RESOLUTION NO. 21-06-16

A RESOLUTION OF THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING SUBMISSION OF AN APPLICATION REQUESTING LIBRARY TECHNOLOGY GRANT(LSTA) FUNDING FOR LIBRARY RFID PROJECT AND PROVIDING REQUIRED ASSURANCES

WHEREAS, effective July 1, 2003 the Florida Legislature amended Chapter 257 Florida Statutes to allow application for State Aid to Libraries Grant Funding by municipalities; and

WHEREAS, in order to meet the requirements for application for State Aid to Libraries Grant Funding, the Town of Lake Park is required to approve submission of the Technology Grant(LSTA) application and make the following certifications provided herein;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA THAT;

Section 1. The Town of Lake Park, Florida is an eligible political subdivision.

Section 2. The Town of Lake Park is the single library administrative unit.

Section 3. The Commission of the Town of Lake Park is the designated governing body to provide library services.

Section 4. The Library Director shall be the single administrative head employed by the Town of Lake Park with authority to manage and coordinate operations of the Town of Lake Park Public Library and shall have an approved job description.

Section 5. The Library Director shall have an American Library Association accredited professional degree, and have at least two (2) years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of forty (40) hours per week.

Section 6. All funds will be centrally expended by the single administrative head as part of the Library's budget.

Section 7. The Town of Lake Park Public Library will extend borrowing privileges without charge to residents of all library service areas in the county that receives State Aid to Libraries Grants.

Section 8. The Town of Lake Park Public Library will provide free library services.

Section 9. The Town of Lake Park Public Library will participate with all libraries in the county that receives State Aid to Libraries Grants in joint planning for the coordination of library services to residents.

Section 10. The Town of Lake Park Public Library will continue to be operated at a minimum of forty (40) hours per week.

Section 11. The Commission of the Town of Lake Park, Florida hereby authorizes the Mayor and Town Clerk to execute the application for the Library Technology (LSTA) Grant funding.

Section 12. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Flaherty, who moved its adoption. The motion was seconded by Commissioner Lynch, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	✓	
VICE-MAYOR KIMBERLY GLAS-CASTRO	✓	
COMMISSIONER ERIN FLAHERTY	✓	
COMMISSIONER ANNE LYNCH	✓	
COMMISSIONER MICHAEL O'ROURKE	✓	

The Town Commission thereupon declared the foregoing Resolution NO. 21-06-16 duly passed and adopted this 1 day of June, 2016.

TOWN OF LAKE PARK, FLORIDA

BY: _____
JAMES DUBOIS
MAYOR

ATTEST:

_____
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK SEAL FLORIDA
(TOWN SEAL)

Approved as to form and legal sufficiency:

BY: _____
THOMAS J. BAIRD
TOWN ATTORNEY

Florida Department of State, Division of Library and Information Services

LSTA APPLICATION

Fiscal Year 2016

Applicant: **Lake Park Public Library**

Project Name: **The RFID Barcoding and Conversion project**

LSTA Funds Requested: $45,000.

Number of persons to be served by the project:

14,000

Applicant Information

Applicant Name
Lake Park Public Library, Town of Lake Park

Applicant Mailing
Address 529 Park Ave

Phone (561) 881-3330 **Fax**

Applicant Director Karen Mahnk

Applicant Director Phone 561 881-3330 **Applicant Director Fax**

Applicant Library Type Public **Applicant DUNS Number**

Project Manager Karen Mahnk

Lake Park Public Library

LPCSU

Project Manager Phone 561 881-3330 Project Manager Fax

Project Manager E-mail: kmahnk@lakeparkflorida.gov

Public Library has implemented an Internet Safety Education Program?

[X] Yes [ ] No [ ] Not Applicable

If the library is a Rural Economic Development Initiative eligible community in compliance with Section 288.06561, Florida Statutes and wishes to request a waiver of the matching requirements, click yes below.

[ ] Yes [X] No

Project Information

Priority

of

Targeted user group(s)

[ ] Pre-school children

[ ] Children (Persons age 11 and under)

[ ] Young adults and teens (Persons ages 12-18)

[ ] Adults

[ ] Institutionalized persons

[ ] Non/limited English speaking persons

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[ ] People with special needs

[ ] Rural populations

[ ] Seniors

[X] Urban populations

[X] Statewide public

[X] Library staff and volunteers

Project Service Area

Town of Lake Park Boundaries

Project Summary

The RFID Barcoding and Conversion project

Scope of Work

Gates will be installed at each entrance. RFID tags will be added to each book, audio, video item in collection. Current bar code system will be converted to RFID. A self check unit will be installed. Public will receive introduction to the new system.

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Introduction

1. Where is the applicant located geographically? The Lake Park Public Library is located in the Town of Lake Park which is located in Palm Beach County and is bounded on the east by the Atlantic Inter-coastal waterway; west by the city of West Palm Beach; south by the city of Riviera Beach and north by the Village of North Palm Beach.

2. How many staff members does the applicant have?

Five

3. How many service outlets does the applicant have?

One

4. How many registered borrowers does the applicant have, if applicable?

13,592

5. What is the governance of the applicant?

The Library is a department of the Town and as so the Town Commission is the Library's governing body. The Town Manager is the Administrative Head to whom the Library reports to.

6. What is the total budget of the applicant?

$257,158.

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

[ ] Not Applicable

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The Library has no security system to prevent books from leaving the library unchecked other than several cameras in general areas. The loss rate is above fourteen percent and the lack of an efficient inventory control makes it difficult for staff and patrons to locate books and other material in the catalog. The current system of checkout by way of scanning bar codes is outdated and not user-friendly for patrons. There is a significant error rate in checking books under the current system. Patrons welcome a new mode of learning about Library activities that would be interactive to allow them to view current and future activities well as register for desired activities and events while checking out books. In surveys, one of the most frequent requests were that the library enhance security to prevent book thefts and upgrade our circulation process.
By upgrading our security with the addition of RF tagging of cataloged items and installing associated detectors at each entrance, we lower our loss rate and make our Library more accessible to our patrons as well as preserve the value of our collection. The navigation to RF tagging will also open the opportunity for the library to expand to additional functions as this technology progresses.

Need

Size of the target population. 14000

1. Who is the target population?

Library users including Library cardholders

2. What are the unmet needs of the target population?

Lake Park Public Library

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An efficient method by which to control and reduce loss by theft as well as improve inventory management in order make the Library's collection more accessible to patrons.

3. Describe how the target population's needs are not being met by the library or other community services.
There is no security system by which to detect books or other items from leaving the library unchecked. The inventory management system is outdated and inefficient. E-blasts, flyers, published announcements and social media alone, do not sufficiently serve our patrons. It can be time-consuming for both staff and patrons to locate a particular book that is listed in the catalog but cannot be found on its assigned shelf because it may be incorrectly-shelved or removed from the library without being checkout to cardholder.

4. How does the project relate to the applicant's mission, or to the applicant's long range plan? The core of our Mission is to provide the Community access to all information to fulfill their informational needs. We can only do this if we can provide our collection on demand and without delay of searching for missing items.

5. Additional Factors for Consideration / Continuing Project Status Report.

[X] Not Applicable

Partners

[X] Not Applicable

Partner Name:	
Role:	

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Activities

Activity N/A

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Conversion Process	Conversion Process	Conversion Process	Conversion Process	Conversion Process	Conversion Process	Conversion Process	Install Conve

TimeLine

Project conversion is estimated to cover ten months.

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Additional Project Information

Publicity/Communications
There will be informational progress releases by way of announcements, to patrons of the changes and when the transition is completed. Introductory sessions will be provide to the public for use of the self-check unit.

Sustainability:
Additional materials added to the system and future upgrades and/or repairs will be included in Library budget in subsequent years. The library building is limited in size and no additional self-checkout units or detection gates will be needed in the future.

Digital Images

[X] Not Applicable

Are digital images being created? [ ] Yes [X] No

Are metadata records being added to the statewide database in the Florida Electronic Library?

[ ] Yes [X] No

If not, provide explanation. Not at this time

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Budget

Salaries and Benefits

Salaries and Benefits Narrative

Current employees will assist with the conversion process.

Salaries and Benefits Detail

Position Title	FTE	LSTA Request	Matching Funds
Director	1	$0	$5600.
Librarian 1	1	$0	$4800.
Library Assistant	1	$0	$2000.
Library Acct.Cl.	.8	$0.	$2600.
Total Salaries			$15000.

Contractual Services: Gate contractor - installation

Contractual Services Narrative Vendor will be responsible for installation.

Contractual Services Detail

Specify	LSTA Request	Matching Funds
Gate installation	$0	$0
Total Contractual Services	$0	$0

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Library Materials

Library Materials Narrative

Library Materials Detail

Specify	LSTA Request	Matching Funds
	$0	$0
Total Library Materials	$0	$0

Bibliographic Records

[X] Not Applicable

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

[ ] Yes [ ] No

If yes, are bibliographic records being loaded into the statewide database?

[ ] Yes [ ] No

If no, provide an explanation of why the records are not being loaded.

Records have already been added,

Supplies

Supplies Narrative

Supplies Detail

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Specify	LSTA Request	Matching Funds
RFID tags	$8000.	$0
Total Supplies	$8000.	$0

Travel

Travel Narrative

NA

Travel Detail

Specify	LSTA Request	Matching Funds
NA	0	
Total Travel	0	0

Equipment

Door gates will be installed on each of two entrances.

Equipment Detail

Specify	LSTA Request	Matching Funds
2RFID Security Door gateways 1 self checkout unit	$30000 $5000.	$0 $0.
Total Equipment		

Other

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Other Narrative

Other Detail

Specify	LSTA Request	Matching Funds
Rental of RFID converter device	$1000.	$0
Total Other		

Budget

Salaries and Benefits ($15000.)

Contractual Services $1000.

Library Materials $

Supplies $8000.

Travel $0.

Equipment $34,000

Other $1000.

Total Funding Request: $45,000.

Attachments

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[X] Not Applicable

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Certifications

1. **Debarment Form**

2. **FFATA Form**

3. **Internet Safety Certification Form**

[ ] Not Applicable

4. **Disclosure of Lobbying Activities Form**

[ ] Not Applicable

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

James DuBois, Mayor Town of Lake Park
Name and Title of Authorized Representative

Signature

June 1, 2016
Date

ED Form GCS-009, 6/88

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post-award	☐ a. initial filing b. material change **For Material Change Only:** year_____ quarter_____ date of last report_____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier _____, *if known:* **Congressional District,** *if known:*	**Congressional District,** *if known:*
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable:* _____
8. Federal Action Number, *if known:*	**9. Award Amount,** *if known:* $
10. a. Name and Address of Lobbying Entity *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*
(attach Continuation Sheet(s) SF-LLLA, if necessary)	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** _____ **Print Name:** _____ **Title:** _____ **Telephone No.:** _____ **Date:** _____
Federal Use Only:	Authorized for Local Reproduction Standard Form – LLL (Rev 7 – 97)

Approved by OMB
0348-0046

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by the reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

INTERNET SAFETY CERTIFICATION FOR APPLICANT
PUBLIC LIBRARIES
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only **one** of the following boxes*)

A. CIPA Compliant
(The applicant library has complied with the requirements of Section 9134(f) (1) of the Library Services and Technology Act.)

OR

B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

James DuBois
Printed Name of Authorized Representative

Mayor
Title of Authorized Representative

June 1, 2016
Date

Lake Park Public Library
Name of Applicant Library/Program