Officer or Auditor General upon request for a period of five fiscal years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT 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.

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not Applicable.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Library Grants, CSFA Number 45.030
Award Amount: Listed on Attachment B, Fiscal Year 2015-2016 State Aid to Libraries Final Grants

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

As contained in the Compliance Supplement to CSFA Number 45.030.

Attachment B

**Fiscal Year 2015-16 State Aid to Libraries
Final Grants**

Revised 2/22/2016

This table shows the final State Aid to Libraries grant that each eligible library will receive in 2015-16. For 2015-16, the available funding for State Aid grants is \$22,298,834, which is 17.02 percent of what would be required for full funding. At this level, Operating Grants pay 3.04 cents on the dollar of expenditure by a participating library during the second preceding year. Operating Grants total \$14,807,416; Equalization Grants total \$4,616,375; and Multicounty Grants total \$2,875,043.

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
ALACHUA COUNTY	\$477,743		\$477,743
BAKER COUNTY	\$4,378	\$49,174	\$53,552
BAY COUNTY	\$61,631		\$61,631
BRADFORD COUNTY	\$15,043	\$337,173	\$352,216
BREVARD COUNTY	\$459,567		\$459,567
BROWARD COUNTY	\$1,720,193		\$1,720,193
CALHOUN COUNTY	\$8,526	\$193,266	\$201,792
CHARLOTTE COUNTY	\$123,708		\$123,708
CITRUS COUNTY	\$76,888		\$76,888
CLAY COUNTY	\$60,824		\$60,824
COLLIER COUNTY	\$219,849		\$219,849
COLUMBIA COUNTY	\$16,026	\$173,626	\$189,652
DESOTO COUNTY	\$4,953	\$54,760	\$59,713
DIXIE COUNTY	\$4,611	\$52,120	\$56,731
DUVAL COUNTY	\$1,022,499		\$1,022,499
ESCAMBIA COUNTY	\$135,223		\$135,223
FLAGLER COUNTY	\$29,477		\$29,477
FRANKLIN COUNTY	\$6,592	\$72,549	\$79,141
GADSDEN COUNTY	\$16,656	\$369,086	\$385,742
GILCHRIST COUNTY	\$3,451	\$38,920	\$42,371
GLADES COUNTY	\$1,364	\$15,393	\$16,757
GULF COUNTY	\$4,355	\$48,175	\$52,530
HAMILTON COUNTY	\$12,034	\$270,304	\$282,338
HARDEE COUNTY	\$5,020	\$55,396	\$60,416
HENDRY COUNTY	\$14,964	\$163,861	\$178,825
HERNANDO COUNTY	\$39,917	\$377,874	\$417,791
HIGHLANDS COUNTY	\$17,998	\$183,098	\$201,096
HILLSBOROUGH COUNTY	\$1,145,487		\$1,145,487
HOLMES COUNTY	\$3,486	\$39,467	\$42,953
INDIAN RIVER COUNTY	\$98,140		\$98,140
JACKSON COUNTY	\$10,432	\$115,269	\$125,701
JEFFERSON COUNTY	\$6,700	\$151,160	\$157,860

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
LAFAYETTE COUNTY	\$4,016	\$91,339	\$95,355
LAKE COUNTY	\$210,968		\$210,968
LEE COUNTY	\$701,236		\$701,236
LEON COUNTY	\$183,922		\$183,922
LEVY COUNTY	\$9,154	\$100,696	\$109,850
LIBERTY COUNTY	\$2,459	\$55,965	\$58,424
MADISON COUNTY	\$11,604	\$261,368	\$272,972
MANATEE COUNTY	\$194,665		\$194,665
MARION COUNTY	\$161,784		\$161,784
MARTIN COUNTY	\$103,681		\$103,681
MIAMI-DADE COUNTY	\$1,351,325		\$1,351,325
MONROE COUNTY	\$82,500		\$82,500
NASSAU COUNTY	\$35,525		\$35,525
OKALOOSA COUNTY	\$99,654		\$99,654
OKEECHOBEE COUNTY	\$10,367	\$114,231	\$124,598
ORANGE COUNTY	\$951,543		\$951,543
OSCEOLA COUNTY	\$196,328		\$196,328
PALM BEACH COUNTY	\$1,227,796		\$1,227,796
PASCO COUNTY	\$167,949		\$167,949
PINELLAS COUNTY	\$857,291		\$857,291
POLK COUNTY	\$310,507		\$310,507
PUTNAM COUNTY	\$20,126	\$211,835	\$231,961
SAINT JOHNS COUNTY	\$149,719		\$149,719
SAINT LUCIE COUNTY	\$103,152		\$103,152
SANTA ROSA COUNTY	\$51,862		\$51,862
SARASOTA COUNTY	\$305,567		\$305,567
SEMINOLE COUNTY	\$164,715		\$164,715
SUMTER COUNTY	\$64,004	\$229,441	\$293,445
SUWANNEE COUNTY	\$31,034	\$481,987	\$513,021
TAYLOR COUNTY	\$6,192	\$68,729	\$74,921
UNION COUNTY	\$4,148	\$94,363	\$98,511
VOLUSIA COUNTY	\$455,408		\$455,408
WAKULLA COUNTY	\$6,433	\$71,753	\$78,186
WALTON COUNTY	\$21,412		\$21,412
WASHINGTON COUNTY	\$6,601	\$73,997	\$80,598

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
ALTAMONTE SPRINGS	\$12,110		\$12,110
BOYNTON BEACH	\$72,488		\$72,488
DELRAY BEACH	\$68,532		\$68,532
FORT MYERS BEACH	\$34,182		\$34,182
HIALEAH	\$38,217		\$38,217
LAKE PARK	\$7,103		\$7,103
LAKE WORTH	\$14,186		\$14,186
LANTANA	\$5,205		\$5,205
MAITLAND	\$18,291		\$18,291
NEW PORT RICHEY	\$28,112		\$28,112
NORTH MIAMI	\$27,867		\$27,867
NORTH MIAMI BEACH	\$23,183		\$23,183
NORTH PALM BEACH	\$22,162		\$22,162
OAKLAND PARK	\$17,388		\$17,388
PALM SPRINGS	\$21,594		\$21,594
RIVIERA BEACH	\$21,380		\$21,380
SANIBEL	\$45,640		\$45,640
TEMPLE TERRACE	\$21,267		\$21,267
WEST PALM BEACH	\$122,515		\$122,515
WILTON MANORS	\$17,253		\$17,253
WINTER PARK	\$76,359		\$76,359
Total	\$14,807,416	\$4,616,375	\$19,423,791
Multicounty Grants			
HEARTLAND LIBRARY COOPERATIVE			\$450,000
NEW RIVER PUBLIC LIBRARY COOPERATIVE			\$327,356
NORTHWEST REGIONAL LIBRARY SYSTEM			\$350,000
PAL PUBLIC LIBRARY COOPERATIVE			\$350,000
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM			\$392,990
SUWANNEE RIVER REGIONAL LIBRARY SYSTEM			\$350,000
THREE RIVERS REGIONAL LIBRARY SYSTEM			\$339,953
WILDERNESS COAST PUBLIC LIBRARIES			\$314,744
Total			\$2,875,043
Grand Total			\$22,298,834

-In FY 2015-16, Plant City is receiving funding as a part of the Hillsborough County Library Cooperative.

-Indian Rocks Beach is not eligible for funding in FY 2015-16.

Operating Grant amounts were revised in 2/2016 to reflect newly submitted local expenditure information.

Brevard County Libraries

308 Forrest Avenue

Cocoa, Florida



Long Range Plan FY 2016-2021

Jeffrey Thompson, Library Services Director
jthompson@brev.org
(321) 633-1801

Table of Contents

Planning Committee Members	3
Mission Statement	4
Vision Statement	4
Purpose	5
Planning Process	6
Goals and Objectives	7
Long Range Plan:	7
Our Service Standards	8
Goal # 1	
Objectives	
Goal # 2	
Objectives	
Goal # 3	
Objectives	
Goal # 4	
Objectives	

Planning Committee

Mary Scholtz, Committee Chair and Area Director

Geraldine Prieth, Melbourne Library Director

Marian H. Griffin, West Melbourne Library Director

Ashley Link, Head of Reference, Melbourne Library

Scott Hauge, Youth Services Librarian, Suntree/Viera Library



Mission Statement of the Brevard County Libraries

Brevard County Libraries enables people of all ages to improve their quality of life by providing information and enrichment through traditional resources and new technology.

Vision Statement of the Brevard County Libraries

We will be recognized as a Library System that excels in providing efficient, modern, accessible and customer-oriented services.

The purpose of the Brevard County Libraries is to be the principal provider of books, media, information, and informational services and materials, to the residents of Brevard County; to be increasingly visible in the communities served; to contribute significantly to the cultural, educational and informational strengths of our residents.

Brevard County Libraries continually strive to provide the public with the highest levels of library collections and services at the lowest cost. The libraries strive to make positive contributions to influence people's lives, enrich their experiences, expand their cultural and educational horizons and to improve their literacy.

All Brevard County Libraries efforts are directed towards the satisfaction of our customer: the citizens of Brevard County.

The people of Brevard will:

- have the information they need to succeed at school, at work and in their personal lives;
- have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time;
- discover the joy of reading and develop a love of learning;
- enjoy a high level of access to electronic information resources and develop the technological, information seeking, and information evaluation skills needed in an increasingly complex world;
- think of the Brevard County Libraries as a focal point of community life that connects and unites the people of the county.

The Planning Process

The Long Range Planning Committee met in April 2015. The Committee first examined the Long Range Plan for 2011-2015 for goals to continue or amend for the 2016-2021 periods. The Committee reviewed the results obtained through a patron survey conducted in August/September of 2014.

State documents and statistics used were the Florida Library Association Standards for Florida Public Libraries 2004, 2006 Revision, Standard 52 updated April, 2010:

http://www.flalib.org/publications_tab_files/FLPubLibStds_Apr_2010.pdf and internal library statistics for years 2013-2014.

Goals and Objectives

Following are the library's goals and objectives for the year 2016-2021 arranged under major service categories. In this planning process, goals describe the result or the outcome that the library is trying to achieve. Objectives are ways in which progress toward achieving those goals will be measured. Activities and tasks are developed on an annual basis and are changed and modified as needed.

FY 2016-2021 Long Range Plan

Our Service Standards

Accountability: To provide by continuous improvement the highest quality of service, realizing that each public contact conveys and impression of the Library and its services.

Standards:

- Strive at all times to adhere to the Brevard County Values of Honesty, Accountability, Quality, Leadership, Openness, and Innovation.
- Hire staff that is committed to customer service.
- Provide service with a pleasant attitude and respectful demeanor.
- Endeavor to ensure a positive outcome for every transaction.
- Make the effort to offer solutions or alternatives.
- Be attentive to customer needs.

- Strive to make customers aware of all relevant library services.
1. Goal: The Brevard County Libraries will uniformly provide courteous and efficient service to the public and strive to adhere to the standards and accountability set forth in this plan.

Strategy – As staff training is integral to providing good service to our customers, we will maintain our level of training. Hiring of new and replacement employees will adhere to the Staffing Level Study recommendations. A staff rewards and recognition program will encourage staff to perform at the highest levels. Use of online training as an efficiency measure is emphasized, from both internal external sources.

Objectives:

- 1.1 Encourage participation in the library profession as a whole through continuing education and professional opportunities, activities and training.
- 1.2 Continue to provide training for staff.
- 1.3 Continue to provide classes to the public as resources permit.
- 1.4 Enroll all new supervisors in Brevard County's Employee Development Program.
- 1.5 Encourage participation in Brevard County Excellence in Action programs.

1.6 Maintain the “Customers First” customer Service Program.

2. Goal: Increase access and availability of current topics and popular materials in the Brevard County Libraries.

Strategy – Brevard County Libraries desire to provide access for all county residents to the wealth of current, popular and/or electronic materials that stimulate thinking, satisfy curiosity, and expand knowledge of contemporary culture and society. The Brevard County Libraries will tailor the number and variety of library holdings to our communities and continue services designed to facilitate access.

Objectives:

- 2.1 Develop and maintain appropriate foreign language collections.
- 2.2 Enhance and streamline the acquisition of materials.
- 2.3 Develop partnerships/collaborations with other agencies in Brevard County to provide continuing customer-oriented service to Brevard County citizens.
- 2.4 Investigate alternative revenue sources to supplement media budget.
- 2.5 Review and revise library media budgets based on library usage statistics.
- 2.6 Investigate alternative Inter-Library Loan options.
- 2.7 Investigate emerging relevant media technologies.

3. Goal: Study opportunities to better manage existing resources.

Strategy – Brevard County Libraries will investigate innovations in technology, personnel management, administration, and resource sharing in order to improve the use of existing and new resources available.

Objectives:

- 3.1 Investigate system-wide resource sharing to maximize operational efficiency.
- 3.2 Review Staffing Structure to address changes in revenue levels.
- 3.3 Review Staffing Plan on a continual basis.
- 3.4 Investigate innovative strategies to reduce staff workload.
- 3.5 Implement a Facility Maintenance Strategy.
- 3.6 Continue investigating green technologies to reduce energy consumption costs.
- 3.7 Expand volunteer opportunities.
- 3.8 Continue to track volunteer hours electronically.

4. Goal: Increase access to technology.

Strategy – We will improve our technology infrastructure as electronic media is integral to providing good service to our customers.

Objectives:

- 4.1 Provide access to electronic databases for public use through the Florida Electronic Library.
- 4.2 Investigate providing software applications for mobile devices.
- 4.3 Investigate implementing text messaging based library services.
- 4.4 Investigate downloadable resources for library patrons.
- 4.5 Introduce touch screen technology.
- 4.6 Investigate partnerships to establish innovation in a creative lab.
- 4.7 Continue to provide access to downloadable eBooks and eAudiobooks.
- 4.8 Continue to enhance technology infrastructure.
- 4.9 Explore self-service technologies for our customers.
- 4.10 Keep current with Wi-Fi technology.
- 4.11 Investigate technology enhancements in cataloging processes.

5. Goal: Increase public awareness of library services.

Strategy – Increased awareness of library services will be obtained by utilizing a variety of marketing strategies.

Objectives:

- 5.1 Review and evaluate website to reflect popular technologies.
- 5.2 Continue to develop new partnerships with local, state, and national organizations.
- 5.3 Participate in community events as staffing allows.
- 5.4 Increase coordination of system-wide programming to unify library marketing.
- 5.5 Expand existing youth and adult program as resources permit.
- 5.6 Encourage and develop new programs as resources permit.
- 5.7 Continue to utilize social media tools into marketing efforts.