

LIBRARY COOPERATIVE GRANT

GUIDELINES & APPLICATION

Application Deadline: April 15, ~~2011~~ xxxx

**Florida Department of State
Division of Library and Information Services
500 S. Bronough St.
Tallahassee, Florida 32399-0250**

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FORMS

Application

Mid-Year Report

Annual Report

Annual Statistical Report

LAWS AND ADMINISTRATIVE RULE

Sections 257.40-42, *Florida Statutes*

Rule 1B-2.011, *Florida Administrative Code*, Library Grant Programs

Library Cooperative Grant Guidelines

I. PROGRAM PURPOSE

Section 257.42, *Florida Statutes*, establishes the purpose of the Library Cooperative Grant program:

The administrative unit of a library cooperative is eligible to receive an annual grant from the state of not more than \$400,000 for the purpose of sharing library resources based upon an annual plan of service and expenditure and an annually updated 5-year, long range plan of cooperative library resource sharing.

II. PROGRAM PRIORITY

The State of Florida's priority for use of library cooperative grant and local matching funds is for the continual maintenance of the statewide database of library materials. Maintenance of this database involves bibliographic enhancement and related training for all FLIN member libraries within each cooperative's geographic service area.

Library cooperatives are generally required to spend at least 50% of the grant and local matching funds on bibliographic enhancement activities and related training within each grant period. If the FLIN Assessment in the application and grant reports demonstrate that all FLIN member libraries in the cooperative's geographic service area have had or will have the opportunity to update all of their records at least once per year, the bibliographic enhancement requirement will be met.

The remaining 50% of the grant and matching funds may either be used to provide services to all FLIN member libraries for additional bibliographic enhancement activities, or for other resource sharing activities as identified in the cooperative's long-range plan and annual plan of service. Examples of other resource sharing activities include digitization and related training, and implementation of technologies related to resource sharing.

Either at the time of application or during the grant period, if the cooperative demonstrates that the bibliographic enhancement requirement will be met during the grant period by spending less than 50% of the grant and matching funds on bibliographic enhancement, with the approval of the Division, the cooperative may spend the entire remainder of the grant funds for other resource sharing activities.

III. APPLICATION SUBMISSION

Availability of grant applications will be announced annually by publication in the *Florida Administrative Weekly* and via e-mail. The application forms will be posted on the Division's Web site at <http://dlis.dos.state.fl.us/bld/grants/Cooperative/Cooperative.html> <http://info.florida.gov/bld/grants/Cooperative/Cooperative.html>.

One application with original signatures should be postmarked or delivered to the Division on or before April 15th at the following address:

Grants Office
Division of Library and Information Services
500 South Bronough Street
Tallahassee, FL 32399-0250

The Application form (DLIS/LCG01, effective ~~01/24/2008~~ xx/xx/xxxx, is hereby incorporated by reference, and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at <http://dlis.dos.state.fl.us/bld/grants/forms/Cooperativeforms.html> <http://info.florida.gov/bld/grants/forms/Cooperativeforms.html>.

IV. APPLICATION REVIEW

Following the application deadline, the Division will review all grant applications, recommend funding, and issue a certificate to each cooperative that complies with the requirements of Section 257.41, *Florida Statutes*.

Grant applications will be reviewed for the following:

- A fully completed application with required documentation;
- Eligibility for certificate of compliance with section 257.41, *Florida Statutes*, which establishes the requirements for multitype library cooperatives;
- A completed FLIN Assessment of the status of bibliographic records in the statewide database for all FLIN member libraries in the cooperative's geographic service area;
- Proposed activities with budget that supports the use of at least 50% of grant and matching funds for bibliographic enhancement and related training that includes outreach to FLIN member libraries in the cooperative's geographic service area. If the application demonstrates that the bibliographic enhancement requirement will be met by using less than 50% of the grant and matching funds, the remaining grant funds may be used for other resource sharing activities; and
- If applicable, proposed activities with budget for other resource sharing activities, which should be identified in the cooperative's long-range plan and annual plan of service.

The Division recognizes that each cooperative will not achieve the same amount of progress each year toward addressing the bibliographic enhancement needs in its geographic service area. Factors that may affect the amount of progress that an individual cooperative achieves toward this bibliographic enhancement goal include: the number of libraries within each cooperative's geographic service area that need assistance, the willingness and/or readiness of each library to participate in the statewide database, the size of each library's collections, the work needed on each library's collections' records, and the financial condition of each library. Therefore, as long as the cooperative follows its approved

FLIN Assessment plan for bibliographic enhancement, it will be in compliance with the bibliographic enhancement requirement of this Program.

V. GRANT AWARDS AND LOCAL CASH MATCH

Each year, the Division requests funding from the Florida Legislature for the Library Cooperative Grant Program. The total amount available to fund the Library Cooperative Grant Program depends on the amount appropriated by the Legislature. If the Legislature appropriates less than the amount requested by the Division, the amount appropriated will be prorated among the approved Grantees, as required by Section 257.21, *Florida Statutes*.

In accordance with section 257.42, *Florida Statutes*, the administrative unit of a multitype library cooperative is eligible to receive an annual grant of not more \$400,000 and must provide local cash matching funds equal to 10% of the grant award.

After the dissolution of the Central Florida Library Cooperative in 2010, counties in the region were reassigned. The funding formula was modified to provide additional funding to the cooperatives that took on additional counties. The formula allocates one-sixth of the total allocation to each cooperative, plus an additional 2.083 percent of the allocation for each additional county added to a cooperative's service region.

Funds appropriated by the Legislature for this program will be distributed as follows:

- Northeast Florida Library Information Network will receive 22.92% of the allocation.
- Panhandle Library Access Network will receive 16.67% of the allocation.
- Southeast Florida Library Information Network will receive 16.67% of the allocation.
- Southwest Florida Library Network will receive 16.67% of the allocation.
- Tampa Bay Library Consortium will receive 27.07% of the allocation.

Any amount over the \$400,000 maximum grant amount per multitype library cooperative administrative unit would be reallocated by the Division to another multitype library cooperative administrative unit to implement a designated statewide resource sharing program as determined by the Division.

If a library cooperative does not show sufficient funds from local sources to meet the requirement of a 10% cash match in its grant application, the Division will reduce the grant to a level that will enable the library cooperative to meet the 10% cash match requirement.

VI. GRANT ADMINISTRATION

Notification of Grant Award

The Notification of Grant Award is the official notice of grant award which includes the amount of the grant award, the ending date of the grant, and any other applicable conditions.

Grant Agreement

Grant applications that are funded will become a part of the grant agreement between the Division and the Grantee. The grant agreement, will be prepared by the Division and sent to the Grantee. The grant agreement must be fully and properly executed before any project funds may be obligated or expended.

The grant agreement form (DLIS/LCG05) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at

<http://dlis.dos.state.fl.us/bld/grants/forms/Cooperativeforms.html>
<http://info.florida.gov/bld/grants/form/Cooperativeforms.html>.

Project Revision

At any time during the grant period, a cooperative may request approval to revise the project by submitting a project revision request.

Project revisions may not be implemented until approved in writing by the Division.

A project revision request must be submitted for any of the following reasons:

- Reallocation of funds because the bibliographic enhancement requirement will be met during the grant period by spending less than 50% of grant and matching funds;
- Reallocation of bibliographic enhancement funds when the cooperative has made a good faith effort to comply with its approved FLIN Assessment plan during the grant period, but is unable to do so without spending more than 50% of grant and matching funds on bibliographic enhancement.
- Changes in proposed grant activities;
- Changes in equipment to be purchased;
- Changes in key personnel; or
- Changes in proposed expenditures.

The Division will approve changes that are consistent with the intent of this Program.

Noncompliance Status

If the grant recipient is in noncompliance with any term(s) of the grant agreement or any other grant agreement with the Division of Library and Information Services, the Division of Historical Resources or the Division of Cultural Affairs, the Division may withhold grant payments until the organization and/or governing body comes into compliance. Violation of a grant program requirement, including but not limited to failure to submit grant reports and other grant documents; submission of incomplete grant reports or other grant documents; or violation of other contractual requirements; shall constitute a basis for the Division to place the recipient and/or its governing body in noncompliance status with the Department of State.

VII. DEFINITIONS

Bibliographic Enhancement means maintenance of Florida's statewide database. This includes the process of adding and deleting

bibliographic records of materials that are owned by Florida libraries and training related to that process. The statewide library database is hosted by the Online Computer Library Center (OCLC).

Bibliographic Resource means a document or set of documents, in any form, published, issued, or treated as an entity and, as such, which forms the basis for a single bibliographic description or record.

Division means the Division of Library and Information Services of the Department of State, ~~also known as the State Library and Archives of Florida.~~

Florida Library Information Network (FLIN) is the statewide cooperative network for interlibrary loan and resource sharing. FLIN was established in 1968 so that all Florida residents could have access to information and materials held in Florida's libraries. Membership includes libraries of all types. FLIN participation, policies, protocols, and procedures are described in *The FLIN Manual*. *The FLIN Manual* is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at <http://dlis.dos.state.fl.us/flin/> <http://info.florida.gov/flin/>.

A list of FLIN member libraries is available online at <http://dlis.dos.state.fl.us/bld/grants/Cooperative/Cooperative.html> <http://info.florida.gov/bld/grants/Cooperative/Cooperative.html>

Geographic Service Areas. Following is a list of the multitype library cooperatives and their service areas for the purpose of Library Cooperative Grant Program.

- ~~Central Florida Library Cooperative service area includes Brevard, Indian River, Lake, Orange, Osceola, Seminole, St. Lucie, and Volusia counties.~~
- Northeast Florida Library Information Network service area includes Alachua, Baker, Bradford, Brevard, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Nassau, Putnam, Seminole, St. Johns, Sumter, Suwannee, Taylor, ~~and~~ Union, and Volusia counties.
- Panhandle Library Access Network service area includes Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes,

Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, and Washington counties.

- Southeast Florida Library Information Network service area includes Broward, Martin, Miami-Dade, and Palm Beach counties.
- Southwest Florida Library Network service area includes Charlotte, Collier, Hendry, Lee, and Monroe counties.
- Tampa Bay Library Consortium service area includes Citrus, Desoto, Glades, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, and Sarasota, and St. Lucie counties.

MLC Member means a library that has a written agreement with a multitype library cooperative to participate in the cooperative's programs and services.

Multitype Library Cooperative ("MLC") or Library Cooperative means a not-for-profit corporation qualified or registered pursuant to Chapter 617, *Florida Statutes*, and in good standing, consisting of two or more libraries under separate governance and of more than one type, including any combination of academic, school, special, state institution, and public libraries as required by Section 257.41(1), *Florida Statutes*.

Resource Sharing or Sharing Resources means the exchange or joint use of individually or jointly held bibliographic resources, facilities, personnel, bibliographic data, or other programs or services based on formal or informal agreements. Resource sharing includes bibliographic enhancement, reciprocal borrowing, document delivery, interlibrary loan, digitization, etc.

Separate Governance means that a distinct governing body is responsible for each MLC member library.

VIII. GRANT PROGRAM

Each FLIN member library is responsible for maintaining its bibliographic records in the statewide database (OCLC) using currently established

processes and procedures. It is not the intention of the Division to transfer costs for established or current bibliographic maintenance processes and procedures from libraries to the cooperatives.

Library cooperatives will encourage FLIN member libraries to continue their commitment to interlibrary cooperation.

Geography rather than cooperative membership shall be used as the basis for delivering bibliographic enhancement services to FLIN member libraries.

For purposes of the Library Cooperative Grant program, the Division shall determine the participants in each geographic service area and may move FLIN member libraries from one geographic area to another, if warranted. Consideration of such changes shall be made based on a review by the Division or upon a formal written request from a FLIN member library or a library cooperative to the Division. Approval of the change may be granted if the following criteria are met:

1. The library cooperative has fiscal and staff resources to provide services;
2. The geographic location provides ease of access to support the FLIN member; and
3. A change would enhance resource sharing and maintenance of the bibliographic database.

Geographic service areas may be modified by the Division if the need arises. ~~if new multitype library cooperatives form.~~

IX. USE OF FUNDS

All grant and local matching funds must be spent on bibliographic enhancement activities and for other resource sharing activities as identified in the cooperative's long-range plan and annual plan of service, and as described in sections II and IV of these Guidelines. All grant and local matching funded products and services shall be offered at no cost to FLIN member libraries in each cooperative's geographic service area.

Grant and local matching funds may be used for:

- 1. 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.

- 2. Training.** Examples of training or workshops include FirstSearch, interlibrary loan or FLIN, use of CatExpress, interlibrary loan software, or other training that would help to develop a library's ability to add and update its records on the statewide database.
- 3. Consultation.** Providing guidance, information, and assistance to libraries on the record loading process; and encouraging libraries to continually update their holdings.
- 4. Facilitation.** Facilitating services or contracts to assist libraries to load records.
- 5. Technology.** Purchase of technologies related to bibliographic enhancement activities.
- 6. Operational Costs.** Operational costs for bibliographic enhancement activities required to accomplish items 1 – 5 above, such as salaries, rent, etc.
- 7. Other Resource Sharing Activities.** Resource sharing activities as identified in the cooperative's annual plan of service and expenditure, and its annually updated long-range plan and annual plan of service.

Unallowable Uses of Grant Funds

Grant funds may not be used for construction, food, or other expenditures not allowable under *Florida Statutes*.

X. TIMELINE

January 2011 <u>xxxx</u>	Announcement of application availability in <i>Florida Administrative Weekly</i> and via e-mail.
January – April 2011 <u>xxxx</u>	Division staff assistance and consultation available to applicants.
April 15, 2011 <u>xxxx</u>	Applications must be postmarked or physically delivered to the Division by this date.

April – May 2011 <u>xxxx</u>	Application review.
July 2011 <u>xxxx</u>	Notification of grant award and grant agreement sent to Grantees.
October 1, 2011 <u>xxxx</u>	Projects begin on or before this date, but only after the grant agreement is fully executed.
April 1, 2011 <u>xxxx</u>	Mid-year reports due for FY 2011–2012 <u>xxxx–xxxx</u> projects.
September 30, 2011 <u>xxxx</u>	Project ending date. All grant and local matching funds must be expended by this date.
December 1, 2011 <u>xxxx</u>	Annual reports due for FY 2011–2012 <u>xxxx–xxxx</u> projects.

XI. GRANT REPORTING

Mid-Year Report

A mid-year report on the status of grant accomplishments and expenditures will be due on April 1, ~~2012~~ xxxx. The report should reflect any mid-course corrections that may be needed. The Mid-Year Report form (DLIS/LCG02, effective ~~01/24/2009~~ xx/xx/xxxx) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at <http://dlis.dos.state.fl.us/bld/grants/forms/Cooperativeforms.html> <http://info.florida.gov/bld/grants/forms/Cooperativeforms.html>.

Annual Report

An annual report is due December 1, ~~2012~~ xxxx following the close of the fiscal year and shall include information that shows progress toward meeting the Library Cooperative Grant Program priority. The Annual Report Form (DLIS/LCG03, effective ~~01/24/2009~~ xx/xx/xxxx) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street,

Tallahassee, FL 32399-0250 or online at

<http://dlis.dos.state.fl.us/bld/grants/forms/Cooperativeforms.html>

<http://info.florida.gov/bld/grants/forms/Cooperativeforms.html>.

Florida Single Audit or Financial Report

The multitype library cooperative shall submit an audit, pursuant to Section 215.97, *Florida Statutes*, the Florida Single Audit Act, within six months of the close of its fiscal year. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$500,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 257.41(3), *Florida Statutes*.

Section 215.97, *Florida Statutes*, provides:

Each nonstate entity that expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such nonstate entity shall be required to have a state single audit, or a project-specific audit, for such fiscal year in accordance with the requirements of this section.

Annual Statistical Report

A statistical report containing data related to finances, resource sharing, and continuing education and training for the multitype library cooperative's fiscal year is due December 1, ~~2011~~ xxxx following the close of the cooperative's fiscal year. The Annual Statistical Report Form (DLIS/LCG04, effective ~~01/24/2009~~ xx/xx/xxxx) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at

<http://dlis.dos.state.fl.us/bld/grants/forms/Cooperativeforms.html>
<http://info.florida.gov/bld/grants/forms/Cooperativeforms.html>.

Library Cooperative Grant Application

File by April 15, 2011 ~~xxxx~~

PART 1 - CERTIFICATION

The _____
(name of library cooperative governing body)

governing body for the

(name of library cooperative)

hereby applies for funds under the Library Cooperative Grant program under the terms outlined in Section 257.40 - 257.42, *Florida Statutes*, and program guidelines, and certifies that the documents required under the program are accurate, complete, and current.

Certification of Local Cash Match

The applicant certifies that the required 10 % cash match of funds from local sources will be available and expended during the grant period.

Certification of Credentials

The applicant certifies that the incumbent multitype library cooperative director

name

has completed a library program accredited by the American Library Association.

Compliance Agreement

The applicant agrees to expend any grant funds awarded pursuant to this application in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*.

President, Library Cooperative Governing Body

Signature

Date

Typed name

Library Cooperative Grant Application

File by April 15, 2011 ~~xxxx~~

Library Cooperative: _____

PART 2 - REQUIRED DOCUMENTS

Submit only those documents that have changed in the past year or that have not been filed before. If a document is already on file with the Division, do not submit a second copy.

Assign the document number shown below in column 1 in the upper right-hand corner of each document submitted.

Document Number	Document	Document Attached	On File with Division
Organization			
1	A copy of the approved articles of incorporation as filed with the Department of State, Division of Corporations.		
2	The current bylaws of the library cooperative. The bylaws should show that the cooperative's governing body has the authority to employ and evaluate a chief executive officer, and to adopt plans, policies, and budget for the cooperative's management and program of service.		
3	A current certificate of good standing from the Florida Department of State, Division of Corporations.		
4	The current long range plan with annual plan of service and expenditure for resource sharing that has been adopted by the library cooperative's governing body. The long range plan with annual plan of service must identify the activities that will be provided at no charge to all FLIN member libraries. The document must include a component		

Document Number	Document	Document Attached	On File with Division
	describing how the cooperative will share and use technology.		
5	<p>The annual membership dues structure and membership requirements for the library cooperative.</p> <p>The membership requirements should show a requirement/agreement by the members to share resources through networks serving regions of Florida and statewide.</p>		
6	Copy of the audit done in accordance with the Florida Single Audit Act of the library cooperative for the most recent fiscal year. If an audit in accordance with the Florida Single Audit was not required by section 215.97, Florida Statutes, submit copy of Financial Report in accordance with section 257.41(3), Florida Statutes.		
Staff			
7	The current position description for the library cooperative's director.		
8	A list of all staff employed by the library cooperative that includes position title and FTE for each position.		

Library Cooperative Grant Application

File by April 15, 2011 ~~xxxx~~

PART 3 - FLIN ASSESSMENT

Library Cooperative: _____

A. Complete an assessment of the status of bibliographic records in the statewide database for all Florida Library Information Network (FLIN) libraries in a multitype library cooperative's geographic region. The complete list of FLIN member libraries is located at <http://dlis.dos.state.fl.us/bld/grants/Cooperative/Cooperative.html> <http://info.florida.gov/bld/grants/Cooperative/Cooperative.html>. Add notes on additional sheets as needed, i.e., a library has declined to participate this year, rationale for scheduling, training provided, etc.

Add additional sheets for activities that involve more than a single institution.

Institution Name	Member Of Cooperative (Yes/No)	OCLC Update Method (Online, CatExpress, or Batchload)	Date of Last Batchload Update	Next Scheduled Update or Frequency	Institution Specific Activity Proposed for Grant Year	Estimated Size of Collection (volumes) for Non-Public Libraries	Notes

B. Provide estimates for the following bibliographic enhancement activities to be paid with grant and matching funds:

- number of records to be loaded and updated
- number of training sessions
- number of attendees
- training topics

Library Cooperative Grant Application

File by April 15, 2011 ~~xxxx~~

Library Cooperative: _____

PART 4 - BUDGET

A. Provide an estimate of proposed expenditures of grant and matching funds.

Budget Categories	Bibliographic Enhancement Activities	Resource Sharing Activities	<u>Local Matching Funds</u>
Salaries and Benefits (Specify position, FTE, benefits)			
Contractual (List each vendor) e.g., tape loading, speakers, and honoraria			
Equipment and Software			
Supplies and Postage			
Printing and Marketing			
Travel			
Telecommunications and Internet Access			
Other (Specify)			
Total - Including grant and matching funds			

B. ~~Describe in detail how the grant and matching funds will be used to implement the grant activities.~~ Provide a narrative description of how the grant and matching funds will be used to support project activities for each budget category.

**Library Cooperative Grant
Mid-Year Report**

File by April 1, 2012 xxxx

Library Cooperative: _____

A. Provide a status report of accomplishments to date.

B. Expenditures. Report grant and local match expenditures to date.

Expenditure Categories	Bibliographic Enhancement Activities Expenditures to Date	Resource Sharing Activities Expenditures to Date	<u>Local Matching Expenditures to Date</u>
Salaries and Benefits (Specify position, FTE, benefits)			
Contractual (List each vendor) e.g., tape loading, speakers, and honoraria			
Equipment and Software			
Supplies and Postage			
Printing and Marketing			
Travel			
Telecommunications and Internet Access			
Other (Specify)			
Total –Including grant and matching funds			

Signature of Cooperative Director

Date

Typed Name

Library Cooperative Grant Annual Report

File by December 1, 2012 xxxx

Library Cooperative: _____

A. Update information in the following chart. List all FLIN member libraries in geographic area, regardless of whether there has been activity.

Institution Name	Member of Cooperative (Yes/No)	OCLC Update Method (Online, CatExpress, or Batchload)	Date of Last Batchload Update	Next Scheduled Update or Frequency	Institution Specific Accomplishments During Grant Year	Notes

By attachment to this report, provide additional information related to bibliographic enhancement grant activities offered to individual libraries, as well as general activities provided. Include specific numbers whenever possible.

B. Provide the following information for activities paid for with grant and local matching funds:

Bibliographic Enhancement Activities

- Number of records batch loaded _____
- Number of training sessions _____
- Number of attendees participating in training sessions _____
- training topics (list) _____

Resource Sharing Activities

- Number of training sessions _____
- Number of attendees participating in training sessions _____
- training topics (list) _____

Signature of Cooperative Director

Date

Typed Name

Library Cooperative Grant Annual Report

File by December 1, 2012 xxxx

Library Cooperative: _____

C. Report on Expenditures

Expenditure Categories	Bibliographic Enhancement activities	Resource Sharing activities	<u>Local Matching Funds</u>
Salaries and Benefits (Specify position, FTE, benefits)			
Contractual (List each vendor) e.g., tape loading, speakers, and honoraria			
Equipment and Software			
Supplies and Postage			
Printing and Marketing			
Travel			
Telecommunications and Internet Access			
Other (Specify)			
Total –Including grant and matching funds			

Submit amounts listed below with this report and make check(s) payable to the Department of State.

Unexpended Library Cooperative Grant Funds to be Refunded: _____

Total Interest Earned on Grant Funds Within the Grant Period: _____



Florida Department of State

**Division of Library and Information Services
Annual Statistical Report Form for
Multitype Library Cooperatives**

October 1, 2010₁ - September 30, 2011₂

File by December 1, 2011₂

Please return to the Division of Library and Information Services, Attn: Amy Johnson, 500 South Bronough Street, R.A. Gray Building, Tallahassee, FL 32399-0250

Identification

Library Cooperative Name		
Address		
City	County	Zip + 4
Web Address (if applicable)		
Phone	Fax	
Respondent's Name/Title	Executive Director's Name	
Respondent's E-mail Address	Executive Director's E-mail Address	

Part I - General

Institutions and Areas Served	Item No.	Answer
Member Institutions served:		
Public	1	
Academic	2	
Special	3	
School	4	
Total Number Of Members (Items 1+2+3+4)	5	
Counties Served	6	

Service Population	7	
Non-member Institutions served:		
Public	87	
Academic	98	
Special	109	
School	110	
Total Number of Non-member Institutions served:	121	
Number of staff employed by the MLC (FTE)	132	
Annual salary of incumbent Executive Director	143	

Part II – Financial

Total Operating Revenue (By Source)	Item No.	Answer
Membership Fees	154	
Local government appropriations/grants	16	
State government appropriations/grants	175	
Federal government appropriations/grants	186	
E-rate Discounts	19	
Other sources (e.g., <u>E-rate discounts</u>, <u>e</u>Endowments/private grants, fees for product contracts, interest)	2017	
Total Operating Income (Items <u>14+15+16+17</u> <u>15+16+17+18+19+20</u>)	218	

Total Operating Expenses	Item No.	Answer
Staff Expenditures:		
Salaries and wages	22 19	
Employee benefits	230	
Total staff expenditures (Items <u>19+20</u> <u>22+23</u>)	241	
Procurement of products and services	252	
Administrative support (e.g., rent, phone)	263	
Other operating expenditures (i.e., restricted expenditures). Do not include capital	274	

expenditures.		
Total operating Expenditures (Items 21+22+23+24 24+25+26+27)	285	

Part III – Continuing Education and Training

	Item No.	# of sessions	# of participants	# of clock hours
Face-to-face <u>training</u>	296			
<u>Synchronous virtual-online training (e.g., teleconferences, Webinars/Podcasts)</u>	3027			
<u>Discussion/Interest Groups</u>	31			
<u>Membership Meetings</u>	32			
<u>Board and Committee Meetings</u>	33			
<u>Video/CD/DVD</u>	34			
<u>Web-based Training Asynchronous virtual training (e.g., video, CD, DVD, podcasts, web-based training)</u>	35-28			
<u>Discussion/Interest Group Meetings</u>	29			
<u>Board and Committee Meetings</u>	30			
<u>Membership Meetings</u>	31			
TOTAL	362			

Thank you for your time and assistance!



Florida Department of State

**Division of Library and Information Services
Annual Statistical Report Form
for Multitype Library Cooperatives
October 1, 20101 through September 30,
20112**

File by December 1, 20112

INSTRUCTIONS and DEFINITIONS

Common definitions are important to ensure comparability of data from different libraries and different states. For the most part, the definitions in this document are taken from those developed for use in the Federal State Cooperative System for Public Library Data and the Library Cooperative Survey. ~~FSCS and the Library Cooperative Survey are administered by the U.S. Department of Education, National Center for Education Statistics.~~

Part I. General

Membership. Report the number of administrative unit members for each type of institution listed.

Item No.	Definition/Instruction
	Member Institutions served:
1	<p>Public libraries.¹ A public library is established under state enabling laws or regulations to serve a community, district, or region, and provides at least the following:</p> <ul style="list-style-type: none"> • an organized collection of printed or other library materials, or a combination thereof; • paid staff; • an established schedule in which services of the staff are available to the public; • the facilities necessary to support such a collection, staff, and schedule, and • is supported in whole or in part with public funds.
2	<p>Academic libraries.² An academic library is the library associated with a degree-granting institution of higher education. Academic libraries provide all of the following:</p> <ul style="list-style-type: none"> • an organized collection of printed or other materials or a combination thereof; • a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele; • an established schedule in which services of the staff are available to clientele; and • the physical facilities necessary to support such a collection, staff, and schedule.
3	<p>Special libraries.³ Information resource centers located at corporations, private businesses, government agencies, museums, colleges, hospitals, associations, and other organizations with specialized information needs. Special librarians collect, monitor, organize, analyze, evaluate, package, and disseminate resource material for their parent or client organizations.</p>

¹ National Center for Education Statistics, July 2007, <http://nces.ed.gov/surveys/libraries/public.asp>

² Definition developed from the National Center for Education Statistics, July 2007, <http://nces.ed.gov/surveys/libraries/academic.asp>

³ International Encyclopedia of Information and Library Science. 2nd ed. London: Routledge, 2003.

Item No.	Definition/Instruction
4	<p>School libraries⁴ (School districts/private schools/state schools (K-12)). Administrative units having an organized collection of printed and/or audiovisual and/or computer resources which:</p> <ul style="list-style-type: none"> • is administered as a unit, • is located in a designated place or places, and • makes resources and services available to students, teachers, and administrators. <p>It is the definition, not the name that is important: it could be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.</p>
5	<p>Total Number of Members. Add Items 1, 2, 3, and 4.</p>
6	<p>Counties Served. This is the number of counties that have cooperative members.</p>
7	<p>Service Population. This population figure should be based on the most recent official state population figures for the counties which have memberships in the cooperative. Service population is the sum of these counties' populations.</p>
	<p>Non-member Institutions:</p>
87	<p>Public libraries.⁵ A public library is established under state enabling laws or regulations to serve a community, district, or region, and provides at least the following:</p> <ul style="list-style-type: none"> • an organized collection of printed or other library materials, or a combination thereof; • paid staff; • an established schedule in which services of the staff are available to the public; • the facilities necessary to support such a collection, staff, and schedule, and • is supported in whole or in part with public funds.
98	<p>Academic libraries.⁶ An academic library is the library associated with a degree-granting institution of higher education. Academic libraries provide all of the following:</p>

⁴ Characteristics of Schools, Districts, Teachers, Principals, and School Libraries in the United States: 2003-2004 Schools and Staffing Survey. Appendix D. Glossary of Terms, School Library Media Center, <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313>

⁵ National Center for Education Statistics July 2007, <http://nces.ed.gov/surveys/libraries/public.asp>

Item No.	Definition/Instruction
	<ul style="list-style-type: none"> • an organized collection of printed or other materials or a combination thereof; • a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele; • an established schedule in which services of the staff are available to clientele; and • the physical facilities necessary to support such a collection, staff, and schedule.
109	<p>Special libraries.⁷ Information resource centers located at corporations, private businesses, government agencies, museums, colleges, hospitals, associations, and other organizations with specialized information needs. Special librarians collect, monitor, organize, analyze, evaluate, package, and disseminate resource material for their parent or client organizations.</p>
110	<p>School libraries⁸ (School districts/private schools/state schools (K-12)). Administrative units having an organized collection of printed and/or audiovisual and/or computer resources which:</p> <ul style="list-style-type: none"> • is administered as a unit, • is located in a designated place or places, and • makes resources and services available to students, teachers, and administrators. <p>It is the definition, not the name that is important: it could be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.</p>
121	<p>Total Number of Non-member Institutions served</p>
132	<p>Number of staff employed by the MLC (FTE). Report item 9 in FTEs (full-time equivalents). To ensure comparable data, 40 hours per week has been set as the measure of full-time employees. To compute full-time equivalents of employees in any category, take the number of hours worked per week by all</p>

⁶ Definition developed from the National Center for Education Statistics July 2007, <http://nces.ed.gov/surveys/libraries/academic.asp>

⁷ *International Encyclopedia of Information and Library Science*. 2nd ed. London: Routledge, 2003.

⁸ *Characteristics of Schools, Districts, Teachers, Principals, and School Libraries in the United States: 2003-2004 Schools and Staffing Survey*. Appendix D. Glossary of Terms, School Library Media Center, <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313>

Item No.	Definition/Instruction
	employees in that category and divide it by 40. <i>For example, if you had three regularly scheduled part-time employees who worked a total of 60 hours a week, FTE = 60/40 = 1.5 FTE staff</i>
14 <u>13</u>	Annual salary of incumbent Executive Director

Part II. Financial

In this section, report actual income received between October 1 and September 30 used for ongoing, day-to-day operations as defined below. Include federal, state, and other grants other than those for major capital expenditures.

Do *not* include:

- Income for major capital expenditures, including funds earmarked for both fixed and other major capital outlay
- Contributions to endowments
- Funds unspent in the previous year (i.e., carryover)

Report amounts in whole dollars, rounding up or down as necessary. As a general rule, amounts of 49¢ or less are rounded down; 50¢ or more are rounded up.

Report revenue used for operating expenditures of your organization. (DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year.) Report expenditures in whole dollars, rounding up to the next dollar.

Item No.	Total Operating Revenue (By Source)
15 <u>14</u>	Membership Fees
16	Local government appropriations/grants
17 <u>15</u>	State government appropriations/grants
18 <u>16</u>	Federal government appropriations/grants
19	E-rate Discounts
20 <u>17</u>	Other sources (e.g., <u>E-rate discounts</u>, <u>endowments</u>/private grants, fees for products/services, contracts, interest)
21 <u>18</u>	Total Operating Income (Items <u>14+15+16+17</u> 15+16+17+18+19+20)

Report current and recurrent costs necessary to support operations and the provision of services.

Item No.	Total Operating Expenses
	Staff Expenditures:
<u>2219</u>	Salaries and wages
<u>2320</u>	Employee benefits
<u>2421</u>	Total staff expenditures (Items <u>19+20</u> 22+23)
<u>2522</u>	Procurement of products and services
<u>2623</u>	Administrative support (e.g., rent, phone)
<u>2724</u>	Other operating expenditures (i.e., restricted expenditures) Do not include capital expenditures.
<u>2825</u>	Total operating Expenditures (Items <u>21+22+23+24</u> 24+25+26+27)

Part III. Continuing Education and Training

Item No.	Definition / Instruction
<u>2926</u>	Face-to-face training. For multi-day events, record each day as one session.
<u>3027</u>	Synchronous online training (e.g., tTeleconferences/, wWebinars /Podcasts). Record one session for each teleconference site the MLC sponsors. <i>Note: NEFLIN will collect statistics of those who viewed the statewide College of DuPage teleconferences and report this to each MLC.</i>
<u>31</u>	Discussion/Interest Groups. Record one session for each meeting.
<u>32</u>	Membership Meetings. Record one session for each meeting.
<u>33</u>	Board and Committee Meetings. Record one session for each meeting.
<u>34</u>	Video/CD/DVD. Record one session for each check-out.
<u>3528</u>	<u>Asynchronous training (e.g., video, CD, DVD, podcasts, wWeb-based training)</u> (e.g., Element K). Record one session for each completed course.
<u>29</u>	<u>Discussion/Interest Group Meetings.</u> Record one session for each meeting.

Item No.	Definition /Instruction
30	Board and Committee Meetings. Record one session for each meeting.
31	Membership Meetings. Record one session for each meeting.
3632	Total. Record the total number of sessions, total number of participants, and the total number of <u>clock hours</u> *.

* Clock hours are defined as number of hours each training session actually lasts. For instance, a three-hour training session for fifty people would be counted as three clock hours.

CHAPTER 257 Florida Statutes

PUBLIC LIBRARIES AND STATE ARCHIVES

257.14 Division of Library and Information Services; rules.

257.15 Division of Library and Information Services; standards.

257.40 Library cooperatives; legislative intent.

257.41 Library cooperatives; organization; receipt of state moneys.

257.42 Library cooperative grants.

257.14 Division of Library and Information Services; rules.--The Division of Library and Information Services has authority to adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of this chapter.

History.--s. 2, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 3, ch. 83-24; s. 19, ch. 86-163; s. 46, ch. 98-200.

257.15 Division of Library and Information Services; standards.--The Division of Library and Information Services shall establish reasonable and pertinent operating standards under which libraries will be eligible to receive state moneys.

History.--s. 3, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 2, ch. 72-353; s. 3, ch. 83-24; s. 20, ch. 86-163.

257.40 Library cooperatives; legislative intent.--It is the intent of the Legislature to meet the educational and informational needs of the residents of this state by encouraging and assuring cooperation among libraries of all types for the development of library services. It is the further intent of the Legislature to foster cooperative programs to meet the needs of state residents which cannot be met independently by local libraries; to build upon the strength of local libraries and to augment their resources with regional and statewide services; to maintain local autonomy and to make cooperation in regional or statewide activities voluntary; and to recognize programs of cooperation undertaken by libraries and provide for state financial assistance to encourage library cooperative development.

History.--s. 1, ch. 92-110.

257.41 Library cooperatives; organization; receipt of state moneys.--

(1) Libraries that are under separate governances may establish nonprofit library cooperatives for the purpose of sharing resources. Library cooperatives shall be constituted of more than one type of library, including

any combination of academic, school, special, state institutional, and public libraries.

(2) The Division of Library and Information Services of the Department of State shall establish operating standards and rules under which a library cooperative is eligible to receive state moneys. The division shall issue a certificate to each library cooperative that meets the standards and rules established under this subsection.

(3) A library cooperative that receives state moneys under ss. 257.40-257.42 shall file with the Division of Library and Information Services on or before December 1 of each year a financial report on its operations and furnish the division with such other information as the division requires.

History.--s. 2, ch. 92-110; s. 5, ch. 99-238.

257.42 Library cooperative grants.--The administrative unit of a library cooperative is eligible to receive an annual grant from the state of not more than \$400,000 for the purpose of sharing library resources based upon an annual plan of service and expenditure and an annually updated 5-year, long-range plan of cooperative library resource sharing. Those plans, which must include a component describing how the cooperative will share technology and the use of technology, must be submitted to the Division of Library and Information Services of the Department of State for evaluation and possible recommendation for funding in the division's legislative budget request. Grant funds may not be used to supplant local funds or other funds. A library cooperative must provide from local sources matching cash funds equal to 10 percent of the grant award.

History.--s. 3, ch. 92-110; s. 1, ch. 96-295.

Florida Administrative Code

1B-2.011 Library Grant Programs.

[Replace with updated text]