



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 5/13/2021 Meeting Date: 5/20/2021

Name: Katrina Evans Department: Library

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Katrina Evans", written over a light blue horizontal line.

1. Nature and purpose of agenda item:

Requesting approval and signature for Partnership for Strong Families Resource Centers' Service Provision Agreement with Columbia County Public Library

2. Recommended Motion/Action:

Recommended to approve agreement

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Columbia County Public Library
308 NW Columbia Avenue
Lake City, FL 32055
386-758-1018 * 386-758-2135 Fax

Katrina P. Evans, Library Director

MEMORANDUM

DATE: May 13, 2021

TO: David Kraus, County Manager

FR: Katrina Evans, Library Director

RE: Partnership for Strong Families Resource Centers' Service Provision Agreement

I would like to request approval of the attached Partnership for Strong Families Resource Centers' Service Provision Agreement by the Board of County Commissioners. The Service Provision Agreement will allow the Library to partner with the recently opened NorthStar Family Resource Center to provide various library services and programs at the Resource Center.

The Service Provision Agreement requires the signature of the Chair of the Board of County Commissioners. The attached agreement has been reviewed and approved by the County Attorney.

If you need any further information from me, please let me know. Thank you.

Service Provision Agreement

THIS IS A SERVICE PROVISION AGREEMENT (“Agreement”) regarding partnership with the:

Partnership for Strong Families’ Resource Centers, which include:

- The Library Partnership - (352) 334-0160
- The SWAG Family Resource Center - (352) 505-6823
- The Cone Park Library Resource Center - (352) 334-0456
- The Tri-County Community Resource Center - (352) 507-4000
- The NorthStar Family Resource Center – (386) 758-3319

made and entered into by and between:

COLUMBIA COUNTY PUBLIC LIBRARY

whose principal address is 308 NW Columbia Ave., Lake City, FL 32055 and

PARTNERSHIP FOR STRONG FAMILIES, INC. (PSF)

whose principal address is 5950 NW 1st Place, Suite A, Gainesville, FL 32607 (each, a “Party” and collectively, the “Parties”).

The parties agree together as follows:

1. This Agreement shall become effective when signed by both Parties and will continue until either party gives the other written notice of termination, which shall take effect thirty (days) after the date of such notice. This agreement may be reviewed and amended on an annual basis by written mutual agreement between both parties. The Parties may terminate the agreement at any time by notifying the other Party’s contact in writing.
2. Each party agrees to provide reasonable assistance and work in good faith with the other to implement this Agreement.
3. PSF will provide scheduled access to office and common areas space at the resource center(s), as available, and will maintain an updated facility calendar showing scheduled office and common space use, as well as all scheduled events.
4. PSF staff (or designee) will be present during all scheduled uses of resource center(s) office or common area space.
5. Columbia County Public Library agrees to schedule its use of office or common area space at the resource center(s) through PSF’s Resource Center Managers (or designee) as far in advance as possible, and to use such space to conduct programs that benefit individuals and families surrounding the resource center(s) and address the following Protective Factor categories:
(Please check all that apply and insert activities that Columbia County Public Library will provide)

☐ Concrete Support:

☒ Knowledge of Parenting and Child Development: Provide books and other reading resources on child development to inform parents and caregivers.

☒ Social-Emotional Competence of Children: Provide books and resources for academic development, such as books from the Deposit Collections, and early literacy materials. Staff from the library will also conduct some programming on-site and/or virtually, such as family reading night.

☒ Social Connections: Staff from the library will conduct programming that promotes and strengthens social engagement skills of young people of all ages, on-site and/or virtually.

☐ Parental Resilience:

☐ Other:

6. Columbia County Public Library agrees to each of the following as a condition of using resource center(s) office or common area space:
- a. Columbia County Public Library representative will always be present for the set-up, duration, and clean-up associated with its use of any space.
 - b. Columbia County Public Library representative will bring to its scheduled meeting or event all necessary information, material, supplies and copies.
 - c. Columbia County Public Library representative conducting a scheduled meeting or event will always document staff and visitor attendance on a resource center(s) sign-in sheet, and will turn in same to PSF staff immediately following the meeting or event.
 - d. Columbia County Public Library representative will arrange the scheduled space, including any area furniture, just prior to each use, and immediately after same will clean up and restore the space to its previous state.
 - e. Columbia County Public Library will give its staff a copy of PSF's resource center(s) Policies and Procedures and the representative will follow same at all times during any use of office or common space.
 - f. Columbia County Public Library will ensure that its staff and other representatives that will be working with children (unemancipated persons under the age of 18) have been background screened (Level II).
 - g. If a scheduled use of any space must be canceled, Columbia County Public Library will inform PSF's Resource Center Manager (or designee), as far in advance as possible, that the previously-scheduled space will be available. In addition Columbia County Public Library will make all reasonable efforts to notify patrons in advance of a canceled meeting, or will post notices at the resource center(s) and make all other reasonable efforts to notify the public in advance of a canceled event.
 - h. Columbia County Public Library agrees to indemnify, defend and hold harmless PSF and all of its officers, agents and employees from any and all claims, damages, lawsuits and judgments, including all attorneys' fees and costs, arising out of any act or omission by Columbia County Public Library during the performance of Columbia County Public Library obligations under this agreement. PSF and Columbia County Public Library agree that Columbia

County Public Library shall have no obligation to indemnify, defend or hold harmless PSF for claims, damages, lawsuits and judgments arising solely from PSF's own negligence.

7. Each Party shall participate in training as necessary to establish and promote resource center(s) services and activities, and to share information regarding training opportunities for staff or visitors.
8. Each Party shall provide its services and related supplies, material literature and copies at no cost to any of the resource center(s) patrons.
9. Each party shall adhere to all applicable laws and regulations protecting the rights of resource center(s) visitors with respect to any information created, maintained, or used.
10. Each Party shall work with others to share information about resource center services and use, within applicable legal limits.
11. Each Party agrees to comply with the following steps to resolve any dispute:
 - a. Step 1 is resolution of the dispute between the PSF staff and the Columbia County Public Library staff involved.
 - b. If necessary, Step 2 is to elevate resolution of the dispute to the PSF Resource Center Manager, and their equivalent for Columbia County Public Library. In the event the dispute is not resolved at that level, the resolution would be elevated to the PSF Director of Resource Centers and their equivalent and then, if no resolution, the PSF Senior VP of Clinical and Community Services and their equivalent as necessary. In the event the dispute cannot be resolved using this process, the final decision will be made by the CEO of the Partnership, or the CEO's designee.
12. The Parties shall not discriminate in the provision of any programs or services, or against any employee in the performance of the Agreement, or against any applicant for employment, on the basis of age, disability, equal pay/compensation, race or color, genetic information, national origin, religion, marital status, pregnancy or sex, nor will either party engage in sexual harassment or retaliation. All contractors, subcontractors, agents, subgrantees, or others with whom PSF arranges to provide services or benefits to participants, clients or employees in connection with any of its programs and activities will not discriminate against those participants, clients or employees because of age, race, religion, color, disability, national origin, marital status or sex.
13. Each Party agrees that any change in terms or conditions of this Agreement must be in writing and signed by both Parties.
14. Each Party shall give notice in writing to the other as follows:
 - a.

Katrina Evans Library Director Columbia County Public Library 308 NW Columbia Ave Lake City, FL 32055	Linda Means Contract Manager Partnership for Strong Families 5950 NW 1 st Place, Suite A Gainesville, FL 32607
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15. Each party agrees that in the event PSF establishes additional Resource Centers and Columbia County Public Library agrees to provide services at those Resource Centers, this agreement will be in effect and a new agreement will not be required.

**COLUMBIA COUNTY PUBLIC
LIBRARY**

NAME Rocky D. Ford
Chairman, Columbia County
TITLE Board of County Commissioners

SIGNED _____

DATE _____

**PARTNERSHIP FOR
STRONG FAMILIES, INC.**

NAME Stephen Pennypacker
TITLE President and CEO

SIGNED _____

DATE _____