

## LEGISLATIVE FACT SHEET

DATE: 11/17/21

BT or RC No: BT 22-037  
(Administration & City Council Bills)

SPONSOR: Public Libraries  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation: Gretchen Mitchell

Provide Name: Gretchen Mitchell

Contact Number: (904) 255-6019

Email Address: [gmitch@coj.net](mailto:gmitch@coj.net)

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.

(Minimum of 350 words - Maximum of 1 page.)

This legislation appropriates \$493,863 in Florida Division of Library and Information Services (DLIS) American Rescue Plan Act (ARPA) funding via a Library Services and Technology Act (LSTA) grant from the Florida Department of State (DOS) to support the Public Library's "Reopen and Reconnect: Filling the Connectivity Gap" program. The purpose of this program is to support the reopening of Duval County's public libraries by mitigating the "connectivity gap" for public library customers without reliable internet access or equipment at home and those with a need to maintain social distance and minimize staff contact in library facilities.

The funding request will support two primary activities during the one-year grant period (September 3, 2021 through September 30, 2022): 1) Self-Check Solutions (\$260,304) to install or increase the number of self-check units in smaller footprint urban branches and 2) Reopen & Reconnect Device Lending Program (\$233,559) to facilitate and promote digital inclusion through accessible WiFi, internet hotspots, compatible devices (laptops, tablets, e-readers), and digital literacy resources for users in five urban library services (Eastside, Graham, Main, Brentwood, Westbrook) and one branch heavily focused on adult learners (Webb-Wesconnett).

Both activities (Self-Check and Device Lending/WiFi/Digital Content) enable Jacksonville Public Library fulfill three of the Library's Operational Principles: 1) Enhance staff and customer wellness; 2) Deploy staff where they will make the most impact for customers; and 3) Provide customers with the means to manage their own reading, writing, and literacy experiences. Project implementation will include equipment and e-content acquisition, staff training, promotional activities, public programming, and program evaluation. The Reopen & Reconnect program is expected to serve an estimated 64,810 household in the six library service areas (Eastside, Graham, Main, Brentwood, Webb-Westconnett, and Westbrook) and Self-Check Solutions will cover an additional six branches with 95,771 households (Argyle, Highlands, Maxville, Murray Hill, University Park, and West).

APPROPRIATION: Total Amount Appropriated \$493,836.00 as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s)	From: _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s):	From: State of Florida Division of Library and Information Services	Amount: \$493,836.00
	To: City of Jacksonville Public Libraries	Amount: \$493,836.00

Name of City of Jacksonville Fundir	From: _____	Amount: _____
	To: _____	Amount: _____
Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

**PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:**

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.  
(Minimum of 350 words - Maximum of 1 page.)

This legislation appropriates \$493,863 in American Rescue Plan Act (ARPA) funding via a Library Services and Technology Act (LSTA) grant from the Florida Department of State (DOS), Division of Library and Information Services (DLIS) to support the Public Library's "Reopen and Reconnect: Filling the Connectivity Gap" program. The purpose of this program is to support the reopening of Duval County's public libraries by mitigating the "connectivity gap" for public library customers without reliable internet access or equipment at home and those with a need to maintain social distance and minimize staff contact in library facilities.

This funding does not require a match and is available through the grant period September 3, 2021 through September 30, 2022. Funding will be used to purchase wireless data services, library e-book and e-audiobook content, devices (Chromebooks, tablets, hotspots, accessories), and self-check machines. There are no staff expenditures associated with this project or anticipated post-construction operational costs. New devices will become part of the Library's technology inventory and will be maintained as such after the grant period ends. Estimated annual maintenance for 16 new self-check machines is \$30,624. Estimated annual data plan cost for 175 hot spot devices at \$15/month/device is \$31,500.

**ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.**

**ACTION ITEMS:**

	<b>Yes</b>	<b>No</b>
Emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Justification of Emergency: If yes, explanation must include detailed nature of emergency.

We are requesting an emergency to expedite this appropriation. These American Rescue Plan Act funds must be used before the grant period deadline (September 30, 2022). There is a significant amount of procurement and implementation involved for these two projects which may be jeopardized by a six-week increase to the timeline. The purchase of e-content is tied to parameters for using the ARPA funds. Customers and staff will also be impacted as these services and solutions (remote internet access and self-checkout) are designed to address health, staffing, and access concerns created by the pandemic.

Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?
			ARPA LSTA Grant Agreement 21-ARPA-14 has been executed and is attached. City of Jacksonville Public Library and the Board of Library Trustees (BOLT) will provide oversight.
Related RC/BT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.
			<input type="text"/>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.
			<input type="text"/>
Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.
			<input type="text"/>

**ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.**

**ACTION ITEMS:**

	Yes	No
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

The funding does not require a match and will be used through the grant period of September 3, 2021 through September 30, 2022. Services and equipment acquired during the grant period will require ongoing maintenance. Estimated annual maintenance for 16 new self-check machines is \$30,624. Estimated annual data plan cost for 175 hot spot devices at \$15/month/device is \$31,500.

Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment: If yes, attach appropriate form(s).

Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating

Florida Division of Library and Information Services (DLIS) mid-year and final reports. Public Library Administration & Finance, Lynn Jacobson, Assistant Director Systems & Technology (904) 255-6025.

Division Chief:   
 \_\_\_\_\_  
 (signature)

Date: 11/17/2021

Prepared By:   
 \_\_\_\_\_  
 (signature)

Date: 11/17/2021

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, c/o Jasmine Jordan, Budget Office, St. James Suite 325

Thru: Rachel Zimmer, Director of Intergovernmental Affairs, Office of the Mayor

(Name, Job Title, Department)

Phone: 255-5006

E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

From: Rachel Zimmer, Director of Intergovernmental Affairs, Office of the Mayor

Initiating Department Representative (Name, Job Title, Department)

Phone: 255-5006

E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

Primary Contact: Rachel Zimmer, Director of Intergovernmental Affairs, Office of the Mayor

(Name, Job Title, Department)

Phone: 255-5006

E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

CC: Rachel Zimmer, Intergovernmental Affairs Liaison, Office of the Mayor

Phone: 255-5006

E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

**COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL**

To: Peggy Sidman, Office of General Counsel, St. James Suite 480  
Phone: 255-5055 E-mail: psidman@coj.net

From: \_\_\_\_\_  
Initiating Council Member / Independent Agency / Constitutional Officer  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact: \_\_\_\_\_  
(Name, Job Title, Department)  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

CC: Rachel Zimmer , Intergovernmental Affairs Liaison, Office of the Mayor  
Phone: 255-5006 E-mail: rachelz@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item: Yes No  
Boards Action / Resolution?

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**