



April 7, 2025
Jennifer Movic
Literacy Programming Specialist
Lake Worth Beach City Library
15 N M St.
Lake Worth Beach, FL 33460

RE: SEFLIN Breakthrough Award

Dear Jennifer Movic,

It is with great enthusiasm that we inform you that the Digitizing the Lake Worth Herald project has been selected to receive funding in recognition of its invaluable contribution to preserving and sharing the rich history of Lake Worth Beach. This award reflects our commitment to supporting initiatives that foster historical preservation, community engagement, and educational advancement. This award is for the requested amount of \$5,000.

This letter and its attachments outline the terms and conditions of accepting this award. Please read all the terms and conditions carefully, sign, and by May 9, 2025 (subject to change based on current events and library closures). After we receive the fully executed agreement, a check will be mailed to the financial contact listed below.

This letter shall serve as the official instrument of Agreement between SEFLIN, Inc. (we, us, our) and the Broward County Library (you, Awardee). Collectively these bodies shall be referred to as The Parties. The Parties herein agree as follows:

Acknowledgements:

This project has been funded under the provisions of the Library Cooperative Grant program, administered by the Florida Department of State's Division of Library and Information Services.

Contract Administration:

Each party's project 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 SEFLIN
Rachel Perry Taylor
Office 452 Wimberly Library
777 Glades Road
Boca Raton, FL 33431
561-208-0984 x224
perrytaylor@seflin.org

FOR Lake Worth Beach City Library
Jennifer Movic
Literacy Programming Specialist
15 North M Street
Lake Worth Beach, FL 33460
561-533-7354 ext. 6103
jmovic@lakeworthbeachfl.gov

**Purpose:**

This award is made for the completion of project goals outlined in the originally approved proposal [Attachment 1] by July 31, 2025.

Payment:

Funds for this award will be paid in full upon execution of the award via check. The check shall be made out to the address listed below. The financial contact of the awardee is:

FOR Lake Worth Beach City Library

To: Lake Worth Beach City Library

C/O: Cindy Ansell

Library Manager

15 North M Street

Lake Worth Beach, FL 33460

561-533-7354

cansell@lakeworthbeachfl.gov

Allowable Use of Funds:

Award funds must be used for the costs proposed in the approved proposal budget by July 31, 2025. Funds may not be expended for any other purpose without prior written approval from SEFLIN. Use of funds is subject to terms and conditions of the Library Cooperative Grant program, administered by the Florida Department of State's Division of Library and Information Services [Appendix 1], and all applicable statutes and laws.

Project Period:

This agreement shall be effective upon execution and will terminate July 31, 2025.

The period of performance of this project will be May 9, 2025 - July 31, 2025. All funds must be expended on approved costs within this period of performance.

Records and Reports:

Awardee is required to keep a record of all receipts and expenditures relating to this award.

Awardee is required to submit to SEFLIN a written report summarizing the project completion and expenditures by July 31, 2025. This report should describe progress in achieving the purposes of the award and include a detailed accounting of the uses or expenditure of all award funds. Awardee also agrees to provide any other information reasonably requested by SEFLIN.

Awardee is required to keep the financial records with respect to this award, along with copies of any reports submitted to SEFLIN, in accordance with Awardee's institutional record retention policy.



Adherence to Florida Department of State's Division of Library and Information Services regulations:

Digitization projects supported by the Library Cooperative Grant program funding, administered by the Florida Department of State's Division of Library and Information Services, (including matching funds) will be required to:

- Have all rights and permissions as required under current law to create and make available to the public the content of the items Awardee plans to digitize. The Division reserves the right to request rights and permissions and documentation.
- Follow the Technical Guidelines for Digitizing Cultural Heritage materials
- Include copyright information at the item level using the rights statements found at rightsstatements.org

By accepting this award, Awardee agrees to these terms.

Project Completion Deadline:

The project completion deadline is July 31, 2025. The project completion deadline is the date by which all award funds must be expended in accordance with the work described in the proposal [Attachment 1].

Acknowledgement of Grant Funding:

The Florida Division of Library and Information Services requires public acknowledgement of Library Cooperative Grant (LCG) 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 an LCG project must include an acknowledgment that LCG funds were used to create them.

Use the following text:

"This project has been funded under the provisions of the Library Cooperative Grant program, administered by the Florida Department of State's Division of Library and Information Services."

Nondiscrimination:

Nondiscrimination. As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972 and the Age Discrimination in Employment Act of 1975, as implemented at 45 CFR Part 1180.44, the Subgrantee certifies that the Subgrantee will comply with the following nondiscrimination statutes and their implementing regulations:

a) Title VI of the Civil Rights Act of 1964, as amended (42 USC § 2000 et seq.), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving federal financial assistance;

b) Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 701 et seq.), which prohibits discrimination on the basis of disability in federally-assisted programs;



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c) Title IX of the Education Amendments of 1972, as amended (20 USC §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and

d) The Age Discrimination in Employment Act of 1975, as amended (42 USC § 6101 et seq.), which prohibits discrimination on the basis of age in federally-assisted programs.

Copyright and License:

When publications, films or similar materials are developed, directly or indirectly, from a program, project or activity supported with grant funds, Subgrantee (and any of its subcontractors, if applicable) shall grant the Department of State an irrevocable, royalty-free, non-transferable, non-exclusive right and license to reproduce or otherwise use, to make derivative works from, and to display and distribute any copyrighted material developed under this Agreement for any state governmental purpose. The Subgrantee also grants the federal awarding agency a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes:

a) The copyright in any work developed under a grant, subgrant or contract under a grant or subgrant; and

b) Any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership with grant support.

Severability:

If any term or provision of this Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term of provision shall be deemed stricken.

Entire Agreement:

The entire Agreement shall be deemed to consist of the following documents:

- a) This letter;
- b) Appendix 1, Library Cooperative Grant Guidelines and Application; and
- c) Approved Proposal (Attachment 1).

The below signees hereby acknowledge the requirements set forth herein and that they shall comply with the requirements as stated.

FOR SEFLIN	FOR Lake Worth Beach City Library
X	X
Signature of Authorized Representative	Signature of Authorized Representative
Printed Name	Printed Name



SEFLIN

Date

Date

Appendix I: State of Florida Library Cooperative Grant Guidelines for Use of Funds

Library Cooperative Grant Guidelines and Application
Chapter 1B-2.011(2)(c), *Florida Administrative Code*, Effective 6-2019.

XI. USE OF FUNDS

All grant and local matching funds must be spent on resource sharing activities as identified in Section II. - Program Priorities and as described by the multitype library cooperative's long-range plan, and annual plan of service and expenditure, and the proposed activities and budget in the grant application. All grant- and local-match-funded products and services shall be offered at no cost to FLIN member libraries in each multitype library cooperative's geographic service area.

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 (dated February 2011), incorporated by reference, which are available online at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.

Grant and local matching funds may be used for:

- 1. Resource Sharing Activities.** Resource sharing activities include purchase or lease of electronic databases or resources that are shared with all FLIN member libraries in the region, interlibrary loan (ILL), ILL assessments, digitization, or statewide delivery service stops. Other resource sharing activities may be identified in the multitype library cooperative's long-range plan and annual plan of service.
- 2. Loading Records.** Examples include: loading a library's bibliographic records for the first time, updating records (adds, deletes, cleanup), creating new records and/or providing a cataloging utility that adds records to the statewide database, such as CatExpress
- 3. Consultation in Relation to Resource Sharing.** Providing guidance, information and assistance to libraries on resource sharing and innovations in the use of technologies related to resource sharing and on the creation and sharing of significant local digital content.
- 4. Facilitation in Relation to Resource Sharing.** Facilitating services or contracts that assist libraries in loading records, sharing e-books or databases, implementing technologies related to resource sharing, or creating and sharing significant local digital content.



5. **Technology Related to Resource Sharing.** Research, exploration, promotion or purchase of technology related to bibliographic record enhancement and library innovations related to resource sharing.
6. **Training.** Training in support of any of the resource sharing activities given above or as a stated and approved activity within the grant application or approved project revisions.
7. **Operational Costs.** Operational costs for resource sharing activities required to accomplish items 1-6 above, such as salaries, rent, etc. These costs should be allocable to the program and auditable.

Digitization projects supported by grant funding (including matching funds) will be required to:

- Be harvestable by the Sunshine State Digital Network using their required protocol. More information is found at <https://sunshinestatedigitalnetwork.wordpress.com/>, (dated April 2019), incorporated by reference.
- Have all rights and permissions as required under current law to create and make available to the public the content of the items that are planned to be digitized. The Division reserves the right to request rights and permissions and documentation.
- Follow the Technical Guidelines for Digitizing Cultural Heritage materials (dated September 2016) (<https://www.digitizationguidelines.gov/>), incorporated by reference.
- Include copyright information at the item level using the rights statements found at <https://rightsstatements.org/en/documentation/#use-by-cultural-heritage-institutions>

Unallowable Uses of Grant Funds

Grant funds may not be used for construction, food or other expenditures not allowable under *Florida Statutes*. Grant funds may not be used on activities that are not resource sharing or bibliographic record enhancement or that are not in alignment with the Library Cooperative Grant Program priorities or the grant application and Change Requests included in the grant agreement.