PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 1, 2020   [X] Consent   [ ] Regular

                                               [ ] Ordinance   [ ] Public Hearing

Department:

    Submitted By: _____ **County Library/Administration**

    Submitted For: _____ **County Library/Administration**

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to receive and file: a Grant Application to the Florida Department of State, Division of Library and Information Services, for a Florida CARES Act grant for an estimated amount of $24,316 to purchase equipment in response to COVID-19 library service needs.

Summary: The Palm Beach County Library System is planning to use the grant funds to purchase cameras and computer equipment to be used to produce asynchronous content for the Palm Beach County Library System website and social media platforms, as well as digital cameras and software licenses to support internal staff operations for virtual meetings. Grant funds will also be used to purchase one hundred additional Books-By-Mail bags to support increased demand for this service. These combined purchases will support public events, technology workshops, informational content about library services, and updates on enhancements and notifications related to COVID-19. If the grant is awarded, the Library Department will return to the Board of County Commissioners to present an agreement with the Florida Department of State, Division of Library and Information Services laying out all of the terms and conditions. The grant application was submitted to the Florida Department of State on August 17, 2020. Countywide (AH)

Background and Justification: Under the Department of Library and Information Services Florida CARES Act grant program, this funding is to be used "to prevent, prepare for, and respond to coronavirus, including to expand digital network access, purchase internet accessible devices, and provide technical support services." The Florida Department of State has received $1,940,696 from the Institute of Museum and Library Services (IMLS) under the provisions of the Federal CARES Act (Public Law 116-136). This funding is to be used primarily to address digital inclusion and related technical support and secondarily to address other efforts that prevent, prepare for, and respond to COVID-19.

Attachments: 1. Florida CARES Act Grant Application Guidelines
                    2. Palm Beach County Library System Florida CARES Act Grant Application

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Recommended By: _____ (Douglas Crane)   8-20-2020
Department Director   Date

Approved By: _____ (Todd Bonlarron)   8/20/2020
Assistant County Administrator   Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	0	0	0	0	0
Operating Costs	0	$54,131	0	0	0
External Revenues	0	(24,316)	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	0	$29,815	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included in Proposed Budget?   Yes__   No X

Is this item using Federal Funds?   Yes X   No __

Budget Account No.:   Fund_   Dept_   Unit_   Object

Object _

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

Sources: Matching Funds – Staff Time $54,131

State Grant provided through CARES Act $24,316

Impact: Minimal fiscal impact

C. Departmental Fiscal Review: _Alicia Damon_

(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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

8/26/2020

BR 8/26   OFMB

Contract Dev. And Control   8/27/2020

B. Legal Sufficiency:

8/25/2020

Assistant County Attorney

C. Other Department Review:

_____

Department Director

This summary is not to be used as a basis for payment.

REVISED 9/03

ADM FORM 01

Division of Library and Information Services
Florida CARES Act Guidelines

The Florida Department of State has received $1,940,696 from the Institute of Museum and Library Services (IMLS) pursuant to the provisions of the CARES Act (Public Law 116-136). Under the CARES Act, this funding is to be used for the following purposes: "to prevent, prepare for, and respond to coronavirus, including to expand digital network access, purchase internet accessible devices, and provide technical support services."

"This funding is to be used as follows:

(a) Primarily to address digital inclusion and related technical support;

(b) Secondarily to address other efforts that prevent, prepare for, and respond to COVID-19; and

(c) With respect to (a) and (b), reach museum and tribal partners, in addition to traditionally eligible library entities, where appropriate."[1]

Timeline:

August 17, 2020	Application deadline
August 18 - 28, 2020	Application review by DLIS
August 31 - September 13, 2020	Application review by State Library Council
September 14 - 15, 2020	State Library Council funding recommendation virtual meeting
Mid-September 2020	Funding recommendations to Secretary of State for approval
Late September 2020	Grant agreements sent to grantees for review, approval and signature
January 30, 2021	Mid-Year Report due
June 30, 2021	Project payments complete
September 30, 2021	Project period ends
November 1, 2021	Annual Report due

Match is not a requirement for DLIS Florida CARES Act funding

Number of applications that can be submitted: One application per eligible entity.
The application can be submitted directly by an eligible entity or by another eligible entity on their behalf.

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[1] Quoted directly from IMLS Official Notice of Award.

Eligibility

Any Florida organization that meets the eligibility criteria described below can apply for DLIS Florida CARES Act funding:

- The organization's library services program must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association; and

- Nonprofit organizations must be qualified or registered pursuant to Chapter 617, *Florida Statutes* and be in good standing. Good standing indicates that the nonprofit organization has a current certificate of status from the Florida Department of State, Division of Corporations.

Eligible Organizations

The following entities are eligible to apply:

- Florida libraries and nonprofit organizations primarily related to the provision or support of library services are eligible to apply for DLIS Florida CARES Act funds.

- Florida museums and cultural organizations are eligible to apply for DLIS Florida CARES Act funds if they have a library that meets the definition of a special library as described below.

ADDITIONAL INFORMATION ON ELIGIBILITY FOR SPECIFIC ORGANIZATION TYPES:

Public libraries. A public library is defined as an organized collection of information resources, with paid staff and regularly scheduled hours for being open to the public, that is legally established and is supported in whole or in part with public funds, or makes its collections accessible to the public either directly or through the Florida Library Information Network (FLIN). This category also includes state-supported institutions and Native American tribal libraries.

The headquarters of a library system or cooperative must submit the application. The project can be for the entire system, an individual branch or for some other portion of the organization, but only the headquarters can submit the application. For example: If the project will benefit one county in a multi-county cooperative, the director of the multi-county cooperative must submit the application on behalf of the county library.

Public elementary, secondary or charter school libraries. The county school board coordinates and applies for grants on behalf of public elementary, secondary and charter school libraries. Grants may be for a single member or multiple members of a school district. To be eligible to receive a grant, the district media coordinator or contact must meet the basic eligibility requirements (see Eligibility section above).

Academic libraries. Academic libraries include public state universities, state or community colleges and private post-secondary education libraries. The academic support organization for the public colleges and universities is also included in this category. To be eligible to receive a grant, the library must meet the basic eligibility requirements (see Eligibility section above).

Library consortia. Eligible library consortia in Florida are the five multitype library cooperatives: Northeast Florida Library Information Network, Panhandle Library Access Network, Southeast Florida Library Information Network, Southwest Florida Library Network and Tampa Bay Library Consortium. To be eligible to receive a grant, the library director must meet the basic eligibility requirements (see Eligibility section above).

Special libraries. Special libraries include information resource centers located at publicly supported government agencies, museums, hospitals, associations and other organizations with specialized information needs. At least fifty percent of the agency's operating funds must come from public governmental sources. To be eligible to receive a grant, the library must meet the basic eligibility requirements (see Eligibility section above).

Other organizations serving libraries. An organization that strengthens and supports libraries, such as state professional library associations or local Friends groups, must be a not-for-profit corporation, qualified or registered pursuant to Chapter 617, *Florida Statutes* and in good standing. (see Eligibility section above).

Unlike the other organizations listed above, the project manager must be a librarian who has completed a library education program accredited by the American Library Association. Projects coordinated by these organizations that are awarded DLIS Florida CARES Act funds must be open to staff of any Florida library or allied organization and not limited to members of the organization.

Partner Application Submission

An organization may submit an application and administer a project on behalf of another eligible organization. If this is done, the expectations are:

- The partner (beneficiary) organization's name should be clearly included in the application title.

- Funds must be received, expended and administered by the applicant organization. Grant funds cannot be distributed to the partner organization for expenditure.

- A Partnership Form must be signed between the applicant and the partner organization (beneficiary). The form should indicate that the partner wants the applicant to apply for funding on their behalf and what the applicant will do for the partner. Signed forms should be included in the Certifications and Attachments section, in the Support Materials section. This form is available at info.florida.gov/services-for-libraries/grants/cares/forms/.

Use of Funds

Federal grants, such as the CARES Act grants, have limitations on what items and services may be purchased using grant funds. Some items and services are "allowable costs," meaning that they may be purchased using grant funds, while others are not.

Expenditures shall be in compliance with the state and federal guidelines for allowable project costs. State guidelines for allowable costs are outlined in the Department of Financial Services' *Reference Guide for State Expenditures*, which is available online at https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpe nditures.pdf.

Federal guidelines for allowable costs can be found at gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartE.pdf in 2 *CFR*, Part 200, Subpart E – Cost Principles.

In general:

Grant funds are designed for direct support of services and programs.

Grant funds may be used for evaluation related costs.

Grant funds may be used to assist in making technology and information resources available for persons with disabilities.

If grant or matching funds are used for travel expenses, they must be paid in accordance to the provisions of Section 112.061, *Florida Statutes.*

Grant funds may be used for indirect costs. There are four options for indirect costs in the application:

1. Use a current indirect cost rate already negotiated with a federal agency (2 *CFR* 2 §200.414(e));

2. Use an indirect cost rate proposed to a federal agency but not yet approved (2 *CFR* 2 §200.414(e));

3. Use a rate not to exceed 10% of the total direct costs if your organization has never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for local governments) (2 *CFR* 2 §200.414(f)); or

4. Do not include any indirect costs.

When determining the amount that can be charged to indirect costs, the modified total direct costs amount (MTDC) must be used as the amount of funds that the indirect costs are calculated against. The MTDC is the direct costs of the project minus certain exclusions that include equipment and space rental costs. A list of exclusions that cannot be a part of the MTDC are in 2 *CFR* §200.68.

Grant funds may not be used for:

1. Construction. Funds may not be used to build, remodel or expand library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring).

2. Audits. If the grant recipient's governing entity has received less than $750,000 in federal funds, grant funds may not be used to cover audit costs.

3. Food. Although food may be served at a program paid for with grant funds, the food

may not be purchased with grant funds.

Funding Decision Process

The application funding decision process is accomplished in three phases:

1. Grants Staff Review

Upon receipt by the Division, applications will be reviewed by Grants staff for eligibility and completeness. If an application is found to be incomplete, the applicant will be notified of the identified deficiencies and will be given an opportunity to submit information or documentation to render the application complete. If the identified deficiencies are not corrected by the established deadline, the application will be declared ineligible. When applications are declared ineligible, applicants will be notified of their ineligibility.

2. Application Review Meeting

The State Library Council serves as the review panel and makes funding recommendations on all grant applications submitted by eligible organizations. The application review will be held during a public meeting. The Division strongly encourages applicants to attend the grant panel meeting; however, it is not required. Meeting information will be emailed to applicants and posted on the Division's website.

Applications will be reviewed by the panel in two rounds:

1. **Scoring Round**

   Individual panel members will review and score each application independently prior to the meeting, using the Panel Evaluation Form. Initial panel member scores must be entered into the DOS Grants System at dosgrants.com prior to the panel meeting.

   Each application will be reviewed and discussed individually by the panel during the meeting. Applicants may also be given an opportunity to answer questions asked by panel members. Panel members will have an opportunity to modify and/or finalize their scores during the meeting. After discussion of each application, each panel member will voice their final score on the application. The official score is the one voiced at the meeting.

   Once the finalized scores are received from the panelists, each application score will then be averaged. The average of the individual panelist's scores will be rounded to three decimal places.

   Applications that score at or above 60 points will be considered by the panel for funding recommendations. Those applications that receive an average score equal to 59 or lower will not be considered further for funding.

   Once the average scoring has been completed, Division staff will provide a list to the panel, ordered by score, for all applications scoring at or above 60 points.

2. **Funding Round**

The panel will make a recommendation of a funding amount for each application, with a grand total up to the amount of available funding.

- Funding recommendations can be from $0 up to the full amount of the funding request.

- The panel can recommend revisions or changes to applications as a condition for funding.

- The panel cannot recommend more funding than is requested.

- The panel can determine the final funding recommendation for each application in various ways such as fully funding from the highest scored application until all of the funds are allocated, percentage funding for all applications or any other method chosen by the panel.

3. Secretary of State Review

The panel funding recommendations are submitted to the Secretary of State for final review and approval. The Secretary of State has the final authority to approve, amend or deny funding recommendations and to award grants.

Upon completion of the application review process, applicants are notified whether or not their application was approved for funding. Results of the evaluation of grant applications are available upon request after the review process is complete.

Application

The following information shall be provided in the application. The application shall be submitted on the DOS Grants System at dosgrants.com.

The Division will use the information provided by the applicant when developing the Scope of Work and Deliverables in the grant agreements of the approved projects.

Applicant Information. Provide general information related to the applicant and application, including:

- Organization information.
- Organization director contact information.
- Project manager contact information.
- DUNS number.

Project Information. Provide overall application information, including the project title, project summary, organizational purpose and organization governance.

If the application is being submitted on behalf of a partner organization, include the name of the beneficiary organization in the project title and information on the beneficiary in the project summary as applicable.

Activities. Describe the specific activities you will implement "to prevent, prepare for, and respond to coronavirus in your community." If the project will provide solutions to several different needs, describe each in a separate activity. Prioritize two or more activities. If there is only one activity, prioritize it as one of one.

For each activity include:

- The activity name.
- A description of who will benefit, including demographics and other specific information.
- The community need, problem or challenge this activity will address and how it was identified.
- A detailed narrative of what will be implemented as the solution to meet the need, problem or challenge.
- Who will plan, implement and manage this activity.
- How you will measure the results of the activity or know it is successful. Include what will be measured and how it will be counted.
- Describe how the activity will be sustained once the project is completed, if applicable.

Provide a detailed overall timeline of all of the proposed activities. If desired, the timeline can be in the form of a Gantt or other chart and included in the attachments in Section D, Certifications and Attachments, Support Materials section. To find out more about a Gantt chart, visit https://www.gantt.com/

Budget. Provide details on the proposed expenditures of all funds. The budget explains and justifies the funds required for each activity (or activities). Each section of the budget is comprised of two required parts: the budget detail and budget narrative of the proposed amounts.

The narrative provides a detailed explanation and justification of proposed expenditures. For each amount listed in the detail, the narrative should show how the amounts were calculated, for both grant and matching (if applicable) funds; i.e., include calculations, unit costs or breakdown of costs.

Matching funds are not required; however, they can be included if desired.

The applicant organization is allowed, if desired, to charge an indirect cost (administrative fee) for the project. For more information on indirect costs, please see the Use of Funds section.

Certifications and Attachments. If you have already applied for LSTA funds in 2020, you are not required to resubmit these forms.

Provide the required certification forms, as applicable:

1. **Debarment Form.** All applicants must complete this form to certify that the organization has not been deemed ineligible to receive federal funding. The form is available at info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms.

2. **Federal Funding Accountability and Transparency Act (FFATA).** The form is available at info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms. All applicants must complete this form. The FFATA Act requires that information on federal awards and executive compensation be made available to the public through a single searchable website, www.USASpending.gov.

3. **Internet Safety Certification Form.** The form applies only to public libraries and is available at info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms. See additional information related to compliance at https://dos.myflorida.com/media/703270/updateonfilteringcaresact.pdf.

4. **Lobbying Activities Form.** Complete this form if your organization lobbies Congress for the passage of any federal act or law, or if your organization pays for a lobbyist to lobby Congress. The form is available at info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms.

5. **MLS Degree Certification.** Complete this form only if your organization **does not** receive a State Aid to Libraries Grant or a Library Cooperative Grant. The form is available at info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms.

6. **Certificate of Status.** A current certificate of status from the Florida Department of State, Division of Corporations must be provided. This only applies to not-for-profit organizations who do not receive Library Cooperative Grant funding.

7. **Electronic Payments.** A Vendor Direct Deposit form must be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS since January 2020, please indicate. This form is available at http://myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf.

8. **Support Materials.** Add any attachments that are applicable to your application (optional).

APPLICATION EVALUATION

Each application will be evaluated by individual State Library Council members for clarity, completeness and appropriateness as pertaining to the project impact, implementation, and budget categories. The point values will be determined using the scoring rubric below:

Panel Evaluation Form			
Project Impact– maximum score 40 points			
Criteria	**Possible points**	**Reviewer points**	**Comments to support points assigned by Reviewer**
Describes the community need, problem or challenge for each proposed activity.	**10**		
Describes how the community need, problem or challenge was identified.	**10**		
Describes who will benefit from each activity and how they will benefit.	**10**		
Describes an appropriate solution(s) to the community need, problem or challenge for each activity.	**10**		
Project Implementation – maximum score 30 points			
Describes a logical and appropriate implementation process for each activity.	**10**		
Describes who will plan, implement and manage each activity.	**5**		
Describes how the results of each activity will be measured, including what will be counted.	**5**		
Describes how each activity will be sustained once the project is completed, as applicable.	**5**		
The proposed timeline is realistic, appropriate and addresses all project activities.	**5**		
Project Budget – maximum score 20 points			
A realistic and appropriate budget.	**10**		
Shows how all amounts were calculated.	**10**		
Total points	**90**		

Palm Beach County Library System

Project Title: Creating a Sustainable COVID-19 Service Model

Grant Number: 21.l.ca.000.115

Date Submitted: Monday, August 17, 2020

A. Applicant Information Page **1** of **5**

Applicant Information

a. **Organization Name:** Palm Beach County Library System 𝒮

b. **FEID:** 59-6000785

c. **Phone number:** 561.233.2600

d. **Principal Address:** 3650 Summit Boulevard West Palm Beach, 33406-4198

e. **Mailing Address:** 3650 Summit Boulevard West Palm Beach, 33406-4198

f. **Website:**

g. **Organization Type:** County Government

h. **Organization Category:** Library

i. **County:** Palm Beach

j. **DUNS number:** 13-288-1897

k. **Fiscal Year End Date:**

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1. Applicant Director *

First Name	Last Name	Phone	Email
Doug	Crane	561.233.2600	CraneD@pbclibrary.org

2. Project Manager *

First Name	Last Name	Phone	Email
Adam	Davis	561.233.2600	davisa@pbclibrary.org

3. Project Summary *

A concise, standalone summary of the project. Include the applicant name (or beneficiary name as applicable), who is to be served by the project and what project activities will occur in the project.

The Palm Beach County Library System (PBCLS) will increase the organization's capacity to offer virtual services, collections, and events to its members who cannot visit a physical library. Educational, skill-building, and recreational content created and provided by the library is more important than ever as its members face increased economic hardship, great risk of exposure to COVID-19 (Palm Beach County is #3 in the state for number of COVID-19 cases), and decreased social interaction.

In order to mitigate these factors, Library staff will use CARES Act funds to purchase items that will: 1) enhance and increase the number of virtual activities and individualized technology and research assistance for all ages; 2) produce professional audio and video content for asynchronous viewing; 3) increase capacity to send materials to homebound individuals, 4) allow greater access to library cards by shifting registration and renewal processes to virtual platforms; and 5) address the specific needs of the Deaf and Hard of Hearing.

The PBCLS began its transition to virtual platforms in March, 2020 by offering 78 story times in virtual School District classrooms that reached approximately 1,492 students. PBCLS Collection Development and Integrated Marketing and Communications divisions promoted online collections such that the Library's hoopla circulation grew to be #1 in Florida and #3 nationwide. The Library has pivoted from acting in response to the COVID-19 pandemic to creating sustainable policies and procedures that can best serve the diverse needs of individuals living in Florida's largest county. "Creating a Sustainable COVID-19 Service Model" is a project that focuses on the tools needed to enhance the Library's effectiveness in offering seamless services, collections, and activities to the public during and beyond COVID-19; robust enough to weather library closures and limited services available in Library buildings.

4. What is the organizational purpose of the applicant? *

The purpose of the PBCLS is best exemplified by its mission to "connect communities, inspire thought, and enrich lives," and by its vision to "open minds to a world of unlimited possibilities." Established in 1967, the Library System offers electronic and physical materials, research and specialized services, educational and recreational activities, and access to technology hardware and software to a growing number residents in a Library Taxing District (estimated 2021 population of 967,425) as well as 24 municipalities in Florida's largest County. Across 16 branches and a Main Library, a Library Annex for logistical support, and a Bookmobile, 480 FTE employees answered more than 1.5 million research questions and lent over 9.6 million items in FY19.

5. Describe the governance of the applicant's organization? *

The PBCLS operates as a department of county government. The Board of County Commissioners is the Library's governing body and a Library Advisory Board represents the County Commission to the Library in

matters pertaining to library service and the means to meet objectives. The Library System is funded through a dependent taxing district.

6. Provide any additional information about the applicant to set the context for the project. This response is optional.

PBCLS is committed to investing in staff training, technological improvements, and policy/procedural enhancements to meet the needs of members during closed months and periods of limited service due to COVID-19. In addition to experience providing over 250 virtual classes and virtual one-on-one technology and research consultations attracting almost 4,000 individuals in May and June, 2020, Library staff engaged in 1,527 hours of technology training in FY19 as a part of the Library's Strategic Plan and logged over 100 hours of staff training related to the LSTA "Pop Up Media Lab" grant during FY20. Policies and procedures are rapidly being tested and adapted to carry the System through these times of uncertainty. This funding request will build upon an already-established infrastructure in an environment conducive to continued innovation.

B. Activities Page **2** of **5**

1. Describe the specific activities you will implement "to prevent, prepare for, and respond to coronavirus in your community." If the project will provide solutions to several different needs, describe each in a separate activity. If two or more activities are included, please prioritize them. If there is only one activity, prioritize it as one of one.

For each activity include:

- The activity name.
- A description of who will benefit including demographics and other specific information
- The community need, problem or challenge this activity will address and how it was identified.
- A detailed narrative of what will be done to meet the need, problem or challenge.
- Who will plan, implement and manage this activity?
- How you will measure the results of the activity or know it is successful. Include what will be measured and how it will be counted.
- Describe how the activity will be sustained once the project is completed, if applicable.

Activity Name:

Schedule and Facilitate Virtual Activities for the Public

Priority 1 of 4 activities

Activity Narrative:

Between April and August, 2020, the PBCLS made library card access a top priority for the organization. During a 2+ month period of closure, the Library offered a temporary solution to library card registration by offering virtual cards to Palm Beach County residents who did not previously have a library card. At its conclusion, PBCLS moved to transition its Library card process to video chat while maintaining the integrity of resident verification and privacy.

Library staff are learning the new library card processes and becoming familiar with Google Hangout, Facetime, and various devices that allow for video chat. A "library card number generator" was created using a different syntax for library cards so that reports can be run to determine the number of individuals who have taken advantage of this new service.

For Palm Beach County residents who have little to no experience using video chat, Library personnel will be offering individualized assistance to those who wish to use video chat to access library card services, and as the online library card renewal/registration becomes more well-known, the need for more hardware will be necessary to accommodate demand.

Activity Name:

Circulate Materials to Homebound Patrons

Priority 2 of 4 activities

Activity Narrative:

Between February, 2020 (the last full month before the PBCLS closed to the public) to July, 2020 (second full month of limited service), Books-By-Mail (BBM), a service focusing on homebound individuals' access to Library materials, saw an increase of 7% in the number of users (to 873) and an increase in circulation of 75% (to 1409). Due to restrictions placed on assisted living facilities and nursing homes (BBM serves ±59 such institutions), mail bags take longer to reach intended users and to be returned due to differing quarantine procedures at each residence and at the Library. Although requests for materials is increasing, BBM mail bags are often all in use, meaning that the Library cannot send materials. The service remains free to patrons as long as the mail bags are used. As the potential for an increased number COVID-19 cases is likely, Books-By-Mail is expected to grow even more in membership and circulation.

To meet greater demand, a new Library Associate I was hired in July, 2020. The Library's IT Division will be assisting BBM to automate more parts of the process, so that staff can focus on getting materials to patrons as soon as possible. The purchase of 200 mail bags will also allow staff to take into account different degrees of material quarantining and "Shelter-in-Place" (SIP) protocols, thus allowing more materials to be sent out on a daily basis.

With the addition of a second staff member and a focus on streamlining the BBM process, the Library will be able to maintain this high level of service well beyond the grant period. Success will be measured by the number of materials sent out (goal = 15,189), while maintaining an adequate number of mail bags that will allow staff to fill requests based on material availability rather than mail bag availability.

Activity Name:

Professional Production of Audio/Visual Content

Priority 3 of 4 activities

Activity Narrative:

Since March, 2020, PBCLS' Integrated Marketing & Communications (IMC) Division has created over 50 videos that have attracted almost 6,500 views. Professional accessible production of audio/visual content requires updated cameras, computer hardware, and editing & closed-captioning software.

Creative content produced include: recordings of performances, presentations, and skill-building workshops, informational content featuring traditional as well as enhanced library services, and highlights demonstrating the Library's ongoing mission to provide COVID-19 safety measures.

To improve accessibility, the purchase of Dragon Professional Individual software licenses will allow IMC to make video content more accessible to Deaf and Hard of Hearing patrons.

According to the Florida Department of Health, Palm Beach County has the highest number of individuals 65+ with hearing difficulty (42,212), 6th highest number of individuals (18-64) with hearing difficulty (11,434) and individuals (under 18) with hearing difficulty (877) for a total population of 54,523 individuals with hearing

difficulty.*

Produced content will be tracked and measured on a monthly basis to capture how many users have viewed the asynchronous videos. IMC has a track record of producing content that promotes library services, including a 2016 FLA Excellence in Marketing Public Relations Award.

* Data Source: FLHealthCharts.com is provided by the Florida Department of Health, Division of Public Health Statistics & Performance Management. US Bureau of the Census, American Community Survey, Table B18102.

Activity Name:

Expand Library Card Access

Priority 4 of 4 activities

Activity Narrative:

Between April and August, 2020, the PBCLS made library card access a top priority for the organization. During a 2+ month period of closure, the Library offered a temporary solution to library card registration by offering virtual cards to Palm Beach County residents who did not previously have a library card. At its conclusion, PBCLS moved to transition its Library card process to video chat while maintaining the integrity of resident verification and privacy.

Library staff are learning the new library card processes and becoming familiar with Google Hangout, Facetime, and various devices that allow for video chat. A "library card number generator" was created using a different syntax for library cards so that reports can be run to determine the number of individuals who have taken advantage of this new service.

For Palm Beach County residents who have little to no experience using video chat, Library personnel will be offering individualized assistance to those who wish to use video chat to access library card services, and as the online library card renewal/registration becomes more well-known, the need for more hardware will be necessary to accommodate demand.

2. Provide a detailed overall timeline of all of the proposed activities. If desired, the timeline can be in the form of a Gantt or other chart and included in the attachments in Section D, Certifications and Attachments, Support Materials section.*

To find out more about a Gantt chart, see https://www.gantt.com

10/01/2020 - 12/31/2020: Purchase 200 mail bags

10/01/2020 - 12/31/2020: Purchase webcams/mic hardware and Zoom licenses; distribute to branches.

10/01/2020 - 12/31/2020: Identify and implement procedural and technological improvements to streamline Books-By-Mail process.

10/01/2020 - 12/31/2020: Create evaluation tools specific to virtual activities and services.

10/01/2020 - 03/31/2021: Review database of performers (n=399) and assess their ability to offer remote virtual activities for the public.

10/01/2020 - 05/31/2021: Offer story time and other activities in school classrooms using the School District's virtual platform.

10/01/2020 - 09/30/2021: Host quarterly virtual activities with BBM patrons and at least 10 one-on-one instruction sessions to introduce BBM patrons to electronic materials.

10/01/2020 - 09/30/2021: Host at least 10 meetings/trainings for staff to discuss new activity ideas and learn new skills related to virtual story times.

10/01/2020 - 09/30/2021: Offer story time, multimedia, literary, educational, recreational, informative, and performance-based activities to 110,000 children, teens, and adults.

10/01/2020 - 12/31/2020: Review Library policies and procedures as they relate to library card services, and update them to include video chat services.

10/01/2020 - 12/31/2020: Produce 10 new videos for online consumption highlighting Library services, activities, collections, and ways in which the Library is enhancing safety measures related to COVID-19.

01/01/2021 - 06/30/2021: Host at least 3 virtual sessions to introduce BBM service to assisted living and nursing home residents as well as others temporarily or permanently affected by COVID-19.

C. Budget Page **3** of **5**

The budget explains and justifies the funds required for each activity (or activities). Each section of the budget is comprised of two required parts: the budget narrative and budget detail of the proposed amounts.

The narrative provides a detailed explanation and justification of proposed expenditures. For each amount listed in the detail, the narrative should show how the amounts were calculated, for both grant and matching (if applicable) funds, i.e., include calculations, unit costs, or breakdown of costs.

Matching funds are not required, however, they can be included if desired.

The applicant organization is allowed, if desired, to charge an indirect cost (administrative fee) for the project. For more information on indirect costs, please see the DLIS Florida CARES Act Guidelines, page 4 http://info.florida.gov/services-for-libraries/grants/cares/forms/

1. Salaries and Benefits

Show combined salaries and benefits to be paid to each person employed in the project on a separate line. The narrative should indicate what the benefits percentage is for the salaries. Fees and expenses for consultants should be included under the Contractual Services section. For each position listed, provide the full-time equivalency (FTE) for the amount of time spent on this particular project based on the local work week.

1.1. Salaries and Benefits Detail *

#	Position Title	F.T.E.	Grant Funds	Cash Match	Total
1	Library Associate II (14)	0.01	$0	$7,475	$7,475
2	Librarian I (28)	0.01	$0	$19,294	$19,294
3	Librarian II (20)	0.01	$0	$14,817	$14,817
4	IMC Public Relation Specialist (1)	0.01	$0	$657	$657
5	Procurement Coordinator (1)	0.01	$0	$723	$723
6	Librarian III (14)	0.01	$0	$11,165	$11,165
	Totals:		$0	$54,131	$54,131

1.2. Salaries and Benefits Narrative

Library Associate II: Library Associate IIs at each branch will be responsible for many of the individual branch's planning, executing, and evaluating adult, teen, and children's virtual programming. They will spend 3% of their time on the project. *Amount listing in Salary and Benefit Details is for 14 Library Associate IIs.* $7,475 (Salary $4,860 and benefits $2,615)

Librarian I: Librarian Is at each branch (in Children's/Teen Services and in Research) will be responsible for many of the individual branch's planning, executing, and evaluating adult, teen, and children's virtual programming. They will spend 2% of their time on the project. *Amount listing in Salary and Benefit Details is for 28 Librarian Is.* $19,294 (Salary $13,462 and benefits $5,832)

Librarian II: Children and Teen Librarian IIs at each branch and six (6) systemwide subject specialists and programmers will be responsible for many of the individual branch's planning, executing, and evaluating adult, teen, and children's virtual programming. They will spend 1% of their time on the project. *Amount listing in Salary and Benefit Details is for 20 Librarian Is.* $14,817 (Salary $10,508 and benefits $4,309)

Librarian III: The Assistant Branch Manager (14) at each branch is responsible for the planning and facilitation of activities for the public, in addition to other duties. Each will spend 1% of their time on the Assistive Listening System project. *Amount listing in Salary and Benefit Details is for 14 Librarians.* $10,893 (Salary $7,804 and benefits $3,089)

IMC Public Relations Specialist: The Public Relations Specialist will spend 2% of their time creating content to promote and market virtual activities and services. $657 (Salary $453 and benefits $204)

Procurement Coordinator: The Procurement Coordinator will spend 1% of their time procuring equipment, software, and hardware for virtual activities and services. $723 (Salary $510 and benefits $213)

2. Contractual Services

Include costs for specific services to be performed by an outside organization or individual under contract. Examples include: consultant fees, rentals, advertising, speaker's fees and wiring costs. Briefly describe services to be provided by contract.

2.2. Contractual Services Narrative

3. Library Materials

Describe type and numbers of materials to be purchased.

3.2. Library Materials Narrative

3.3. Is the library purchasing materials for the library's collection?

○ Yes

◉ No

4. Supplies

Describe the supplies needed for the project. Supplies may include computer supplies, toner, paper, postage, etc.

4.2. Supplies Narrative

5. Travel

Indicate amounts to be used for travel associated with the project. Any travel conducted with grant or matching funds Must be done in accordance with Section 112.061, Florida Statutes. In the narrative indicate the traveler's position, destination, purpose, and how the travel relates to achieving project purposes.

5.2. Travel Narrative

6. Equipment

The costs for equipment and furniture to be purchased and used by the project are covered in this category. Examples include computers, desks, and chairs. Include only items with a useful life of at least one year and an acquisition cost of $1,000 or more. Small items of equipment that do not meet this definition should be shown in the "Other" category. List all equipment to be purchased. Describe the type of equipment and explain how equipment will be used to support the project.

NOTE: any equipment over $5,000 for an individual item must be approved by IMLS prior to purchase.

6.1. Equipment Detail *

#	Description	Grant Funds	Cash Match	Total
1	Apple Mac Pro (1)	$8,699	$0	$8,699
2	Mac (27-in. 3.7 GHz 6-Core Processor with Turbo Boost up to 4.6GHz 2TB Storage Retina 5K Display) (1)	$2,299	$0	$2,299
3	Canon XF400 UHD 4K60 Camcorder with Dual-Pixel Autofocus (1)	$2,499	$0	$2,499
	Totals:	$13,497	$0	$13,497

6.2. Equipment Narrative

Camera and computer equipment will be used to produce asynchronous content to be placed on Palm Beach County Library System website and social media platforms. This will cover public events, technology workshops, informational content about library services, and updates on enhancements and

notifications related to COVID-19.

As changes to library services develop at a record pace, and with consideration given to the uncertainty of how COVID-19 will affect library services in the short- and long-term, creative content is essential to keeping library patrons up-to--date.

7. Other

Include costs for any items that do not fall under the categories above. Some examples include printing and small equipment costing less than $1,000.

7.1. Other Detail *

#	Description	Grant Funds	Cash Match	Total
1	Logitech C310 HD Webcam (66)	$3,299	$0	$3,299
2	Book Mailer (Reuseable) 14x18 Nylotop 2000(100)	$1,056	$0	$1,056
3	Nuance Dragon Professional Individual License (2)	$600	$0	$600
4	Zoom Licenses (25)	$4,998	$0	$4,998
5	Book Mailer (Reuseable) 11x14 Nylotop 2000(50)	$459	$0	$459
6	Book Mailer (Reuseable) 10x12 Nylotop 2000 (50)	$407	$0	$407
	Totals:	$10,819	$0	$10,819

7.2. Other Narrative

Logitech webcams, Zoom accounts, and Nuance Dragon licenses used by staff for the following purposes:

Host and participate in internal staff and committee meetings/staff development to 1) support public programming, 2) policy and procedure development for library card and circulation services, and 3) procurement of hardware, software, and equipment.

Planning and execution of direct activity offerings to the public with closed captioning enhancements for Deaf and Hard of Hearing individuals. e.g. book discussions, technology classes.

Provision of individualized virtual technology and research assistance.

Books-By-Mail mailing bags: Due to assisted living and nursing home facility campus lockdowns as well as precautions taken by other Books-By-Mail homebound patrons, many of whom are disabled, coupled with increased demand for materials, Library staff is unable to fulfill requests due to a bag shortage. Patrons have kept materials, along with the bags they are shipped in, for longer periods due to quarantine restrictions and precautions taken by patrons and the library.

Total Request:

$24,316

Total Matching Funds: (Optional)

$54,131

D. Certifications and Attachments Page 4 of 5

If you have already applied for LSTA funds in 2020 then these forms are not required to be resubmitted.

1. Debarment Form *

All applicants must complete this form.
Download Blank Debarment Form (Word Format)

1.1. ☑ Previously submitted with 2020 LSTA application

1.2.

2. Federal Funding Accountability and Transparency Act (FFATA) *

All applicants must complete this form.
Download Blank FFATA Form (Word Format)

2.1. ☑ Previously submitted with 2020 LSTA application

2.2.

3. Internet Safety Certification Form. Applies only to public libraries.

File Name	File Size	Uploaded On	View (opens in new window)
2020-03-16 CIPA Signed.pdf	35 [KB]	8/17/2020 5:13:40 AM	View file

4. Lobbying Activities Form

5. MLS Degree Certification

6. Certificate of Good Standing

7. Electronic Payments

This form must be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS since January 2020, please check the box.

⤓Download Blank Vendor Direct Deposit Authorization (Pdf Format)

7.1. ☐ Previously Submitted form since January 2020

7.2.

8. Support Materials (optional)

8.1.

E. Review and Submit Page **5** of **5**

1. Review and Submit

☑ I hereby certify that I am authorized to submit this application on behalf of Palm Beach County Library System and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. Guidelines Certification

☑ I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section 257. 12-15, Florida Statutes and 1B-2.011, Florida Administrative Code.

1.2. Signature (Enter first and last name)

Douglas Crane