

STATE AID TO LIBRARIES GRANT

GUIDELINES & APPLICATION

FY20097-201008

Application Deadline: October 1, 20097

*Reports and Other Documents Deadline:
December 1, 20097*

**Florida Department of State
Division of Library and Information Services
R.A. Gray Building, Tallahassee, Florida 32399-0250**

Application Submission

Applications must be submitted or postmarked on or before October 1, 2009.

Other documents must be submitted or postmarked on or before December 1, 2009.

Send applications to:

Grants Office
Division of Library and Information Services
R.A. Gray Building
2nd Floor North
500 South Bronough Street
Tallahassee, Florida 32399-0250

For Assistance and Additional Information

Contact the Grants Office:

(850) 245-6620 Voice; ~~205-6620 SUNCOM~~
(850) 245-6643 Fax
(850) 922-4085 TDD
e-mail: grantsoffice@dos.state.fl.us

This *Guidelines and Application* packet is available electronically at
<http://dlis.dos.state.fl.us/bld/grants/forms/Stateaidforms.html>

Alternative Formats

The *State Aid to Libraries Grant Guidelines and Applications* can be made available in alternative formats. For more information, contact the ~~State and Federal~~ Grants Office.

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

STATE AID TO LIBRARIES GUIDELINES

I. PROGRAM GOAL

In recognition of the fact that free professional public library service for all Floridians is an important part of the state's educational infrastructure and greatly enhances and enriches the quality of life in the State, the over-arching goal of the State Aid to Libraries Program is to assist local governments in maintaining and developing such vital services, specifically to:

- *Provide equal access to free public library service to all residents of the service areas of participating governments.*
- *Coordinate library service throughout the service area.*
- *Provide consistent plans, programs, policies, and procedures in the operation, maintenance, and development of library service throughout the service area.*

Florida's State Aid to Libraries Program is administered by the Florida Department of State, Division of Library and Information Services. The Division has oversight and management responsibility for implementation of the *Florida Statutes* that mandate the program. The program is funded through annual legislative appropriations within the Division's budget.

State Aid is a continuing state grant authorized by Chapter 257, *Florida Statutes*, for eligible library entities. Three types of grants are available: Operating, Equalization, and Multicounty. Grants are awarded through an application process with eligibility and completeness reviews of each application by Division staff.

II. HISTORICAL OVERVIEW

The notion that aid from the state to local governments encourages the development and provision of free public library service has been central to the operation of the State Library of Florida for decades. As early as 1928, when the State Library began lending books to local communities, State Librarian W.T. Cash characterized this effort as being designed to "gradually build up sentiment for the establishment of county libraries in the different counties of Florida." A component of Cash's call in 1937 for establishment of financial aid from the state to local libraries was a recognition of the need for standards and criteria for eligibility.

~~In 1952,~~ The Library Extension Department was established in 1952. It ~~and~~ is the predecessor of the Bureau of Library Development. At the time, State Librarian Dorothy Dodd remarked:

“The ultimate goal of this program is the development of library service in Florida in such a manner that every resident of the state, whether in urban or rural communities, will have ready access to books and other library materials for informational and recreational purposes. To accomplish this, a system of county and regional libraries is envisaged that will combine the ability to serve rural areas with the economy of operation offered larger library units.”

A state aid law was finally enacted in 1961 with the expressed intent that it is the “policy of the state of Florida to aid and encourage the establishment and development of free library service throughout the state, by grants of money to counties maintaining a free library or free library service....”

The program has been built on strength and larger units of service where tax support can be more broadly distributed. The trend for larger units of service has occurred in the fields of public education, health service delivery, growth management planning, and in the profit and nonprofit sectors.

Florida’s State Aid to Libraries Program is analogous to our State’s plan for public education through county school districts. Both are predicated on the public policy to provide access for people in the incorporated areas as well as the unincorporated areas of the state, where 50% of Floridians live. The difference between the two is that the State made county school districts mandatory and provides the majority of financial support for these systems, while county public libraries are discretionary through home rule laws and are largely locally supported.

In recognition of the vast variation in financial resources among Florida counties and regions, revised legislation and rules governing the State Aid to Libraries Grant Program created three changes in 1992:

- Multicounty aid provides an incentive to counties with limited resources to join together to provide cost effective library service.
- The equalization formula ~~is now~~ was structured to provide an effective supplement to local funds for libraries serving counties with limited local tax resources, especially to those that choose to support their library at exceptionally high levels when compared to local resources and the investment of other counties.
- In recognition of the increasing complexity of local governments and variation among those governments, the introduction of the notion of “cooperative” administrative structure as well as “consolidated” under the State Aid to Libraries Program’s policies provides more flexibility to local governments wishing to provide library service.

In 2003, the Legislature revised the law to allow independent municipal libraries to participate in the State Aid to Libraries Program. This was done in recognition that the provision of state aid to independent municipal libraries is a valuable contribution to the extension of the state's public library development plan.

In response to the public library community, the State Librarian convened a task force to review the State Aid formula and propose changes to balance the distribution of funding. Operating Grants were decreasing as State Aid appropriations remained static or decreased. The 2008 Legislature revised the law to balance the proportion of dollars going into Operating and Equalization Grants; to provide a three-year phase-out period for libraries that no longer qualify for Equalization Grants; and to provide increased funding for Multicounty Library Grants from \$250,000 to \$350,000 after the State Aid appropriation is increased.

III. STATE AID TO LIBRARIES GRANTS

Chapter 257, *Florida Statutes*, authorizes three types of grants under the State Aid to Libraries Program: Operating, Equalization, and Multicounty.

- ~~Operating Grants are available to any county or municipality that qualifies for the State Aid to Libraries Program.~~ are made available to any county, municipality, special district, or special taxing district that qualifies for the State Aid to Libraries Program. Operating Grants are distributed in the following way:
 1. Grants are made available to counties, municipalities, special districts, or special taxing districts that provide library service that meets the basic eligibility requirements in Section V.
 2. Operating Grants provide a match of up to 25 cents on each dollar of local funds expended centrally for the operation and maintenance of the library during the second preceding fiscal year. For example, fiscal year 2008-2009 grant calculations are based on local expenditures for the operation and maintenance of libraries during the fiscal year ending September 30, 2007.
 3. For the first two years of a newly established library, the Operating Grant matches only local funds that are appropriated to be expended centrally for the operation and maintenance of the library.
 4. Grants are prorated among eligible libraries if the appropriation by the Legislature does not fully fund the State Aid to Libraries Grant Program.

- Equalization Grants are available to counties that qualify for an Operating Grant and that have limited local tax resources. are made available to counties that qualify for an Operating Grant and that have limited local tax resources.
1. Equalization Grants are made available to counties that provide library service that meets the eligibility requirements in Section V., and that meet four additional criteria based on calculations made by the Division. Those criteria are outlined in Section 257.18(1) F.S., page xx.
 2. Equalization Grants are calculated on the local funds expended centrally for the operation and maintenance of the library during the second preceding year adjusted using an equalization factor based on the relationship of the county's taxable value to the average of the taxable value for all Florida counties. That factor is used to adjust the value of the local expenditures for library service in calculating the equalization formula.
 - (a) The Equalization Grants provide a match of 25 cents on the dollar for the adjusted local expenditures for the second preceding fiscal year.
 - (b) For counties that have provided the mill equivalent in local library support during the second preceding year that is higher than the statewide average for the mill equivalent in local library support for all counties, the Equalization Grant provides a match of 50 cents on the adjusted dollar for local expenditures the second preceding year.
 3. If a county fails to meet the eligibility criteria for an Equalization Grant in any one year, the county will be notified that its Equalization Grant funding will be phased out over a three-year period as outlined in Section 257.18(2)(a)-(d), F.S. on page xx.
 4. A county may not receive an Equalization Grant that is equal to more than 10 percent of the total amount required to fund Equalization Grants to all eligible counties.
 5. Equalization Grants may not exceed 15 percent of the amount appropriated for Operating, Multicounty, and Equalization Grants or \$8,877,057, whichever is greater. Any reductions in Equalization Grants necessary to meet this requirement must be applied to all Equalization Grants on a prorated basis, including grants subject to the 10 percent cap or grants in the phase-out period.
 6. If the total appropriation for Operating, Multicounty, and Equalization Grants is less than \$31,999,233, then grants are prorated among eligible libraries.

- Multicounty Library Grants provide additional support to counties that qualify for Operating Grants and choose to join together to provide library service to their residents. are available to provide additional support to counties that qualify for Operating Grants and choose to join together to provide library service to their residents. Multicounty Library Grants shall be used to support multicounty services and are distributed in the following way:
 1. Multicounty Library Grants are made available to those libraries that meet the eligibility requirements for Operating Grants, and that meet the following criteria:
 - (a) The library has been designated as the single library administrative unit by more than one county;
 - (b) The counties served have a combined population of 50,000 or more, and serves two or more counties, at least one of which qualifies for an Equalization Grant.
 2. Multicounty Library Grants have two components:
 - (a) A match on local expenditures. Grants match up to \$1 million in local funds expended centrally by the library for its operation and maintenance during the second preceding fiscal year using the formula outlined in Section 257.172(1)(a)-(e), F.S. on page xx.
 - (b) In addition to the portion of the grant that matches local expenditures, a multicounty library is eligible to receive a base grant. The base grants are outlined in Section 257.172(2), F.S. on page xx.
 3. Multicounty Library Grants are fully funded each year.

The program is an incentive program, designed to encourage local governments-counties to provide library service to their residents and to provide funding to support that library service. Grant formulas are based largely on local funds invested in library service. The original intent was based on the concept that the more local money spent on library services, the higher the grant amounts earned under the State Aid to Libraries Grant Program. If a county or municipality reduces its expenditures for library service, the grant amounts will decrease proportionately two years later.

IV. DEFINITIONS

Annual plan of service means a document adopted or approved by the library's governing body and submitted as part of the application for State Aid to Libraries grants that includes the goals, objectives, and activities that will be supported for the application year.

Consolidated library means a public library operated by a governing body designated by one or more participating local governments to directly administer, through a single administrative head, all the services provided by the library, with individual library outlets operated as branches of the library.

Eligible political subdivision means the entity that is eligible as defined in Section 257.17, *Florida Statutes*, to be designated by a county or municipality as the single library administrative unit for free public library service.

Governing body means an administrative board or the board, commission, council, or officers of a county, a special tax district, a special district, a municipality, or a nonprofit corporation or association that administers or coordinates the library services and program. This involves policy-making, planning, budgeting, and employing the single administrative head of the library, and entering into contracts on behalf of the library.

Interlocal agreement means a contract between local governmental units, which is the basis for the joint exercise of power, as permitted under Section 163.01, *Florida Statutes*.

Joint planning for purposes of the State Aid to Libraries Grant program means that all public libraries within the county that receive Operating Grants participate in joint planning for the coordination of library services to residents. The joint planning requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

Legal service area means the geographical area for which the library is established to offer services and from which (or on behalf of which) the library derives income, plus any area served under contract.

Library means the entire program of free library services and resources provided for the residents of the legal service area.

Library outlet means a single point of access to free library service, whether housed in a permanent or temporary structure. A library serving a specific geographic area may consist of one or more library outlets.

Local funds means funds, exclusive of any state and federal funds, that are expended centrally for the operation and maintenance of the library.

Long-range plan means the document that is adopted or approved by the library's governing body outlining the library's operation and development over a three- to five-year period.

Participating local governments means the county or municipal governments that operate or support a public library and that participate in a county, municipal, or multicounty library through interlocal or other agreements. A local government is not the governing body for the single library administrative unit unless it has been so designated through interlocal agreements or other legal action as required in Section 257.17, *Florida Statutes*, and these guidelines.

Public library cooperative means a program of public library services and resources operated or coordinated by a governing body designated by one or more participating local governments. The governing body administers or coordinates, through a single administrative head, the common services for libraries operated by those participating local governments that have agreed through interlocal or other agreements to provide library service across their combined legal service areas. The single administrative head must be employed full-time by either the cooperative's governing body or a participating local government. Interlocal or other agreements identify the authority of the governing body and the participating local governments and the libraries each supports. Residents of the combined legal service area have equal free access to all services provided by the libraries of all the participating local governments.

Reciprocal Borrowing for purposes of the State Aid to Libraries Grant Program means that all public libraries within ~~the~~ a county that receives Operating Grants extend borrowing privileges without charge to residents of each other's service areas. Borrowing privileges must apply to all materials that are available to be borrowed by residents of the library service area receiving an Operating Grant. Interlibrary loan does not meet this requirement. The reciprocal borrowing requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

Single administrative head means the individual who is employed full-time by the single library administrative unit and is responsible for managing or coordinating the library.

Single library administrative unit means an eligible political subdivision under Section 257.17, *Florida Statutes*, that is designated by a county or municipality to be responsible for managing or coordinating free library service to its residents.

V. ELIGIBILITY

A library shall meet the following requirements in order to be eligible to receive a State Aid to Libraries Grant:

- A.** A county or municipality shall designate one of the following eligible political subdivisions as the single library administrative unit:
1. A county that establishes or maintains a library, or that gives or receives free library service by contract with a municipality, nonprofit library corporation, or association within such county;
 2. A county that joins with one or more counties to establish or maintain a library, or contracts with another county, a special district, special taxing district, or one or more municipalities in another county to receive free library service;
 3. A special district or a special taxing district that establishes or maintains a library and provides free library service; or
 4. A municipality that establishes or maintains a library or that gives or receives free library service by contract with a nonprofit library corporation or association within the municipality.
- B.** Once an eligible political subdivision has been designated by a county or municipality as the single library administrative unit, that eligible political subdivision shall designate a governing body to provide service. That governing body shall be:
1. The governing body of the county or another county;
 2. A legally established administrative board established by the eligible political subdivision for the purpose of governing the library;
 3. The governing body of a special district or special taxing district;
 4. The board of a nonprofit library corporation or association; or
 5. A municipality.
- C.** When two or more participating local governments join to establish a library, contracts or interlocal agreements outline the decision-making power given to the library's governing body and the power retained by the participating local government. Consolidated library and public library cooperative are the two types of library governance that can be established through those agreements.

Interlocal or other agreements for a public library cooperative shall clearly outline:

1. How the single administrative head will be selected or designated as required by Section 257.17(2)(a), Florida Statutes, for the public library cooperative and the powers, duties, and responsibilities of that position;
 2. The role that each participating local government and its library shall have in the development and implementation of the long-range plan;
 3. The way in which funds will be paid to the public library cooperative from participating local governments to support activities carried out by the public library cooperative on behalf of the participating local governments; and
 4. Agreement by all participating local governments to spend funds in accordance with the public library cooperative's long-range plan, annual plan of service, and budget for those funds that a public library cooperative will report on a State Aid application as having been expended centrally, whether such funds are maintained and expended at the local level or by the public library cooperative's governing body.
- D.** The library shall have a single administrative head employed full-time by the library's governing body with authority to manage or coordinate the operations of the library.
1. The library's governing body shall adopt a position description for the single library administrative head.
 2. The single administrative head shall have completed a library education program accredited by the American Library Association and shall have had at least two years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.
 3. The single administrative head is responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies, and budgets. Responsibility for managing or coordinating the following activities may not be delegated through interlocal or other agreements:
 - (a) Development of a single long-range plan for all library outlets;
 - (b) Development of a single annual plan of service;
 - (c) Development of a budget;
 - (d) Implementation of the long-range plan, an annual plan of service, and the budget; and
 - (e) Preparing reports on behalf of the library.

E. The library shall expend its funds centrally. To meet the requirement for central expenditure:

1. Requirements for activities of the single administrative head listed in Section V., Subsection D.3 shall be met; and
2. All State Aid to Libraries Grants in a consolidated county or municipal library and a single county public library cooperative shall be expended by the library's single administrative head; or
3. If the library is a multicounty public library cooperative, Operating and Equalization Grants may be expended by the individual county that is awarded these grants. Multicounty Library Grants shall be maintained and expended by the library's single administrative head; and
4. Funds from local sources shall be expended in one of the following ways:
 - (a) Under the control of the library's single administrative head; or
 - (b) By participating local governments, with authority for such expenditure delegated by the library's governing body through an interlocal or other agreement.
5. All local funds, including donations, Funds shall be expended through the library's budget in order to qualify as local expenditures for State Aid grants. Only these local funds may be used in the calculations of the grants.

F. All public libraries within ~~the~~ a county that receives Operating Grants shall extend borrowing privileges without charge to residents of each other's service areas. Borrowing privileges must apply to all materials that are available to be borrowed by residents of the library service area receiving an Operating Grant. Agreements for interlibrary loan do not meet this requirement. The reciprocal borrowing requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

G. The library shall provide free library service. At a minimum, free library service requires that a library loan library materials that are made available for circulation free of charge, provide reference and information services free of charge.

H. All public libraries within a county that receive Operating Grants shall participate in joint planning for the coordination of library services to residents.

I. The library shall provide access to materials, information, and services for all residents of the area served.

- J. At least one library, branch library, or member library operated by the library's governing body shall be open 40 hours or more each week.
- K. The library shall have a long-range plan, annual plan of service, and an annual budget.
- L. The designated governing body of a library that has established public library service for the first time during the two previous years shall report in the State Aid application the total amount of local funds appropriated for the operation and maintenance of the library in the year for which the application is made and shall certify that such amount will be:
 1. Expended centrally;
 2. Expended on operation and maintenance of a library and not for the purchase or construction of a library building or library quarters;
 3. Appropriated for expenditures through the library's budget; and
 4. Expended in accordance with the accounting control procedures provided for in any interlocal or other agreements, the library's long-range plan, Chapter 257, *Florida Statutes*, and the *State Aid to Libraries Grant Guidelines and Application*.

~~VI. TYPE OF GRANTS~~

- ~~A. Operating Grants are made available to any county, municipality, special district or special taxing district that qualifies for the State Aid to Libraries Program. Operating Grants are distributed in the following way:~~
- ~~1. Grants are made available to counties, municipalities, special districts or special taxing districts that provide library service that meets the basic eligibility requirements in Section V.~~
 - ~~2. Operating Grants provide a match of up to 25 cents on each dollar of local funds expended centrally for the operation and maintenance of the library during the second preceding fiscal year. For example, fiscal year 2006-2007 grant calculations are based on local expenditures for the operation and maintenance of libraries during the fiscal year ending September 30, 2005.~~
 - ~~3. For the first two years of a newly established library, the Operating Grant matches only local funds that are appropriated to be expended centrally for the operation and maintenance of the library.~~

4. ~~Grants are prorated among eligible libraries if the appropriation by the legislature does not fully fund the State Aid to Libraries Grant Program.~~

B. ~~Equalization Grants~~ are made available to counties that qualify for an Operating Grant and that have limited local tax resources.

1. ~~Equalization Grants are made available to counties that provide library service that meets the eligibility requirements in Section V., and that meet four two additional criteria based on calculations made by the Division. Those criteria are that:~~
 - (a) ~~The adjusted value of 1 mill, reflecting the statewide average, is below the median amount for all counties; and~~
 - (b) ~~The per capita local library support for the county falls below the statewide average for participating counties for per capita local support.~~
2. ~~Equalization Grants are calculated on the local funds expended centrally for the operation and maintenance of the library during the second preceding year adjusted using an equalization factor based on the relationship of the county's taxable value to the average of the taxable value for all Florida counties. That factor is used to adjust the value of the local expenditures for library service in calculating the equalization formula.~~
 - (a) ~~The Equalization Grants provide a match of 25 cents on the dollar for the adjusted local expenditures for the second preceding fiscal year.~~
 - (b) ~~For counties that have provided the mill equivalent in local library support during the second preceding year that is higher than the statewide average for the mill equivalent in local library support for all counties, the Equalization Grant provides a match of 50 cents on the adjusted for local expenditures the second preceding year.~~
3. ~~Equalization Grants are fully funded each year.~~

C. ~~Multicounty Library Grants~~ are available to provide additional support to counties that qualify for Operating Grants and choose to join together to provide library service to their residents. ~~Multicounty Library Grants are distributed in the following way:~~

1. ~~Multicounty Library Grants are made available to those libraries that meet the eligibility requirements for Operating Grants in Section A., and that meet the following criteria:~~
 - (a) ~~The library has been designated as the single library administrative unit by more than one county;~~
 - (b) ~~The counties served have a combined population of 50,000 or more, or three counties or more are served~~

~~2. Multicounty Library Grants have two components:~~

~~(a) A match on local expenditures.; and~~

~~(b) A base grant for libraries that have three or more participating counties.~~

~~3. Grants match up to \$1 million in local funds expended centrally by the library for its operation and maintenance during the second preceding fiscal year using the following formula:~~

~~(1) A multicounty library that serves two participating counties is eligible to receive 5 cents on each local dollar of expenditure.~~

~~(2) A multicounty library that serves three participating counties is eligible to receive 10 cents on each local dollar of expenditure.~~

~~(3) A multicounty library that serves four participating counties is eligible to receive 15 cents on each local dollar of expenditure.~~

~~(4) A multicounty library that serves five participating counties is eligible to receive 20 cents on each local dollar of expenditure.~~

~~(5) A multicounty library that serves six or more participating counties is eligible to receive 25 cents on each local dollar of expenditure.~~

~~In addition to the portion of the grant that matches local expenditures, A multicounty library with three or more participating counties shall receive a base grant of at least \$250,000.~~

~~3. Multicounty Library Grants are fully funded each year.~~

~~4. Multicounty Library Grant funds shall be used to support multicounty library services.~~

VI. VII. APPLICATION

A. The *State Aid to Libraries Guidelines and Application* packet containing applicable forms will be ~~distributed~~ made available no later than August 1 of each year.

B. For recipients of grants under the State Aid to Libraries Program for the two previous fiscal years, the application will certify the local funds expended centrally under a single administrative head for the operation and maintenance of the library by the eligible political subdivision or its designee during the second preceding fiscal year. For purposes of filing annual applications, libraries shall use one of the following:

- State Aid to Libraries Grant Application (Form DLIS/SA01); or

- State Aid to Libraries Grant Application – Multicounty Library (Form DLIS/SA02).
- C. For eligible applicants that are in the first two years of providing public library service, the application will certify the local funds appropriated to be expended centrally under a single administrative head for the operation and maintenance of the library by the eligible political subdivision or its designee during the fiscal year in which the library will receive the grant. For the purposes of filing annual applications, new libraries shall use one of the following:
- State Aid to Libraries Grant Application (Form DLIS/SA01); or
 - State Aid to Libraries Grant Application – Multicounty Library (Form DLIS/SA02).
- D. In order to be eligible to receive a State Aid to Libraries Grant, an applicant shall have a current copy of the following documents on file with the Division or postmarked on or before the indicated deadlines. Use the Required Documents Checklist (Form DLIS/SA05) to indicate which documents are already on file or are being submitted by the application deadline.

4. By October 1 of each year (postmark), complete and submit the following documents:

1. ~~(a)~~ **Application Form DLIS/SA01 or DLIS/SA02.** This includes the Certification of Local Operating Expenditures or Appropriations, ~~and~~ Expenditure or Appropriations Report, ~~DLIS/SA01 or DLIS/SA02~~ and signatures.

The amount certified on page 1 of the application form as being expended for the operation and maintenance of a library should match the amount reported on the Expenditure or Appropriation Report (page 3) as the total funds from local sources expended or appropriated for the operation and maintenance of the library.

The Expenditure or Appropriation Report (page 3) provides details on library expenditures or appropriations by funding source. The form assists both local library personnel and Division staff in verifying the accuracy of the funds a library reports as expenditures or appropriations qualifying for match under Chapter 257, *Florida Statutes*.

Expenditure or Appropriation Categories.

The definitions used below are to assist in completing the Expenditure or Appropriation Report and are not mandatory. The source of the definitions is *Uniform Accounting System Manual for Local Governments*, 2008 edition.

prepared by the Florida Department of Financial Services, Bureau of Local Government.

10 Personnel Services - Expense for salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis; represents the total of all expenditures for libraries in sub-object classifications 11 through 29 as defined in the *Uniform Accounting System Manual*.

30 Operating Expenses - Expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays; includes all expenditures for libraries in sub-object classifications 31 through 59, as defined in the *Uniform Accounting System Manual*.

60 Capital Outlay - Outlays for the acquisition of or addition to fixed assets, includes all expenditures for libraries in sub-object classifications 61 through 67, as defined in the *Uniform Accounting System Manual*.

NOTE: Funds for the purchase or construction of a library building or library quarters may not be reported as having been expended for the operation and maintenance of a library

Other - Any other operating expenditure categories in the library budget.

Funding or Revenue Sources.

Report expenditures or appropriations by these sources of revenue:

Local - County or municipal funds appropriated by local governments for expenditure by the library; also includes fines, fees, donations, and any other funds from local sources appropriated for expenditure by the library.

State - State Aid to Libraries grant funds; and any other state funds appropriated for expenditure by the library.

Federal - Funds provided under the Library Services and Technology Act and any other federal funds appropriated for expenditure by the library.

Other - Any other revenue from non-local sources appropriated for expenditure by the library.

Signatures. By their signature, the person who manages the library's finances and the single library administrative head indicate that they have reviewed and approved the amounts reported on this form.

2. ~~(b)~~ **Designation of the Single Library Administrative Unit.** Provide documents verifying ~~(1)–(d)~~ designation of the single library administrative unit by the county or municipality of an eligible political subdivision.
3. ~~(2)~~ **Designation of a Governing Body.** Provide documents verifying designation of a governing body to administer free library service to residents of an eligible political subdivision.
4. ~~(c)~~ **Interlocal Agreements or Contracts.** Include all interlocal agreements or contracts among participating local governments, if two or more participating local governments join to establish a consolidated library or public library cooperative, and other agreements with non-governmental entities that form the basis for the provision of free library service and outlining the decision making power given to the library’s governing body and the power retained by the participating local government.
5. ~~(d)~~ **Verification of Governing Body Authority.** Provide documents that verify that the governing body of the library has the authority to set policy, adopt plans, adopt budgets, employ the single administrative head, and enter into contracts on behalf of the library.
6. ~~(e)~~ **Position Description of the Single Administrative Head.** ~~The~~ Provide a current position description of the library’s single administrative head that has been adopted or approved by the library’s governing body.
7. ~~(f)~~ **A Certification of Credentials - Single Administrative Head (Form DLIS/SA03).** The form certifies that the library’s single library administrative head is employed by the single administrative unit; has completed a library education program accredited by the American Library Association; and has at least two years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.
8. ~~(g)~~ **Schedule of Library Hours.** ~~A schedule of library hours that~~ The schedule should documents that at least one library outlet or member library is open to the public 40 hours or more each week.
9. ~~(h)~~ **Long-Range Plan.** A long-range plan adopted or approved by the library’s governing body outlining the library’s operation and development over a three- to five-year period.
10. ~~(i)~~ **Interlocal Agreements.** If applicable, provide any interlocal agreements among libraries that outline service to residents in a county or municipality that receive Operating Grants.

11. ~~(j)~~ **Verification of Reciprocal Borrowing.** Library lending policies verifying that the library is providing reciprocal borrowing to residents of all political subdivisions within the county that receive Operating Grants. Borrowing privileges must apply to all materials that are eligible to be borrowed by residents of the political subdivision applying for the Operating Grant. Interlibrary loan does not meet this requirement. This requirement **only** applies to a county and the independent municipal libraries within the same county that are applying for State Aid.
12. ~~(k)~~ **Verification of Joint Planning.** Provide documents verifying that the library has engaged in joint planning for the coordination of library services within the county that receives Operating Grants. The document must list all libraries participating in joint planning and outline areas of cooperation and activities to be implemented among the county and the independent municipal libraries in the same county. This requirement **only** applies to a county and the independent municipal libraries within the same county that are applying for State Aid.
13. ~~(l)~~ **Financial Audit.** If the library received a State Aid to Libraries Grant during the second preceding fiscal year, a copy of the annual audit of the eligible political subdivision for that year carried out in accordance with the requirements of Section 215.97, *Florida Statutes*, Chapter 10.550, *Rules of the Auditor General*, and generally accepted accounting principles shall be submitted. The audit shall be provided within ~~12~~ twelve months of the close of the entity's fiscal year.
14. **Grant Agreements.** Submit two grant agreements with original signatures of all authorized officials.

One copy of the grant agreement is included with the *State Aid to Libraries Grant Guidelines and Application* packet.

- Make one additional copy of the grant agreement.
- Obtain the original signature of an authorized official on both copies and enter the date under the signature.
- Obtain an original signature of the clerk of the circuit court or the chief financial officer of the governing entity on both copies as witness to the signature of the authorized official and enter the date. Imprint the raised seal over the signature.
- The agreement becomes effective when it is signed and dated by an authorized official of the Florida Department of State. Grant funds may begin to be obligated or expended at this time.

- One copy of the agreement with original signatures will be returned after it has been dated and signed by an authorized official of the Florida Department of State.

2. By December 1 of each year (postmark), complete and submit the following documents:

1. ~~(a) A~~ **Current Annual Plan of Service.** The annual plan of service must be adopted or approved by the library's governing body. It should include that includes the goals, objectives, and activities that will be supported for the application year.
2. ~~(b) A~~ **Budget for the current year.** The budget must be adopted or approved by the library's governing body.

For public library cooperatives there shall be a single budget for library service to the residents of the service area of all participating local governments. The budget shall:

- (a) Reflect the library's long-range plan;
- (b) Be developed by the single library administrative head with the participating local governments and their libraries;
- (c) Be adopted or approved by the public library cooperative organization's governing body; and
- (d) Be a single line item format for the public library cooperative and include funds that will meet the criteria for expending funds centrally that have been budgeted for expenditure by participating local governments.

The budget shall include funds from participating local governments (both those appropriated by the local government and those appropriated by the public library cooperative), aid received from the state and federal governments, and other revenue received to provide library service.

3. ~~(c) A~~ **Summary Financial Report (Form DLIS/SA04).** This form is to report on the use of State Aid to Libraries Grant funds. The information provided on this form is used to prepare reports to the Legislature and the people of Florida and to provide information for state and local budget purposes.
4. ~~(d) A~~ **Annual Statistical Report Form for Public Libraries.** This form, incorporated herein by reference, solicits data on library activity during the previous fiscal year. The data are used for federal, state, and local reporting and

comparison purposes. Libraries ~~must~~ ~~are encouraged~~ to submit the form electronically at <http://collect.informata.com>. If a library is unable to file the report electronically, a paper version can be requested from the Division for completion and submission. All libraries are given a library identification number and password to access the form electronically.

VII. ~~VIII.~~ APPLICATION REVIEW

- A. All applications will be reviewed for eligibility and completeness. In reviewing applications, the Division shall determine:
1. Eligibility of the library under the requirements in Section V.
 2. Eligibility of funds reported as having been expended centrally in the second preceding fiscal year, or appropriated for the application year, for the operation and maintenance of the library.
 3. Compliance of the application and all required accompanying documents with Chapter 257, *Florida Statutes* and the guidelines for the State Aid to Libraries Grant Program.
- B. The Division shall notify applicants of any application deficiencies. Applicants will have 30 days after the notification date to complete and correct deficiencies. Failure to correct identified deficiencies within the 30-day period shall automatically make the application ineligible. All corrections shall be submitted or postmarked on or before the last day of the correction period specified by the Division.

VIII. ~~IX.~~ GRANT AWARD

- A. The Division will certify the grant amounts to the Chief Financial Officer by December 1. By January 1, the Division will complete an evaluation and review of applications that are submitted by October 1 and December 1 in accordance with Sections VII. and VIII. The grant agreement will be signed by an authorized official in the Florida Department of State and returned to qualified libraries by February 1.

The Division shall review and verify the amount of local expenditures submitted by a political subdivision as a part of their application. After these amounts have been verified, the grants will be calculated based on statute and the legislative appropriation.

The formula for calculating Equalization Grants is provided in Florida Statute. The following information provides additional clarification.

Equalization Grants

Determining Eligibility

1. Of the 34 counties that have the lowest adjusted value of a mill, determine if a county's operating millage is equal to or above the statewide average. If the operating millage is not equal to or above the statewide average, then the county's per capita income must be equal to or below the statewide average per capita income.
2. The county must also have been eligible for an Equalization Grant each year since 2007-2008.

If a county fails to meet the eligibility criteria, their Equalization Grant funding will be phased out over a three-year period. Grant amounts for counties in the phase-out period may be reduced based on one or more of the following factors: (1) the maximum grant amount a county may receive; (2) pro rata reductions based on the amount of funding that may go to Equalization Grants; or (3) pro rata reductions based on the amount of funding available.

For the eligible counties, the Equalization Grant amount is calculated in the following manner:

1. Determine the ratio of the county's level of assessment, which is the individual county's level of assessment divided by the statewide average.
2. Determine the adjusted value of a mill, which is the county's taxable value divided by the ratio of the county's level of assessment.
3. Determine the adjusted mill equivalent, which is the amount of local expenditures of a county divided by the adjusted value of a mill.
4. Determine the level of effort, which is the adjusted mill equivalent divided by the statewide average. If the level of effort is greater than or equal to 1, the grant is equal to 50 cents. If the level of effort is less than 1, the grant is equal to 25 cents.
5. Determine the equalization factor, which is the Statewide Average of Adjusted Value of Mill minus Adjusted Value of Mill, then divided by the Statewide Average of Adjusted Value of a Mill.
6. The grant amount is calculated by taking the local expenditures divided by the cents eligible and then multiplying this amount by the equalization factor plus 1.

Grant amounts for both eligible and ineligible counties are then adjusted so that no county receives an Equalization Grant that is equal to more than 10 percent of the total amount required to fund Equalization Grants to all eligible counties.

The total amount needed to fund Equalization Grants may not exceed 15 percent of the amount appropriated for Operating, Multicounty, and Equalization Grants or \$8,877,057, whichever is higher. Any reductions needed to meet this requirement are applied to all Equalization Grants on a pro-rated basis.

If the total amount appropriated for Operating, Multicounty, and Equalization Grants is less than \$31,999,233, Equalization Grants are reduced on a prorated basis. The prorate is based on the percentage that total appropriation is less than \$31,999,233.

Multicounty Grants

Multicounty Grants are calculated based on two components: a base grant and a match on local expenditures.

Base grant: A multicounty with two participating counties receives a base grant of \$50,000. A multicounty with three or more participating counties receives a base grant of \$250,000. The \$250,000 base grant will increase to \$350,000 when the appropriation increases to at least 3 percent more than the 2007-2008 appropriation of \$31,999,233.

Matching grant: The matching grant is based on the local expenditures of the participating counties, up to \$1 million and the matching grant amount. The matching grant amount is determined based on the number of participating counties. The grant is calculated by multiplying the local expenditures by the matching grant amount.

Multicounty Grants are fully funded each year.

Operating Grants.

Operating Grants are calculated by prorating the funds remaining after the Equalization and Multicounty Grant funds have been determined to the amount that a political subdivision has fully qualified for at 25 cents per local dollar expended.

- ~~**B.** When all eligible applications are determined by the Division to be sufficient and complete, the Division will calculate grant award amounts based on the appropriation of funds from the Legislature.~~
- B.** When all eligible applications are determined by the Division to be sufficient and complete, the Division will award the grant award amounts based on the appropriation of funds from the Legislature.

- ~~B. The grant agreement, which was submitted as a part of the application, will be signed by an authorized official in the Florida Department of State and returned to qualified libraries no later than February 1.~~
- C. Grant funds will be distributed in two payments. The first payment will be requested by the Division after the grant agreement has been signed by an authorized official in the Florida Department of State. All payments will be made by June 30.

IX. ~~X.~~ USE OF GRANT FUNDS

State Aid to Libraries Grant funds shall be expended in the following way:

- A. Centrally as defined in Section V., Subsection E.;
- B. For the operation and maintenance of the library and not for the purchase or construction of a library building or library quarters.

XI. ~~PUBLIC LIBRARY COOPERATIVES~~

~~In addition to requirements outlined above, the following also apply to public library cooperatives:~~

- ~~A. Interlocal or other agreements for a public library cooperative shall clearly outline:~~
 - ~~1. How the single administrative head will be selected or designated as required by Section 257.17(2)(a), Florida Statutes, for the public library cooperative and the powers, duties, and responsibilities of that position;~~
 - ~~2. The role that each participating local government and its library shall have in the development and implementation of the long range plan;~~
 - ~~3. The way in which funds will be paid to the public library cooperative from participating local governments to support activities carried out by the public library cooperative on behalf of the participating local governments; and~~
 - ~~4. Agreement by all participating local governments to spend funds in accordance with the public library cooperative's long range plan, annual plan of service, and budget for those funds that a public library cooperative will report on a State Aid application as having been expended centrally, whether such funds are maintained and expended at the local level or by the public library cooperative's governing body.~~

~~B. To meet the criteria for expending funds centrally, there shall be a single budget for library service to the residents of the service area of all participating local governments.~~

~~The budget shall:~~

- ~~1. Reflect the library's long range plan;~~
- ~~2. Be developed by the single library administrative head with the participating local governments and their libraries;~~
- ~~3. Be adopted or approved by the public library cooperative organization's governing body; and~~
- ~~4. Be a single line item format for the public library cooperative and include funds that will meet the criteria for expending funds centrally that have been budgeted for expenditure by participating local governments.~~

~~C. The annual plan of service and the budget shall include funds from participating local governments (both those appropriated by the local government and those appropriated by the public library cooperative), aid received from the state and federal governments, and other revenue received to provide library service.~~

~~XII. EXPENDITURE OR APPROPRIATION REPORT~~

~~The Expenditure or Appropriation Report (form DLIS/SA02) is submitted as a part of the State Aid to Libraries Grant application. The report provides details on library expenditures or appropriations by funding source. The form assists both local library personnel and Division staff in verifying the accuracy of the funds a library reports as expenditures or appropriations qualifying for match under Chapter 257, Florida Statutes.~~

~~The amount certified on page 1 of the application form as being expended the second previous fiscal year or appropriated for the operation and maintenance of a library should match the amount reported on this form as total funds from local sources expended or appropriated for the operation and maintenance of the library.~~

~~**Expenditure or Appropriation Categories.** The definitions used below are to assist in completing the form and are not mandatory. The source of the definitions is *Uniform Accounting System Manual*, 2000 edition, prepared by the Florida Department of Financial Services.~~

~~10 Personal Services Expense for salaries, wages, and related employee benefits provided for all persons employed by the local unit of government whether on full time, part time, temporary, or seasonal basis; represents the total of all expenditures for libraries in sub-object classifications 11 through 29 as defined in the *Uniform Accounting System Manual*.~~

~~Operating Expenses~~— Expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays; includes all expenditures for libraries in sub-object classifications 31 through 59, as defined in the *Uniform Accounting System Manual*.

~~60 Capital Outlay~~— Outlays for the acquisition of or addition to fixed assets, includes all expenditures for libraries in sub-object classifications 61 through 66, as defined in the *Uniform Accounting System Manual*.

— **NOTE:** *Under Chapter 257, Florida Statutes, and guidelines for the State Aid to Libraries Grant Program, funds for the purchase or construction of a library building or library quarters may not be reported as having been expended for the operation and maintenance of a library*

~~Other~~— Any other operating expenditure categories in the library budget.

Funding Sources. Report expenditures or appropriations by these sources of revenue:

~~Local~~— County or municipal funds appropriated by local governments for expenditure by the library; also includes fines, fees, donations, and any other funds from local sources appropriated for expenditure by the library.

~~State~~— State Aid to Libraries; and any other state funds appropriated for expenditure by the library.

~~Federal~~— Funds provided under the Library Services and Technology Act and any other federal funds appropriated for expenditure by the library.

~~Other~~— Any other revenue from non-local sources appropriated for expenditure by the library.

Signatures. By their signature, the person who manages the library's finances and the single library administrative head indicate that they have reviewed and approved the amounts reported on this form.

~~XIII. GRANT AGREEMENT~~

One copy of the grant agreement is included with the State Aid to Libraries Grant Application.

- ~~Make one additional copy of the grant agreement.~~

- ~~Obtain the original signature of an authorized official on both copies and enter the date under the signature.~~
- ~~Obtain an original signature of the clerk of the circuit court or the chief financial officer of the governing entity on both copies as witness to the signature of the authorized official and enter the date. Imprint the raised seal over the signature.~~
- ~~The agreement becomes effective when it is signed and dated by an authorized official of the Florida Department of State. Grant funds may begin to be obligated or expended at this time.~~
- ~~**By October 1** (*postmark*), Return both copies of the agreement along with the State Aid application to the Grants Office, Division of Library and Information Services, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250.~~
- ~~One copy of the agreement with original signatures will be returned after it has been dated and signed by an authorized official of the Florida Department of State.~~

DRAFT

CHAPTER 257, FLORIDA STATUTES

PUBLIC LIBRARIES AND STATE ARCHIVES

This section includes the pertinent sections of Chapter 257, *Florida Statutes* that apply to the State Aid to Libraries Grant Program.

257.14 Division of Library and Information Services; rules.--The Division of Library and Information Services may adopt rules pursuant to ss 120.56(1) and 120.54 to implement the provisions of this chapter.

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.

257.16 Reports.--Any library receiving grants under ss. 257.14-257.25 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 may require.

257.17 Operating grants.--A political subdivision that has been designated by a county or municipality as the single library administrative unit is eligible to receive from the state an annual operating grant of not more than 25 percent of all local funds expended by that political subdivision during the second preceding fiscal year for the operation and maintenance of a library, under the following conditions:

(1) Eligible political subdivisions include:

- (a) A county that establishes or maintains a library or that gives or receives free library service by contract with a municipality or nonprofit library corporation or association within such county;
- (b) A county that joins with one or more counties to establish or maintain a library or contracts with another county, a special district, a special tax district, or one or more municipalities in another county to receive free library service;
- (c) A special district or special tax district that establishes or maintains a library and provides free library service; or
- (d) A municipality that establishes or maintains a library or that gives or receives free library service by contract with a nonprofit library corporation or association within the municipality.

(2) The library established or maintained by such political subdivision shall:

- (a) Be operated under a single administrative head who is an employee and of the single library administrative unit and who has completed a library education program accredited by the American Library Association. The single administrative head shall have at least 2 years of full-time paid professional experience, after completing the library education

program, in a public library that is open to the public for a minimum of 40 hours per week.

- (b) Expend its funds centrally.
 - (c) Provide reciprocal borrowing, and other library services pursuant to interlocal agreement, to residents of all political subdivisions with the county which receive operating grants from the state.
 - (d) Have at least one library or branch library open for 40 or more hours per week.
 - (e) Have a long-range plan, an annual plan of service, and an annual budget.
 - (f) Engage in joint planning for coordination of library services within the county or counties that receive operating grants from the state.
- (3) Any political subdivision establishing public library service for the first time shall submit a certified copy of its appropriation for library service, and its eligibility to receive an operating grant shall be based upon such appropriation.

257.171 Multicounty libraries.--Units of local government, as defined in s. 165.031(1), may establish a multicounty library. The Division of Library and Information Services may establish operating standards and rules under which a multicounty library is eligible to receive state moneys. For a multicounty library, a local government may pay moneys in advance in lump sum from its public funds for the provision of library services only.

257.172 Multicounty library grants.--

- (1) The administrative unit of a multicounty library which serves a population of 50,000 or more and serves two, or has three or more counties, at least one of which qualifies for an equalization grant is eligible for an annual grant from the state. The grant funds are to be used for the support and extension of library service in participating counties. The grant must be computed by the division on a state-matching basis up to \$1 million in local expenditures by all participating counties for operation and maintenance of a library during the second preceding year. The administrative unit of a multicounty library with:
- (a) Two participating counties is eligible for a grant equal to 5 cents on each local dollar of expenditure.
 - (b) Three participating counties is eligible for a grant equal to 10 cents on each local dollar of expenditure.
 - (c) Four participating counties is eligible for a grant equal to 15 cents on each local dollar of expenditure.
 - (d) Five participating counties is eligible for a grant equal to 20 cents on each local dollar of expenditure.
 - (e) Six or more participating counties is eligible for a grant equal to 25 cents on each local dollar of expenditure.
- (2) In addition, to support multicounty library service, the administrative unit of a multicounty library with:

(a) Two participating counties is eligible to receive a base grant of \$50,000, effective July 1, 2008.

(b) Three or more participating counties is eligible to receive a base grant of a minimum of \$250,000. Such amount shall be increased to \$350,000 when the appropriation from state funds for operating, multicounty, and equalization grants is at least 3 percent more than the appropriation from state funds for those grants for fiscal year 2007-2008 to support multicounty library service. That amount may be adjusted by the division based on the percentage change in the state and local government price deflator for purchases of goods and services, all items, 1983 equals 100, or successor reports for the preceding calendar year as initially reported by the Bureau of Economic Analysis of the United States Department of Commerce, as certified by the Florida Consensus Estimating Conference.

(3) For the purposes of this section, s. 257.21 does not apply.

257.18 Equalization grants.--

(1) Any county qualifying for an operating grant is eligible to receive an equalization grant if it meets the following criteria:

(a) The county was eligible for an equalization grant in fiscal year 2007-2008.

(b) ~~When~~ The value of 1 mill adjusted to reflect the average statewide level of assessment is below the median amount for all counties in the state ~~and the per capita local funds expended for library support during the second preceding year is below the average for all counties.~~

(c) The county operating millage subject to the 10-mill cap is equal to or above the average for all counties. If the county does not meet this millage requirement, the per capita income for the county must be equal to or below the average for all counties.

(d) The county has been eligible for an equalization grant each fiscal year since fiscal year 2007-2008.

(2) If a county fails to meet the eligibility criteria for an equalization grant in any one year, the county shall be notified that its equalization grant funding will be phased out over a 3-year period as follows:

(a) In the first year, the county shall receive the grant amount for which it qualified the previous year.

(b) In the second year, the county shall receive two-thirds of the grant amount it received under paragraph (a).

(c) In the third year, the county shall receive one-third of the grant amount it received under paragraph (a).

(d) In subsequent years, the county shall not be eligible to receive an equalization grant.

(3) An equalization grant to an eligible county is calculated in the following manner:

(a) The equalization factor is computed by subtracting the value of 1 mill adjusted to reflect the average statewide level of assessment for each county from the average adjusted value of 1 mill for all counties and then dividing that amount by the average adjusted value of 1 mill for all counties.

(b) An equalization grant is computed by multiplying the equalization factor times the total local funds expended for library support by that county during the second preceding year and adding that amount to the actual total local funds expended for library support by that county during the second preceding year. The result is the adjusted value for the local funds expended for library service. The amount of the equalization grant is equal to 25 cents of the adjusted value of local funds expended for library service.

(c)~~(2)~~ When the adjusted mill equivalent of actual local funds expended for library support by the county during the second preceding year is above the statewide average adjusted mill equivalent of actual local funds expended by all counties receiving operating grants, the amount of the equalization grant is equal to 50 cents of the adjusted value of local funds expended for library service.

(4) A county may not receive an equalization grant that is equal to more than 10 percent of the total amount required to fund equalization grants to all eligible counties.

(5)~~(3)~~ The Division of Library and Information Services shall calculate equalization grants based on the amount of local funds expended for library service the second preceding year as certified by the appropriate county officials and information on the level of assessment of property in each county, ~~and the taxable value of property in each county, the county operating millage subject to the 10-mill cap, and the per capita income as reported by the state agency authorized by law, which shall certify the results of such determination to the division.~~

(6)~~(4)~~ Equalization grants may not exceed 15 percent of the amount appropriated for operating, multicounty, and equalization grants or \$8,877,057, whichever is greater. Any reductions in equalization grants necessary to meet this requirement must be applied to all equalization grants on a prorated basis. This includes grants subject to the 10-percent cap or grants in the phase-out period. If the total appropriation for operating, multicounty, and equalization grants is less than \$31,999,233 For the purposes of this section, s. 257.21 applies does not apply.

257.195 Revenue shortfalls; procedures.--In the event of revenue shortfalls which necessitate budget reductions during any fiscal year, the total appropriation for library grants from state sources shall have the same ratable reduction as that applied to the operating funds of the Division of Library and Information Services or such reduction shall be at the discretion of the Secretary of State.

257.21 Maximum grants allowable.--Any reduction in grants because of insufficient funds shall be prorated on the basis of maximum grants allowable.

257.22 Division of Library and Information Services; allocation of funds.--Any moneys that may be appropriated for use by a county, a municipality, a special district, or a special tax district for the maintenance of a library or library service shall be administered and allocated by the Division of Library and Information Services in the manner prescribed by law. On or before December 1 of each year, the division shall certify to the Chief Financial Officer the amount to be paid to each county, municipality, special district, or special tax district, ~~and the Chief Financial Officer shall issue warrants to the eligible political subdivisions.~~

257.23 Applicant for grant.--The board of county commissioners of any county, the chief executive officer of a municipality, or the governing body of a special district or special tax district desiring to receive a grant under the provisions of ss. 257.14-257.25 shall apply therefor to the Division of Library and Information Services on or before October 1 of each year on a form to be provided by the division. The application shall be signed by the chair of the board of county commissioners and attested by the clerk of the circuit court or the appropriate officer in a charter county, by the chief executive officer of a municipality and attested by the clerk of the municipality, or by the chair of the governing body and attested by the chief financial officer of a special district or a special tax district. The county, municipality, special district, or special tax district shall agree to observe the standards established by the division as authorized in s. 257.15. On or before December 1 each year, the applicant shall certify the annual tax income and the rate of tax or the annual appropriation for the free library or free library service, and shall furnish such other pertinent information as the division may require.

257.24 Use of funds.--State funds allocated to libraries shall be expended only for library purposes in the manner prescribed by the Division of Library and Information Services. Such funds shall not be expended for the purchase or construction of a library building or library quarters, except such funds specifically appropriated for construction purposes as provided in this chapter.

257.25 Free Library Service.--Free Library Service shall constitute as a minimum the free lending of library materials that are made available for circulation and the free provision of reference and information services.

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

FY2009~~7~~-2010~~08~~ STATE AID TO LIBRARIES GRANT APPLICATION
Form DLIS/SA01

File Submit by October 1, 2009~~7~~ (postmark)

Check One: ___ Single County Library
 ___ Municipal Library
 ___ County Participating in a Multicounty Library

The _____
(Name of library governing body)

governing body for the _____
(Name of county or municipal library)

Complete either Section 1A or 1B as applicable.

1A Certification of Local Operating Expenditures

We hereby certify that the following total funds from local sources were expended centrally during the fiscal year beginning October 1, 2007~~5~~ and ending September 30, 2008~~6~~ for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

We further certify that the amount listed below does not include funds received from the federal government; funds received from state government; or funds used for purchase or construction of a library building or library quarters. Such funds are not eligible to be used as local match for State Aid applications under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

Total local funds expended centrally by the library for the operation and maintenance of a library between October 1, 2007~~5~~ and September 30, 2008~~6~~.

\$ _____

Library Name: _____

1B Certification of Local Operating Appropriations for New Libraries

(Complete this section only if the applicant is a newly established public library in the first two years of operation.)

We hereby certify that the following total funds from local sources are appropriated to be expended centrally during the fiscal year beginning October 1, 20087 and ending September 30, 20098 for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

We further certify that the amount listed below does not include funds received from the federal government; funds received from state government; or funds used for purchase or construction of a library building or library quarters. Such funds are not eligible to be used as local match for State Aid applications under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

Total local funds appropriated to be expended centrally by the library for the operation and maintenance of a library between October 1, 20097 and September 30, 20108.

\$ _____

SIGNATURES:

Library Finance Manager

Single Library Administrative Head

Typed Name

Typed Name

Date

Date

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**EXPENDITURE OR APPROPRIATION REPORT
Form DLIS/SA01**

Library Name: _____

Check Applicable

_____ **Expenditure Report - October 1, 2007⁵ - September 30, 2008⁶**

_____ **Appropriation Report - October 1, 2009⁷ - September 30, 2010⁸**

(Provide appropriation only if the applicant is a newly established public library in the first two years of operation.)

EXPENDITURE/ APPROPRIATION CATEGORY	FUNDING OR REVENUE SOURCES:				TOTAL
	LOCAL	STATE	FEDERAL	OTHER	
10 Personnel Services					
30 Operating Expenses					
60 Capital Outlay (Non-Fixed)					
Other					
Total for the operation & maintenance of the library <i>(Record this amount on page 1)</i>					

60 Capital Outlay (Fixed, including purchase or construction of a library building or quarters)					
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FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

FY20097-201008 STATE AID TO LIBRARIES GRANT APPLICATION

Multicounty Library

Form DLIS/SA02

File Submit by October 1, 20097 (postmark)

The _____
(Name of multicounty library governing body)

governing body for

(Name of multicounty library)

a multicounty library that administers services for the following counties:

(Names of counties)

The multicounty library is responsible for assuring that each of the participating counties submits an application for a State Aid to Libraries Grant on Form #DLIS/SA01.

If the multicounty library expended or appropriated funds from local sources other than those that will be certified by individual participating counties, certify the expenditure of those funds below. For example, money given to a multicounty library by a Friends group to support library service throughout the multicounty area and expended through the multicounty library's budget under the direct control of the single administrative head can qualify for match for the Multicounty Library Grant.

Complete either Section 1A or 1B as applicable.

1A Certification of Local Operating Expenditures

We hereby certify that the following total funds from local sources were expended centrally during the fiscal year beginning October 1, 20065 and September 30, 20076 for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

We further certify that the amount listed below does not include funds received from the federal government; funds received from state government; or funds used for purchase or construction of a library building or library quarters. Such funds are not eligible to be used as local match for State Aid applications under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

Total local funds expended centrally by the multicounty library for the operation and maintenance of a multicounty library between October 1, 20075 and September 30, 20086

\$ _____

Library Name: _____

1B Certification of Local Operating Appropriations for New Multicounty Library
(Complete this section only if the applicant is a newly established multicounty library in the first two years of operation.)

We hereby certify that the following total funds from local sources were appropriated to be expended centrally during the fiscal year beginning October 1, 2008~~7~~, and ending September 30, 2009~~8~~ for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

We further certify that the amount listed below does not include funds received from the federal government; funds received from state government; or funds used for purchase or construction of a library building or library quarters. Such funds are not eligible to be used as local match for State Aid applications under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

Total local funds appropriated to be expended centrally by the multicounty library for the operation and maintenance of a multicounty library between October 1, 2009~~7~~, and September 30, 2010~~08~~.

\$ _____

SIGNATURES:

Library Finance Manager

Single Library Administrative Head

Typed Name

Typed Name

Date

Date

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**EXPENDITURE OR APPROPRIATION REPORT
Multicounty Library
Form DLIS/SA02**

Library Name: _____

Check Applicable

____ **Expenditure Report - October 1, 2007⁵ - September 30, 2008⁶**

____ **Appropriation Report - October 1, 2009⁷ - September 30, 2010⁸**

(Provide appropriation only if the applicant is a newly established multicounty library in the first two years of operation.)

EXPENDITURE/ APPROPRIATION CATEGORY	FUNDING OR REVENUE SOURCES:				TOTAL
	LOCAL	STATE	FEDERAL	OTHER	
10 Personnel ¹ Services					
30 Operating Expenses					
60 Capital Outlay (Non-Fixed)					
Other					
Total for the operation & maintenance of the library					
	<i>(Record this amount on page 1)</i>				

60 Capital Outlay (Fixed, including purchase or construction of a library building or quarters)					
--	--	--	--	--	--

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

~~2007-2008~~ STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials - Single Library Administrative Head
Form DLIS/SA03

~~File by October 1, 2007~~

The _____
(Name of library governing body)

governing body for the

(Name of library)

hereby certifies that the incumbent single library administrative head,

(Name of incumbent)

- Has completed a library education program accredited by the American Library Association; and
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Signature

Chair, Library Governing Body

Date

Name (typed)

**Florida Department of State, Division of Library and Information Services
STATE AID TO LIBRARIES GRANT AGREEMENT**

The Applicant (Grantee) _____
(Name of library governing body)

Governing body for _____
(Name of library)

hereby makes application and certifies eligibility for receipt of grants authorized under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

I. The Grantee agrees to:

- a. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program. Funds will not be used for lobbying the Legislature, the judicial branch, or any state agency.
- b. Provide the Division of Library and Information Services (DIVISION) with statistical, narrative, financial, and other reports as requested.
- c. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The Grantee shall insert a similar provision in all subcontracts for services by this agreement.
- d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
- e. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such grantee, the Grantee must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in part e., paragraph 1, the Grantee shall ensure that the audit complies with the requirements of Section 215.97(8), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.

If the Grantee expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the grantee expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, *Florida Statutes*, (the Florida Single Audit Act) and related documents may be found at www.fsaa.state.fl.us <https://apps.fldfs.com/fsaa/>.

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Grantee directly to each of the following:

A. The Department of State at the following addresses:

~~Department of State
Grants Office
Division of Library and Information Services
R. A. Gray Building, 2nd Floor
500 South Bronough Street
Office of Inspector General
Florida Department of State
Clifton Building, Suite 320
2661 Executive Center Circle
Tallahassee, FL 32399-0250~~

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- f. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinunder, and contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by the termination date. In the event of a state revenue shortfall, ~~Operating Grants~~ shall be reduced in accordance with Section 257.195, *Florida Statutes*.
- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the ~~Comptroller~~ Chief Financial Officer upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken. If any matter arising out of this Contract becomes the subject of litigation, venue shall be in Leon County.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. The DIVISION shall unilaterally cancel this agreement if the Grantee refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, *Florida Statutes*.
- f. Unless authorized by law and agreed to in writing by the DIVISION, the DIVISION shall not be liable to pay attorney fees, interest, or cost of collection.
- g. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants, or employees; nor shall the Grantee exclude liability for its own acts, omissions to act, or negligence to the

DIVISION. In addition, the Grantee hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee.

- h. The Grantee, other than a Grantee which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- i. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- j. The Grantee, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the DIVISION. Under this agreement, Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- k. The Grantee shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to Section 20.60, Florida Statutes, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- l. This agreement shall bind the successors, assigns, and legal representatives of the Grantee and of any legal entity that succeeds to the obligation of the DIVISION.
- m. This agreement shall be terminated by the DIVISION because of failure of the Grantee to fulfill its obligations under the agreement in a timely and satisfactory manner unless the Grantee demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by Grantee shall be determined by the DIVISION, based on the terms and conditions imposed on the Grantee in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide Grantee a written notice of default letter. Grantee shall have 15 calendar days to cure the default. If the default is not cured by Grantee within the stated period, the DIVISION shall terminate this agreement, unless the Grantee demonstrates good cause as to why it cannot cure

the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the Grantee's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the Grantee will be compensated for any work satisfactorily completed prior to notification of termination.

- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement.

THE APPLICANT/GRANTEE

THE DIVISION

Chair of Governing Body or
Chief Executive Officer

Florida Department of State
Division of Library and Information Services

Typed Name

Typed Name

Date

Date

Clerk or Chief Financial Officer

Division Witness

Typed Name and Title of Official

Date

Date

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
20097-201008 STATE AID TO LIBRARIES GRANT APPLICATION
Summary Financial Report
Form DLIS/SA04**

File by December 1, 20097 (postmark)

COUNTY OR MUNICIPALITY _____

LIBRARY NAME _____

- Check one:
- Single county or municipal library
 - County participating in a multicounty library
 - Multicounty library

The information submitted on this form is used to:

- Provide information on the use of State Aid to Libraries Grant funds by recipient libraries and how the funds benefit Florida residents. That information is reported to the State Legislature and the people of Florida.
- Provide an estimate of local funds expended centrally for the operation and maintenance of the applicant library or county during the year that ended September 30. That amount is used to prepare updated estimates for State Aid to Libraries Grant estimates for the upcoming year.
- Provide an estimate of local funds to be expended centrally for the operation and maintenance of the library for the current year. That amount is used for development of the Division's next Legislative Budget Request for the State Aid to Libraries Program.

PART A:

Local funds expended centrally on the maintenance and operation of a library during FY 20086-20097.

Exclude funds from federal or state governments and funds used for construction of a library building or quarters.

Total \$ _____

PART B:

Anticipated amount of local funds that will be expended centrally on the maintenance and operation of a library during FY 20097-201008.

Exclude funds from federal or state governments and funds used for construction of a library building or quarters. The figure provided will be used to calculate State Aid estimates.

Total \$ _____

PART C:
Use of State Aid to Libraries Grant Funds During FY 20086-20097

Type Grant (check one):
 Operating and/or Equalization
 Multicounty

Instructions

- Report only funds expended for the applicable State Aid to Libraries Grant year.
- Complete one sheet for each type of State Aid to Libraries Grant that you received. Duplicate sheets as needed.
- For each expenditure category below, report
 - (1) ~~(a)~~ How much was expended;
 - (2) ~~(b)~~ What the funds were used for; and
 - (3) ~~(c)~~ What specific service improvement and benefit the public received as a result of the expenditure.
- Use additional sheets if more space is needed for responses:

EXPENDITURE CATEGORIES

Personnel \$ _____

Library Materials *(include materials in electronic format)* \$ _____

Equipment and Furniture *(exclude technology-related equipment)* \$ _____

Automation and Technology *(include technology-related expenditures such as hardware, software, telecommunications; exclude library materials in electronic format)* \$ _____

Other *(specify the type of expenditures included in this category)* \$ _____

TOTAL EXPENDITURES \$ _____

SIGNATURE

Single Library Administrative Head

Date

Name (typed)

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

STATE AID TO LIBRARIES
REQUIRED DOCUMENTS CHECKLIST
Form DLIS/SA05

Submit by October 1, 2009 (postmark)

Library Name: _____

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 and is still current, do not submit a second copy.

<u>Document</u>	<u>Document Attached</u>	<u>On File with Division</u>	<u>Not Applicable</u>
1. <u>Application Form – Form DLIS/SA01 or DLIS/SA02.</u>			
2. <u>Designation of the Single Library Administrative Unit.</u>			
3. <u>Designation of a Governing Body.</u>			
4. <u>Interlocal Agreements or Contracts.</u>			
5. <u>Verification of Governing Body Authority.</u>			
6. <u>Position Description of the Single Administrative Head.</u>			
7. <u>Certification of Credentials - Single Administrative Head - Form DLIS/SA03.</u>			
8. <u>Schedule of Library Hours.</u>			
9. <u>Long-Range Plan.</u>			
10. <u>Interlocal Agreements.</u>			
11. <u>Verification of Reciprocal Borrowing.</u>			
12. <u>Verification of Joint Planning.</u>			
13. <u>Financial Audit.</u>			
14. <u>Two Grant Agreements.</u>			

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

STATE AID TO LIBRARIES
REQUIRED DOCUMENTS CHECKLIST
Form DLIS/SA05

Submit by December 1, 2009 (postmark)

Library Name: _____

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 and is still current, do not submit a second copy.

<u>Document</u>	<u>Document Attached</u>	<u>On File with Division</u>	<u>Not Applicable</u>
1. <u>Annual Plan of Service.</u>			
2. <u>Budget.</u>			
3. <u>Summary Financial Report Form DLIS/SA04.</u>			
4. <u>Annual Statistical Report Form for Public Libraries.</u>			

Florida Administrative Code

1B-2.011 Library Grant Programs.

(1) This rule provides procedures for library grant programs administered by the Division of Library and Information Services (Division). Each program shall be governed by guidelines which contain information on eligibility requirements, application review procedures, evaluation and funding criteria, grant administration procedures, if applicable, and application forms. All grant awards shall be subject to final approval by the Secretary of State.

(2) Applicants for grants shall meet the eligibility and application requirements as set forth in the following guidelines for each grant program:

(a) The State Aid to Libraries Grant Guidelines and Application, effective 4-1-98, amended 11-20-01, amended 12-28-03, amended 2-21-07, amended xx-xx-xxxx, which contain guidelines and application forms, State Aid to Libraries Grant Application (Form DLIS/SA01), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; State Aid to Libraries Grant Application – Multicounty Library (Form DLIS/SA02), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; Grant Agreement, effective 12-28-03, amended xx-xx-xxxx; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA03), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; State Aid to Libraries Grant Application – Summary Financial Report (Form DLIS/SA04), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; State Aid to Libraries Required Documents Checklist (Form DLIS/SA05), effective xx-xx-xxxx.

(b) The Library Construction Grant Guidelines and Application, effective 4-1-98, amended 2-14-99, amended 1-9-03, amended 2-21-07, which contain instructions, grant application (Form DLIS/PLC01), effective 4-1-98, amended 2-14-99, amended 4-4-00, amended 12-18-00, amended 1-9-03; Payment Request #1 (Form DLIS/PLC02) effective 1-9-03; Payment Request #2 (Form DLIS/PLC03) effective 1-9-03; Payment Request #3 (Form DLIS/PLC04) effective 1-9-03; Payment Request #4 (Form DLIS/PLC05) effective 1-9-03; and Closeout Report (Form DLIS/PLC06) effective 1-9-03.

(c) The Library Cooperative Grant Guidelines and Application, effective 4-1-98, amended 1-24-2008 which contain instructions and application (Form DLIS/LCG01), effective 4-1-98, amended 4-4-00, amended 1-24-2008; Mid-Year Report (Form DLIS/LCG02) effective 1-24-08, Annual Report Form (Form DLIS/LCG03) effective 1-24-08, ~~and~~ Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG04~~2~~), effective 4-1-98, amended 4-4-00, amended 1-24-2008, Grant Agreement (Form DLIS/LCG05), effective 1-24-08 and the FLIN Manual, effective 1-24-08.

(d) The Library Services and Technology Act Grant Guidelines and Application, effective 4-1-98, amended 2-14-99, amended 11-20-01, which contain instructions and application (Form DLIS/LSTA01), effective 4-1-98, amended 2-14-99, amended 4-4-00, amended 12-18-00, amended 11-20-01; Mid-Year Report (Form DLIS/LSTA02), effective 2-14-99, amended 4-4-00, amended 12-18-00, amended 11-20-01; and Annual Report (Form DLIS/LSTA03), effective 4-4-00, amended 12-18-00, amended 11-20-01.

(e) The Florida Library Literacy Grants Guidelines and Application, effective 4-4-00, amended 11-20-01 which contain instructions and application (Form DLIS/FLL01), effective 4-4-00, amended 11-20-01; Mid-Year Report (Form DLIS/FLL02), effective 4-4-00, amended 11-20-01; and Annual Report (Form DLIS/FLL03), effective 4-4-00, amended 11-20-01.

(f) The Community and Library Technology Access Partnership Grants Guidelines and Application which contain instructions and application (Form DLIS/CLTA01), effective 12-18-00; and Annual Report (Form DLIS/CLTA02), effective 12-18-00.

(g) The Community Libraries in Caring Program Application, effective 11-16-04, which contains instructions and application (Form DLIS/CLIC01), effective 11-16-04; Annual Report (Form DLIS/CLIC02), effective 11-16-04; and Grant Agreement (Form DLIS/CLIC03), effective 11-16-04, revised 2-21-06, amended 2-21-07.

(3) Guidelines and forms in this rule are incorporated by reference and may be obtained from the Director of the Division, Florida Department of State, Division of Library and Information Services, R.A. Gray Building, 500 South Bronough, Tallahassee, Florida 32399-0250.

(4) The Division of Library and Information Services will waive the financial matching requirements on grants for rural communities that have been designated in accordance with Sections 288.0656 and 288.06561, F.S. Eligible communities applying for Library Services and Technology Act grants, Florida Library Literacy Grants, and Library Construction grants must request waiver of matching requirements at the time of grant application.

(5) This section supersedes Chapters 1B-3 and 1B-5, F.A.C.

Specific Authority 257.14, 257.191, 257.192, 257.24, 257.41(2) FS. *Law Implemented* ~~240.5186~~, 257.12, ~~257.14~~, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, ~~257.19~~, 257.191, 257.192, 257.195, 257.21, 257.22, 257.23, 257.24, 257.25, 257.40, 257.41, 257.42 FS. *History—New* 1-25-93, *Amended* 7-17-96, 4-1-98, 2-14-99, 4-4-00, 12-18-00, 11-20-01, 3-20-02, 1-9-03, 12-28-03, 11-16-04, 2-21-06, 2-21-07, 1-24-2008, xx-xx-xxxx.

**~~2003~~ 2009 Annual Statistical Report Form for Florida's Public Libraries ~~Florida Public~~
Library Survey**

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
Library Identification #1-13		
1	Library Name	The legal name of the administrative entity.
2	Street Address	The complete street address of the administrative entity. Do not report a post office box or general delivery.
3	Mailing Address (if different)	The mailing address of the administrative entity. If the same as street address put "same."
4	City	The city in which the administrative entity is located.
5	County	The county in which the administrative entity is located.
6a	Zip	This is the standard five-digit postal zip code for the street address.
6b.	+4	This is the four-digit extension to the standard five-digit postal zip code.
7	World Wide Web Address	This is the Web Address for the administrative entity. http:// Note: If the Administrative Entity has no web address, enter "-3" (for Not Applicable).
8	Phone	The telephone number for the administrative entity.
9	Fax	The fax number for the administrative entity.
10	Respondent's Name/Title	The name and position title of person responding to the survey.
11	Respondent's e-mail address	E-mail address for person responding to the survey.
12	Director's Name/Title	Name of director of the administrative entity.
13	Director's e-mail address	E-mail address for director.

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
Part I – General Information #14-27		
14	Specify the legal service area boundaries of your library’s service area	<p>A library's legal service area is the geographical area for which the library is established to offer services and from which (or on behalf of which) the library derives income, plus any area served under contract for which this library is the <i>primary service provider</i>. May be a city, town, or county, or parts of one or more of these. Does <i>not</i> include other jurisdictions with which your library has an agreement for reciprocal services. Nor does it include people who are served by another library but who secondarily receive service from your library under contract.</p> <p>Use the space provided to describe your library's legal service area. <i>Examples include "County of __," "City of __," "Residents of special tax district that includes __."</i></p>
Number of Service Outlets		
15	Do you have a central library?	The single unit library or the unit where the principal collections are kept and handled, also called Main Library. A library system may or may not have a central library. Some systems may have an administrative center that is separate from the principal collection and is not open to the public. This type of building should <i>not</i> be reported as a central library.
16	Number of branch or cooperative member libraries	A Branch libraries are <u>branch library is an auxiliary units of an administrative entity which has at least that have all of the following: (1) Separate quarters;</u> (2) <u>An organized collection of library materials;</u> a permanent basic collection of books, (3) <u>Paid staff;</u> at least one

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>established paid staff position, and (4) Regularly scheduled hours for being open to the public. a regular schedule for opening to the public. They are, however, administered from a central unit. Regional or divisional centers that serve the public should be counted as branches. All outlets of member libraries of a single or multicounty cooperative should be reported here. Do not include the main or central library as a branch if you answered "yes" to 15.</p>
17	Number of bookmobiles	<p>Trucks or vans especially equipped to carry books and other library materials and serve as traveling branch libraries. Count vehicles in use, not stops.</p> <p><u>A bookmobile is a traveling branch library. It consists of at least all of the following: 1) A truck or van that carries an organized collection of library materials; 2) Paid staff; and 3) Regularly scheduled hours (bookmobile stops) for being open to the public.</u></p> <p><u>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</u></p>
18	Total Number of Outlets (Items 15 + 16 + 17)	<p>Report sum of <u>The sum of items 15 + 16 + 17.</u></p>
19	Total square feet in library's facilities system-wide	<p>Provide the total number of square feet in the library's current facilities, including all facilities reported in items 15 and 16 as well as administrative facilities that are not open to the public.</p>
20	Library service hours per typical week	<p>Report the number of hours that residents of your library's legal service area have access to public library service during a typical week. Consider both the main library and branches using the following method:</p> <p style="text-align: center;"><i>If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per</i></p>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p><i>week. If several branches are also open those same hours, the figure remains 40 hours. Should Branch A also be open one evening from 7:00 to 9:00, the total hours during which users can find service becomes 42. Include hours that the bookmobile is open to the public if appropriate.</i></p>
21	Does your library have Sunday hours?	Report whether or not your library is open to the public on Sundays by checking either "yes" or "no."
22	Total annual public service hours	<p>Report total annual service hours for all outlets combined--the sum of all public service hours for all library facilities (including all bookmobiles) for the entire year. For bookmobiles, report only the number of hours in which the bookmobile is open to the public. Do not include the hours for deposit collections or other similar service outlets.</p> <p>Here is an example: <i>If the main library is open 60 hours a week (60 x 52 weeks = 3,120) less 5 days of 10 hours each closed for holidays, the main library total is 3,120 less 50 = 3,070. If 3 branch libraries are also open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time), the annual aggregate for the library is 4 times 3,070 = 12,280 hours.</i></p>
23	Has the library updated its file of registered borrowers at least once during the past three years?	A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow. See Chapter 5 of Output Measures for Public Libraries, second edition (OMPL2),

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		for more information for determining this figure. Registration records need to be updated regularly to provide an accurate count. For this reason, you are asked to report in 23 whether or not your library has updated its files in the past three years.
24	Registered borrowers—resident	Refers to registered borrowers who are residents of the library's legal service area.
25	Registered borrowers—nonresident	Refers to registered borrowers who do not live in the library's legal service area.
26	Total Number of Registered Borrowers (Items 24 + 25)	The sum of items 24 + 25.
27	Fee for non-resident borrowing privileges	Report here the dollar amount of the fee that your library charges people who live outside of your legal service area and wish to be registered borrowers.
<p>Part II – Full-Time Equivalent Library Staff #28-36 Report items 28 through 35 in FTEs – full-time equivalents. Report figures as of the last day of the fiscal year. 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 employees in that category and divide it by 40. For example, if you had 3 regularly scheduled part-time employees who worked a total of 60 hours per week, FTE = 60/40 = 1.5 FTE staff. Include all positions budgeted, whether filled or unfilled.</p>		
28	Annual salary of incumbent library director/administrator	
29	Minimum annual salary for beginning, full-time professional librarian	The minimum annual salary for beginning, full-time professional librarian who holds a master's degree from a program accredited by the American Library Association.
30	Librarians with master's degrees from ALA accredited programs (FTE)	The full-time equivalent of Librarians with master's degrees from programs of library and information studies staff holding the title of Librarian who hold a master's degree from a program accredited by the American Library Association.
31	Other persons with title librarian (FTE)	The full-time equivalent of other staff The full-time equivalent of other staff who hold the title of Librarian but do not have a master's degree from an ALA-

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		accredited program.
32	Total Librarians (Items 30 + 31)	The sum of items 30 + 31.
33	Other paid staff (FTE)	This category should include all other staff not counted in <u>item 32, 32</u> , including plant operation, security, and maintenance staff. Report the full-time equivalent of staff in this category who are paid from the library's budget.
34	Total Paid FTE Library Staff (Items 32 + 33)	The sum of items 32 + 33.
35	Number of staff paid by other agencies (FTE)	Report the full-time equivalent of staff paid by other agencies who work for the library.
36	Total number of volunteer hours	Report the total number of hours worked by library volunteers during the year.
Part III – Library Income Revenue		
III. A. Operating Income Revenue by Source Sre #37-5354		
<p>In this section, report actual library income revenue received between October 1 and September 30 used for ongoing, day-to-day library operations as defined below. Include federal, state, and other grants other than those for major capital expenditures. Do not include: a) income revenue for major capital expenditures, including funds earmarked for both fixed and other major capital outlay. F (this income revenue should be reported in III.B. Capital Income Revenue); b) contributions to endowments, c) income revenue that the library collects but is passed through to another agency (e.g., fines, if not available for expenditure by the library), and d) funds unspent in the previous year (i.e., carryover). The total funds reported as Library Income will not equal the total expenditures unless the library expends every dollar of income it receives. Report amounts in whole dollars, rounding up or down as necessary. Round amounts of 49c or less down, 50c or more up.</p>		
37	Local funds-County	The total funds received from county funding sources, including uniform taxing districts, special taxing districts, municipal services taxing unit, or other county revenue sources.
38	Local funds-Municipal	Funding provided by cities to the public library.
39	Local funds-Subtotal (Items 37 + 38)	The sum of items 37 + 38.
40	State funds	All funds distributed to public libraries by state government for expenditure by the public library except federal monies distributed by the state.
41	Federal funds-LSTA	Report actual funds received between October 1 and September 30.

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
42	Federal funds-Other	
43	Federal funds-Subtotal (Items 41 + 42)	The sum of items 41 + 42.
44	Other income-Fines and fees	
45	Other income-Cash gifts and donations	Cash gifts and donations, excluding in-kind support.
46	Other operating income	All other operating income not reported in 44 through 45.
47	Other Operating Income-Subtotal (Items 44 + 45 + 46)	The sum of items 44 + 45 + 46.
48	Total Operating Income (Items 39 + 40 + 43 + 47)	The sum of items 39 + 40 + 43 + 47.
County Operating Income by Source		
49	County general funds (uniform taxing district or county-wide tax)	Income from a uniform taxing district or county-wide tax.
50	Special taxing district	
51	Municipal Services Taxing Unit (MSTU)	
52	Other county funds	
53	Total Income From County Funds (Items 49 + 50 + 51 + 52)	The sum of items 49 + 50 + 51 + 52. Should be equivalent to item 37.
III. B. Capital Income #54-58		
<p>Report amounts in whole dollars, rounding up or down as necessary. Round amounts of 49c or less down, 50c or more up. Report all revenue to be used for major capital expenditures. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects. Exclude income used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other income to be used for major capital expenditures.</p>		
54	Capital Income/Revenue <u>Local Government Capital Income</u>	Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation systems; f) new vehicles; and g) and other

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.</p>
55	<u>State Government Capital Income</u>	<p>Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.</p>
56	<u>Federal Government Capital Income</u>	<p>Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.</p>
57	<u>Other Capital Income</u>	<p>Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.</p>
58	<u>Total Capital Income (Items 54 + 55 + 56 + 57)</u>	<p>The sum of items 54 + 55 + 56 + 57. Note: The amounts reported for Total Capital Income and Total Capital Expenditures are not expected to be equal.</p>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
Part IV – Library Expenditures #55-6459-68 The current and recurrent costs necessary to support the provision of library services.		
IV. A. Operating Expenditures Include funds expended for operations of the library—do not include capital expenditures. These expenditures will be reported in IV. B. Capital Expenditures. Report amounts in whole dollars, rounding up or down as necessary. Round amounts of 49c or less down, 50c or more up.		
Staff Expenditures		
5955	Salaries and wages of all employees paid by library	Salaries and wages for all library staff for the fiscal year, including plant operation, security, and maintenance staff. Include salaries and wages paid by the library's budget before deductions, but exclude employee benefits.
6056	Employee benefits: (Social Security, retirement, insurance & benefits for all staff)	The benefits outside of salary and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
6157	Staff expenditures-Subtotal (Items 59 + 60 55 + 56)	The sum of items 59 + 60 55 + 56.
Collection Expenditures		
6258	Print materials expenditures	Report all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.
6359	Electronic materials expenditures	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not),

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [NOTE: Based on ISO 2789 definition.]
6460	Other materials expenditures	Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.
6561	Total collection expenditures (Items 62 + 63 + 64 58 + 59 + 60)	Report the sum of all expenditures for print materials, electronic materials, and other materials. The sum of 58 + 59 + 60 The sum of items 62 + 63 + 64.
Other Operating Expenditures		
6662	All other operating expenditures	This includes all expenditures other than those for staff and collection. <u>Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.</u>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
6763	Total operating expenditures (Items 61 + 65 + 66 57 + 61 + 62)	The sum of items 61 + 65 + 66 57 + 61 + 62.
IV. B. Capital Expenditures		
Report amounts in whole dollars, rounding up or down as necessary. Round amounts of 49c or less down, 50c or more up.		
6864	Capital Outlay (include capital expenditures only; see instructions)	<p>Expenses for the acquisition or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. <u>Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures, Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.</u></p>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
Part V – Collection: Selected Library Materials#69-7765-71 This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category, report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.		
6965	Print Materials	<p>Report a single figure that includes both of the following:</p> <p>a) Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p> <p>b) Serial backfiles in print. Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.</p>
7066	Electronic Books (E-Books)	E-books are digital documents (including those digitized

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.</p> <p><u>NOTE:</u> Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).</p>
7167	<u>Number of Licensed Databases acquired locally</u> Databases	<p>Report the number of databases, including locally mounted or remote, full-text or not, <u>(including locally mounted or remote, full-text or not)</u> for which temporary or permanent access rights have been acquired <u>through payment by the library</u>. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette,</p>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).</p> <p><u>Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface.</u></p> <p>Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch)</p>
72	<p><u>Number of Licensed Databases acquired by formal agreement with the State Library (Numbers pre-filled by the State Library</u></p>	<p><u>Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired by formal agreement with the State Library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to</u></p>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>several databases is supported through the same vendor interface. (Number pre-filled by the State Library)</p>
73	<p><u>Number of Licensed Databases acquired through a cooperative agreement within the state or region</u></p>	<p><u>Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface.</u></p>
7468	<p>Audio Materials Volumes</p>	<p>A generic term for material on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically or electronically, or both. This includes audiocassettes, audio cartridges, audiodiscs, talking books, and other sound recordings. These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded</p>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>audiobooks and MP3 files.</p> <p>Report the number of physical units, both physical and electronic, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).</p>
7569	Video Materials Volumes	<p>A generic term for material on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor. These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc.</p> <p><u>Report the number of physical units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).</u></p>
7670	Current Print Serial Subscriptions	Report the number of current print serial subscriptions,

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
7774	Current Electronic Serial Subscriptions	Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).
Part VI – Library Services #78-92 72-85 Service (use annualized counts)		
Annual Circulation A circulation transaction is the act of lending an item from the library's collection for use generally (although not always) outside the library. This includes charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction. Use the method described in <i>Output Measures for Public Libraries</i>, 2nd edition (ALA, 1987), p. 42-44.		
7872	Circulation of adult materials	The total annual circulation of all adult library materials

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>of all types, including renewals.</p> <p><u>Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</u></p>
<u>7973</u>	Circulation of children's materials	<u>The total annual circulation of all children's materials of all types, including renewals.</u>
<u>8074</u>	Total Annual Circulation (Items <u>78 + 79 72 + 73</u>)	The sum of items <u>78 + 79 72 + 73</u> .
<u>8175</u>	Traditional reference transactions	<p>Report reference transactions here. A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information and referral service is included under this term. Information sources include printed and non-print materials, machine-readable databases (including computer-assisted instruction), catalogs and other holdings records, and through communication or referral, other libraries and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. <u>The request may come from an adult, a young adult, or a child.</u> Use the method described in <i>Output Measures for Public Libraries</i>, 2nd edition (ALA, 1987), p. 65-69.</p>
<u>8276</u>	Virtual reference transactions	Annual count of the number of reference transactions using the Internet. A transaction must include a question

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		received electronically (i.e. via e-mail, WWW form, etc.) and responded to electronically.
<u>8377</u>	Total reference transactions (Items <u>81 + 82</u> 75 + 76)	The sum of items <u>81 + 82</u> 75 + 76 .
78	In-house use of materials	The total number of materials used in the library but not checked out. Include reference books, periodicals, book stock, and all other materials that are used in the library during the reporting period. This figure can be derived from a sampling period, and is an important measure of library use. Use the method described in <i>Output Measures for Public Libraries</i>, 2nd edition (ALA, 1987), p. 44-47.
<u>8479</u>	Library visits	Report the total number of persons entering the library, including persons attending activities, meetings, and those persons requiring no staff services, for the entire reporting period. This figure can be derived from a sampling period, and is an important measure of library use. Use the method described in <i>Output Measures for Public Libraries</i> , 2 nd Edition (ALA, 1987), p. 37-41.

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
<p>Programs and presentations to groups <u>A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or education information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.</u></p> <p><u>Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.</u></p> <p><u>If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.</u></p> <p><u>Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.</u></p> <p>A program or presentation is an information contact in which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. May be bibliographic instruction or library use presentations, or cultural, recreational, or education programs or presentations. Programs or presentations both on and off the library premises are included, as long as the library is the primary contributor to the event, in terms of money, time, or people, in the planning or presentation. Does not include meetings sponsored by other groups using library meeting rooms, on-going exhibits, contests run by the library, or library booths at fairs.</p>		
8580	Adult programs	Number of programs primarily intended for adult audiences.
86	<u>Young Adult Programs</u>	Number of programs primarily intended for young adults. (Young adults are usually described as ages 15 – 18.)
8784	Children’s programs	Number of programs primarily intended for juveniles. <i>Note: <u>Output Measures for Public Library Services to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.</u></i>
8882	Total Programs (Items <u>85 + 86 + 87 80 + 81</u>)	The sum of items <u>85 + 86 + 87 80 + 81.</u>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
Program attendance Report actual counted number of persons <i>attending</i> programs and presentations sponsored by the library. Programs need not take place in the library, but the library must be the primary contributor in the planning or presentation. Examples are book talks, tours, and story hours. Use the method described in <i>Output Measures for Public Libraries</i> , 2nd edition (ALA, 1987), p. 71-72.		
8983	Adult program attendance	Number of people of any age attending programs primarily intended for adult audiences.
90	<u>Young Adult program attendance</u>	Number of people of any age attending programs primarily intended for young adults. (Young adults are usually described as ages 15-18.)
9184	Children's program attendance	Number of people of any age attending programs primarily intended for juveniles. <i>Note: Output Measures for Public Library Services to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.</i>
9285	Total Program Attendance (Items 89 + 90 + 91 83 + 84)	The sum of items 89 + 90 + 91 83 + 84.
Part VII – Resource Sharing #93-95 86-88 Interlibrary loan is defined as making an item of library material, or a copy of the material, available to another library by request. It includes both borrowing and lending. The libraries involved in interlibrary loan are NOT under the same library administration and governance.		
9386	Interlibrary loans provided to other libraries	Report the total number of loans provided to other libraries in this item.
9487	Interlibrary loans received from other libraries	Report the total number of loans provided to fill requests for your users.
9588	Do you have reciprocal borrowing arrangements with other libraries? <u>If yes, click here to enter a list of libraries</u>	Indicate whether or not your library has any reciprocal borrowing agreements with any other library, and list those libraries. Reciprocal borrowing is a formal or informal agreement where public, academic, and special libraries agree to extend borrowing privileges to each other's clients or to residents of another public library's legal service area. It does not include interlibrary loan.

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
Part VIII – Internet/other Electronic Resources #96-103 89-96		
<u>9389</u>	Number of Staff Internet Terminals <u>Computers</u>	Number of computers terminals used by staff only in the library that are used to connect to the Internet. Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by staff in the library.
<u>9790</u>	Number of Internet Terminals <u>Computers</u> for General Public	Number of computer terminals used by general public in the library that are used to connect to the Internet. Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased or donated, used by the general public in the library.
<u>9894</u>	Number of staff receiving technology instruction	Count of the total number of staff instructed in the management or use of information technology or resources obtainable using information technology. Staff counted includes professional, paraprofessional and volunteer staff as well as board members. A single staff member may attend multiple instruction sessions of the same or different types, each of which is counted. For example, a single staff member takes a course on using the Internet at the local community college, attends a workshop on Internet resources on aging, and watches a video on filtering and public libraries. The number of staff instructed count would increase by three.
<u>9992</u>	Number of staff hours on technology instruction	Annual count of the number of hours of formal instruction in the management or use of information technology or resources obtainable using information technology.
<u>10093</u>	Number of users receiving technology instruction	A count of the number of users instructed in the use of information technology or resources obtainable using information technology in structured, informal, and

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		electronically delivered instruction sessions conducted or sponsored by the library.
10194	Number of hours spent on technology instruction for the public	Count of the total number of hours of instruction offered in the use of information technology or resources obtainable using information technology in structured, informal, and electronically delivered instruction sessions conducted or sponsored by the library.
102	<u>Adoption of an Internet safety education program</u>	Yes or No response. The library system has adopted an <u>Internet safety education program including the implementation of a computer-based educational program, which has been endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization and is designed for children and adults.</u>
103	<u>Annual number of persons who complete the Internet safety education program</u>	If yes to 102, report the annual number of program participants who complete the <u>Internet safety education program.</u>
Access to Electronic Services		
10495	<u>Annual number of virtual visits to networked library resources</u>	Count of <u>annual</u> visits to the library via the Internet. A visit occurs when a user (internal or external) connects to a networked library resource for any length of time or purpose (regardless of the number of pages or elements viewed.) Include a library OPAC or a library web page. In the case of a user visit to a library web page site a user who looks at 16 pages and 54 graphic images registers one visit on the Web server.
10596	<u>Annual number of users of public Internet computers electronic resources per year</u>	Report the total number of individuals that have used <u>Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users</u>

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
		<p>cannot be isolated, report all usage. <u>A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.</u> Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.</p> <p>Note: The number of users may be counted manually using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it.</p>
Part IX – Friends of the Library Information #104-108 #97-101		
<u>10697</u>	Does your library have a Friends of the Library group?	Friends of the Library are groups of citizens who join together to support, improve, and promote libraries. Typical activities would be fund raising, public relations, advocacy, volunteerism, and community involvement.
<u>10798</u>	Number of members in the Friends of the Library group	Provide number of members at the end of the reporting year (September 30).
<u>10899</u>	Amount of funds raised by the Friends of the Library group	Report amount of funds raised during the reporting year of October 1-September 30.

Heading and/or Item No.	Item Name	Pop-up Definition/Instruction
<u>109400</u>	Total amount of funds expended on behalf of your library and/or donated to your library by the Friends of the Library	Report funds expended or donated during the reporting year of October 1 – September 30.
<u>110404</u>	Total amount of funds expended on behalf of your library and/or donated to your library by a library foundation or endowment fund	A library foundation is established to create a funding source separate and distinct from the governmental institution. It is also separate from a Friends of the Library group. An endowment fund is a dedicated financial source established to secure a longer term financial base for the library.

Part X. Outlet Information (in pre-filled repeating groups)

An outlet is a unit (i.e., central, branch, bookmobile, books- by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some data are reported for each outlet of an administrative entity, such as the outlet's name and address, telephone number, type of outlet, and square footage.

<u>1</u>	<u>Name</u>	<p><u>This is the legal name of the outlet.</u></p> <p><u>Note: Do not use acronyms. Do not abbreviate the name unless it exceeds the field length. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.</u></p>
<u>2</u>	<u>Street Address</u>	<p><u>This is the complete street address of the outlet.</u></p> <p><u>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch, or central library from which it operates.</u></p>
<u>3</u>	<u>City</u>	<u>This is the city or town in which the outlet is located.</u>
<u>4</u>	<u>Zip Code</u>	<u>This is the standard five-digit postal Zip code for the street address of the outlet.</u>
<u>5</u>	<u>Zip+4</u>	<u>This is the four-digit postal Zip code extension for the street address of the outlet.</u>

6	<u>County</u>	<u>This is the county in which the outlet is located.</u>
7	<u>Phone</u>	<p><u>This is the telephone number of the outlet, including area code.</u></p> <p><u>Note: Report telephone number without spacing or punctuation. The outlet has no phone, enter “-3” (for Not Applicable).</u></p>
8	<p><u>Type Code (drop down list with the following choices:)</u> <u>Books-By-Mail Only</u> <u>Branch Library</u> <u>Bookmobile(s)</u> <u>Central Library</u></p>	<p><u>An outlet is a unit of an administrative entity that provides direct public library service.</u></p> <p><u>Select one of the following:</u></p> <p><u>Books-By-Mail only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be labeled this way.</u></p> <p><u>Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</u></p> <ol style="list-style-type: none"> <u>1. Separate quarters;</u> <u>2. An organized collection of library materials;</u> <u>3. Paid staff; and</u> <u>4. Regularly scheduled hours for being open to the public.</u> <p><u>Bookmobile(s). A bookmobile is a traveling branch</u></p>

		<p><u>library. It consists of at least all of the following:</u></p> <ol style="list-style-type: none"> 1. <u>A truck or van that carries an organized collection of library materials;</u> 2. <u>A paid staff; and</u> 3. <u>Regularly scheduled hours (bookmobile stops) for being open to the public.</u> <p><u>Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if they have different addresses. Alternatively, a bookmobile outlet record may include more than one bookmobile.</u></p> <p><u>Central Library. This is one type of single outlet library or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</u></p> <p><u>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</u></p>
9	<u>Square Footage of Outlet</u>	<p><u>Report the total area, in square feet, for each library outlet (central library or branch). This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or</u></p>

		<u>agencies if the outlet has use of that area.</u>
<u>10</u>	<u>Number of Bookmobiles</u>	<p><u>The number of bookmobiles in the bookmobile outlet record. Count vehicles in use, not the number of stops the vehicle makes.</u></p> <p><u>Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:</u></p> <ol style="list-style-type: none"> <u>1. A truck or van that carries an organized collection of library materials;</u> <u>2. A paid staff; and</u> <u>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</u>

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