



CITY COUNCIL STAFF REPORT

DATE: September 16, 2015 CONSENT CALENDAR

SUBJECT: ACCEPT A FY/2016 *ACCESSING THE PAST* GRANT FROM FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FUNDS IN THE AMOUNT OF \$54,000.00 AND AUTHORIZE THE DIGITIZATION OF "THE DESERT SUN" NEWSPAPER MICROFILM.

FROM: David H. Ready, City Manager

BY: LIBRARY

SUMMARY

The City Council will consider acceptance of a grant in the amount of \$54,000.00 in Library Services and Technology Act (LSTA) funds from the California State Library for the Palm Springs Public Library and approve the issuance of a purchase order to University of California-Regents for digitization of "The Desert Sun" newspaper microfilm.

RECOMMENDATION:

- 1) Accept the FY/2016 *Accessing the Past* Grant from the California State Library in the amount of \$54,000.00.
- 2) Approve the issuance of a purchase order to University of California-Regents in the amount of \$40,000.00 for digitization of "The Desert Sun" newspaper microfilm.
- 3) Authorize the City Manager to execute all necessary documents, including the purchase order.

STAFF ANALYSIS:

The Library established *Accessing the Past Digital History Collaborative* project in 2013 to encourage local organizations with historically-significant archives to come together to scan and digitize our collections and make them available online, free of charge on our website, www.accessingthepast.org. Since its inception in 2013, *Accessing the Past* has partnered with 11 organizations: California Digital Newspaper Collection, Cathedral City Library, City of Palm Springs Planning Department, Desert Sun, Historical Society of Cathedral City, Historical Society of Palm Desert, Palm Springs Air

Museum, Palm Springs Genealogical Society, Palm Springs Celebrity Golf Classic, Palm Springs Historical Society, and Palm Springs Lions Club.

The Library received grant funding of \$60,000.00 from the California State Library in 2013. Additionally, the Library received \$60,000.00 of grant funding from the California State Library, \$2,500.00 from the Webb Foundation, and \$50,000.00 from the Library Board of Trustees in 2014. The majority of the total grant funds, \$80,000.00, have been used in partnership with California Digital Newspaper Collection at University of California-Riverside to digitize the first 44 years of Desert Sun newspapers, 1934-1978. The Library Board of Trustees and Webb Foundation gifts in 2014 were used to purchase a high-quality preservation-level scanner. The Library Board of Trustees has agreed to fund the 2015-16 recurring costs for website and content management system, expected to cost \$14,050.00.

The Palm Springs Public Library has been able to achieve the goal for the "The Desert Sun" archive of 1934-1978 is now currently available online in a keyword searchable format, making the history of Palm Springs readily accessible to anyone around the world.

This Fiscal Year, the Library submitted a FY/2016 *Accessing the Past* grant application to the California State Library to continue this regional Local History Collaborative and continue the process of digitizing "The Desert Sun" microfilm archive, 1979-1988. The cost to digitize "The Desert Sun" for 1979-1988, roughly 100,000 pages, is \$40,000.00.

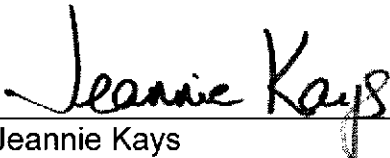
An additional goal for this Fiscal Year, is to digitize some of the Library's other local history archival materials, such as Limelight News, Palm Springs Villager Magazine, Palm Springs Life Magazine, Palm Springs High School Yearbooks, Palm Springs Personages Social Registry, and historic Palm Springs Phone Books as well as the archives of other organizations. Many of these items are in an extremely fragile state and digitization would both preserve the items as well as make them keyword searchable in an online format. The *Accessing the Past* project team is also interested in adding new collaborative partners and teaching organizations and individuals digital preservation standards.

As this is the final year of grant funding available from California State Library for *Accessing the Past*, the Library will be looking for donations and additional grants for future years' recurring costs and to continue digitizing "The Desert Sun" issues 1989-1999.

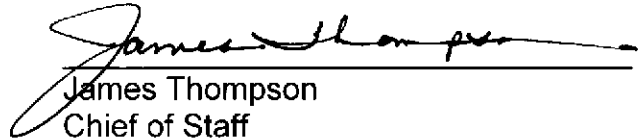
The grant application process was a very competitive process as numerous library jurisdictions submitted projects for consideration. Grant funds (\$54,000.00,) in-kind staff hours and in-kind materials (\$17,005.00,) and gift funds from Library Board of Trustees (\$14,050.00) bring this year's project total to \$85,055.00.

FISCAL IMPACT:

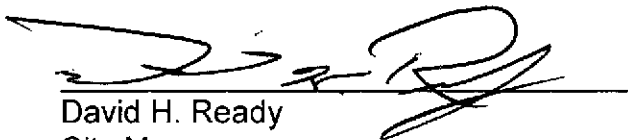
The grant requires the City of Palm Springs in-kind matching costs of \$17,005.00, the matching costs are met with existing staff hours approved in the Fiscal Year 2015-16 Library budget.



Jeannie Kays
Director of Library Services



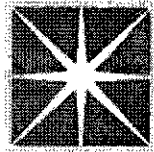
James Thompson
Chief of Staff



David H. Ready
City Manager

Attachments:

1. California State Library Grant Award Letter



California
STATE LIBRARY
PRESERVE THE PAST • ENRICH THE PRESENT • INSPIRE THE FUTURE

August 4, 2015

Jeannie Kays, Library Director
Palm Springs Public Library
300 S. Sunrise Way
Palm Springs, CA 92262-7699

Dear Ms. Kays:

We are pleased to approve the grant application for the Palm Springs Public Library: Accessing the Past project for a total of \$54,000 in federal Library Services and Technology Act (LSTA) funds.

Thank you for your patience as we introduce new forms that will fit new federal requirements.

Your grant monitor will be assisting you throughout the year to assure a successful project. The State of California is implementing a new Financial Information System which may cause delays in grant payments. Please contact your grant monitor if you have questions.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas
California State Librarian

Enclosures

cc: Colette Moody
Lena Pham

THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

Award #:	40-8566
File #:	C-02
IMLS #:	LS-00-15-0005-15
Work Phase:	WP14
Library:	Palm Springs Public Library
Project Title:	Palm Springs Public Library: Accessing the Past
Award Amount:	\$54,000

2015/2016 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$5,000
Equipment (\$5,000 or more per unit)	\$0
Library Materials	\$0
Consultant Fees	\$0
Travel	\$1,500
Supplies/Other	\$2,000
Contracted Services	\$45,500
Project Total	\$54,000
Indirect Cost	\$0
Grant Total	\$54,000

Start Date: July 1, 2015

End Date: June 30, 2016

This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.

REPORTING

Financial and program narrative reports are required. All required reporting materials will be located on the California State Library's website at <http://www.library.ca.gov/grants/lsta/manage.html>. The forms, along with instructions, will be on the website under the heading "Competitive Grants 2015-2016." The Grant Guide for this project will list specific reporting due dates. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

CONTACT

We want your project to be successful. Please work with this grant monitor in implementing your project.

Grant Monitor:	Lena Pham
Phone Number:	(916) 651-0376
Email Address:	lena.pham@library.ca.gov

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD**

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount \$54,000 . This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.
2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year **2015/16** for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.
4. The California State Library has the option to amend the grant award to reflect any reduction of funds.
5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.
6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.
7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived there from shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record – House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2013. Congress enacted the Museum and Library Services Act of 2010 (Pub. L. 111-340, codified at 20 U.S.C. § 9101 *et seq.*), which also incorporates Library Services and Technology Act (LSTA).

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The terms of this agreement shall be from upon execution until the end of the grant period, but shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

13. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

During the grant period, the subgrantee may find that the awarded budget may need to be modified. Budget changes, requests for additional funds, or requests for reductions in the grant funding award must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification (LSTA Form 4) may be required to be submitted according to the instructions. Approval is by the State Librarian. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts. The total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$54,000 and shall be expended/encumbered in the designated grant period.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of two Narrative Reports, unless otherwise noted in the Grant Guide for the project located on the CSL's website, on the progress and activities of the project to the State Library within 30 days following the end of the designated quarter.
- II. The subgrantee shall submit quarterly Financial Reports to the State Library, unless otherwise noted in the Grant Guide for the project located on the CSL's website. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the designated quarter.
- II. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- III. The final 10% of the grant award (if applicable) is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent funds by the time specified in the Grant Guide. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the State and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of the grant period must be received at least 30 days prior to that deadline.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$24,300	upon execution of the agreement and submission of claim by fiscal agent
\$24,300	on or about October 30, 2015
\$5,400	on the submission of all reporting and return of funds

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND
SUSPENSION; AND OTHER ASSURANCES**

The authorized representative certifies that the Subgrantee or its Fiscal Agent will comply with the following:

Nondiscrimination

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

Debarment and Suspension

- (a) Are presently excluded or disqualified:
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period; fraud, antitrust, embezzlement, forgery, bribery, tax evasion, making false statements, receiving stolen property, or similar offenses so serious as to affect the integrity of the grantee or its fiscal agent.
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a) and enumerated above.
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Trafficking in Persons

- engages in trafficking in persons, procures a commercial sex act, or uses forced labor
- procures a commercial sex act during the period of time that the award is in effect
- uses forced labor in the performance of the grant

Federal Debt Status

certifies to the best of his or her knowledge and belief that the subgrantee is not delinquent in the repayment of any Federal debt

Project Title: Palm Springs Public Library: Accessing the Past
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**CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND
SUSPENSION; AND OTHER ASSURANCES (continued)**

**Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in
Excess of \$100,000) (31 U.S.C. § 1352)**

- (a) No Library Services and Technology Act funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) No Library Services and Technology Act funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any State agency, Member of the Legislature, an officer or employee of the Legislature, or an employee of a Member of the Legislature in connection with legislative action through oral or written communication with State legislative officials, or solicitation of others to influence or attempt to influence legislative action.
- (c) No Library Services and Technology Act or other federal funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any county, district, or city agency, in connection with legislative action through oral or written communication with officials, or solicitation of others to influence or attempt to influence legislative action. LSTA funds will not be used for costs to:
- draft legislation or resolutions
 - travel to meetings of governmental bodies urge passage of legislation or resolutions
 - survey voters regarding passage and drafting of legislation or resolutions
 - pay governmental fees (use fees, ballot filing fees, permits, etc.)

Drug-Free Workplace

- (a) Continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).
- (b) This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace.

Project Title: Palm Springs Public Library: Accessing the Past
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The authorized representative also certifies that the Subgrantee or its Fiscal Agent will comply with the following:

- will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements
- will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal
- will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

LSTA GRANT AWARD DOCUMENTATION
Budget Citation Chapter 10, Item 6120-211-0890

LSTA Award #: **40-8566**

Approval Date: **7/1/2015**

Project Title: **Palm Springs Public Library: Accessing the Past**

Subgrantee: **Palm Springs Public Library**

Funding Start Date: ****upon execution****

Term: **upon execution – end of grant period**

Approved Funds: **\$54,000**

Payments: \$24,300	upon execution of agreement	Schedule No.
\$24,300	on or about October 30, 2015	Schedule No.
\$5,400	on completion and return of abatements	Schedule No.

Appropriation Encumbered (designate where applicable)

For: **FY 15/16**
WP 14

Reporting Structure: **61202000**

COA: **5432000**

Vendor Code: **M686**

Program #: **5312**

DUNS #: **170609317**

The LSTA program is a federal grant from the Institute of Museum and Library Services (IMLS)

Catalog Number From Catalog of Federal Domestic Assistance (CFDA) #: **45.310**

IMLS FAIN: **LS-00-15-0005-15**

IMLS Federal Award Date: **01/28/15**

IMLS Total Amount of the Federal Award and Obligated by this action: **\$15,052,678**

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES	\$5,000		
EQUIPMENT			
LIBRARY MATERIALS			
CONSULTANT FEES			
TRAVEL	\$1,500		
SUPPLIES/OTHER	\$2,000		
CONTRACTED SERVICES	\$45,500		
INDIRECT COSTS			
TOTAL	\$54,000		