

# **LIBRARY COOPERATIVE GRANT**

## **GUIDELINES & APPLICATION**

**Application Deadline: April 15, 2012**

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

# CONTENTS

## GUIDELINES

<b>I.</b>	<b>Program Purpose.....</b>	<b>1</b>
<b>II.</b>	<b>Program Priority.....</b>	<b>1</b>
<b>III.</b>	<b>Application Submission.....</b>	<b>2</b>
<b>IV.</b>	<b>Application Review .....</b>	<b>3</b>
<b>V.</b>	<b>Grant Awards and Local Cash Match .....</b>	<b>4</b>
<b>VI.</b>	<b>Grant Administration .....</b>	<b>4</b>
<b>VII.</b>	<b>Definitions .....</b>	<b>5</b>
<b>VIII.</b>	<b>Grant Program .....</b>	<b>7</b>
<b>IX.</b>	<b>Use of Funds .....</b>	<b>8</b>
<b>X.</b>	<b>Timeline .....</b>	<b>9</b>
<b>XI.</b>	<b>Grant Reporting .....</b>	<b>9</b>
	<b>Mid-Year Report .....</b>	<b>9</b>
	<b>Annual Report .....</b>	<b>10</b>
	<b>Audit or Financial Report .....</b>	<b>10</b>
	<b>Annual Statistical Report .....</b>	<b>11</b>

## FORMS

**Application**

**Mid-Year Report**

**Annual Report**

**Annual Statistical Report**

## LAWS AND ADMINISTRATIVE RULE

**Sections 257.40-42, *Florida Statutes***

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

# Library Cooperative Grant Guidelines

## I. PROGRAM PURPOSE

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

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

## II. PROGRAM PRIORITY

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

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

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

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

### **III. APPLICATION SUBMISSION**

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

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

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

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

## IV. APPLICATION REVIEW

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

Grant applications will be reviewed for the following:

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

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

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

## **V. GRANT AWARDS AND LOCAL CASH MATCH**

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

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

After the dissolution of the Central Florida Library Cooperative in 2010, counties in the region were reassigned. The funding formula was modified to provide additional funding to the cooperatives that took on additional counties.

Grant funding will be allocated as follows:

- Eighty-four percent of the total funding will be divided evenly between each cooperative.
- Six percent of the total funding will be allocated to the Northeast Florida Library Information Network to serve the additional service area; and
- Ten percent of the total allocation will be allocated to the Tampa Bay Library Consortium to serve the additional service area.

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

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

## **VI. GRANT ADMINISTRATION**

### **Notification of Grant Award**

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

### **Grant Agreement**

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

The grant agreement form (DLIS/LCG05) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at <http://info.florida.gov/bld/grants/forms/Cooperativeforms.html>.

### **Project Revision**

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

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

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

- Reallocation of funds because the bibliographic enhancement requirement will be met during the grant period by spending less than 50% of grant and matching funds;

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

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

### **Noncompliance Status**

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

## **VII. DEFINITIONS**

***Bibliographic Enhancement*** means maintenance of Florida's statewide database. This includes the process of adding and deleting bibliographic records of materials that are owned by Florida libraries and training related to that process. The statewide library database is hosted by the Online Computer Library Center (OCLC).



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

**Division** means the Division of Library and Information Services of the Department of State.

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

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

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

- Northeast Florida Library Information Network service area includes Alachua, Baker, Bradford, Brevard, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Nassau, Putnam, Seminole, St. Johns, Sumter, Suwannee, Taylor, Union, and Volusia counties.
- Panhandle Library Access Network service area includes Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton and Washington counties.
- Southeast Florida Library Information Network service area includes Broward, Martin, Miami-Dade and Palm Beach counties.
- Southwest Florida Library Network service area includes Charlotte, Collier, Hendry, Lee and Monroe counties.
- Tampa Bay Library Consortium service area includes Citrus, Desoto, Glades, Hardee, Hernando, Highlands, Hillsborough,

Indian River, Lake, Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, and Sarasota and St. Lucie counties.

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

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

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

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

## VIII. GRANT PROGRAM

Each FLIN member library is responsible for maintaining its bibliographic records in the statewide database (OCLC) using currently established processes and procedures. It is not the intention of the Division to transfer costs for established or current bibliographic maintenance processes and procedures from libraries to the cooperatives.

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

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

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

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

Geographic service areas may be modified by the Division if the need arises.

## **IX. USE OF FUNDS**

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

Grant and local matching funds may be used for:

- 1. Loading records.** Examples include loading a library's bibliographic records for the first time, updating records (adds, deletes, cleanup), creating new records, and/or providing a cataloging utility that adds records to the statewide database such as CatExpress.
- 2. Training.** Examples of training or workshops include FirstSearch, interlibrary loan or FLIN, use of CatExpress, interlibrary loan software, or other training that would help to develop a library's ability to add and update its records on the statewide database.
- 3. Consultation.** Providing guidance, information and assistance to libraries on the record loading process; and encouraging libraries to continually update their holdings.

- 4. Facilitation.** Facilitating services or contracts to assist libraries to load records.
- 5. Technology.** Purchase of technologies related to bibliographic enhancement activities.
- 6. Operational Costs.** Operational costs for bibliographic enhancement activities required to accomplish items 1 – 5 above, such as salaries, rent, etc.
- 7. Other Resource Sharing Activities.** Resource sharing activities as identified in the cooperative's annual plan of service and expenditure, and its annually updated long-range plan and annual plan of service.

### **Unallowable Uses of Grant Funds**

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

## **X. TIMELINE**

January 2012	Announcement of application availability in <i>Florida Administrative Weekly</i> and via e-mail.
January – April 2012	Division staff assistance and consultation available to applicants.
April 15, 2012	Applications must be postmarked or physically delivered to the Division by this date.
April – May <b>2012</b>	Application review.
July 2012	Notification of grant award and grant agreement sent to Grantees.
October 1, 2012	Projects begin on or before this date, but only after the grant agreement is fully executed.
April 1, 2012	Mid-year reports due for FY 2012-2013 projects.

September 30, 2012	Project ending date. All grant and local matching funds must be expended by this date.
December 1, 2012	Annual reports due for FY 2012-2013 projects.

## **XI. GRANT REPORTING**

### **Mid-Year Report**

A mid-year report on the status of grant accomplishments and expenditures will be due on April 1, 2013. The report should reflect any mid-course corrections that may be needed. The Mid-Year Report form (DLIS/LCG02, effective xx/xx/xxxx) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at

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

### **Annual Report**

An annual report is due December 1, 2013 following the close of the fiscal year and shall include information that shows progress toward meeting the Library Cooperative Grant Program priority. The Annual Report Form (DLIS/LCG03, effective xx/xx/xxxx) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at

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

### **Florida Single Audit or Financial Report**

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

Section 215.97, *Florida Statutes*, provides:

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

### **Annual Statistical Report**

A statistical report containing data related to finances, resource sharing, and continuing education and training for the multitype library cooperative's fiscal year is due December 1, 2013 following the close of the cooperative's fiscal year. The Annual Statistical Report Form (DLIS/LCG04, effective xx/xx/xxxx) is hereby incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250 or online at

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

# Library Cooperative Grant Application

File by April 15, 2012

<b>PART 1 - CERTIFICATION</b>
-------------------------------

The \_\_\_\_\_  
(name of library cooperative governing body)

governing body for the

\_\_\_\_\_,  
(name of library cooperative)

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

### **Certification of Local Cash Match**

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

### **Certification of Credentials**

The applicant certifies that the incumbent multitype library cooperative director

\_\_\_\_\_  
name

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

### **Compliance Agreement**

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

### **President, Library Cooperative Governing Body**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed name

# Library Cooperative Grant Application

**File by April 15, 2012**

**Library Cooperative:** \_\_\_\_\_

<b>PART 2 - REQUIRED DOCUMENTS</b>
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Submit only those documents that have changed in the past year or that have not been filed before. If a document is already on file with the Division, do not submit a second copy.

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

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



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

# Library Cooperative Grant Application

**File by April 15, 2012**

**PART 3 - FLIN ASSESSMENT**

**Library Cooperative:** \_\_\_\_\_

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

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

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

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

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

# Library Cooperative Grant Application

**File by April 15, 2012**

**Library Cooperative:** \_\_\_\_\_

<b>PART 4 - BUDGET</b>
------------------------

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

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

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

**Library Cooperative Grant  
Mid-Year Report**

**File by April 1, 2013**

**Library Cooperative:** \_\_\_\_\_

A. Provide a status report of accomplishments to date.

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

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

\_\_\_\_\_  
Signature of Cooperative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

# Library Cooperative Grant Annual Report

**File by December 1, 2013**

**Library Cooperative:** \_\_\_\_\_

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

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

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

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

**Bibliographic Enhancement Activities**

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

**Resource Sharing Activities**

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

\_\_\_\_\_  
Signature of Cooperative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

# Library Cooperative Grant Annual Report

File by December 1, 2013

**Library Cooperative:** \_\_\_\_\_

C. Report on Expenditures

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

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

**Unexpended Library Cooperative Grant Funds to be Refunded:** \_\_\_\_\_

**Total Interest Earned on Grant Funds Within the Grant Period:** \_\_\_\_\_



Florida Department of State

# Division of Library and Information Services Annual Statistical Report Form for Multitype Library Cooperatives October 1, 2011 - September 30, 2012

File by December 1, 2012

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

## Identification

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

## Part I - General

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

<b>Non-member Institutions served:</b>		
Public	<b>7</b>	
Academic	<b>8</b>	
Special	<b>9</b>	
School	<b>10</b>	
<b>Total Number of Non-member Institutions served:</b>	<b>11</b>	
<b>Number of staff employed by the MLC (FTE)</b>	<b>12</b>	
<b>Annual salary of Executive Director</b>	<b>13</b>	

## Part II – Financial

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

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



### Part III – Continuing Education and Training

	<b>Item No.</b>	<b># of sessions</b>	<b># of participants</b>	<b># of clock hours</b>
<b>Face-to-face training</b>	<b>26</b>			
<b>Synchronous online training (e.g., teleconferences, webinars)</b>	<b>27</b>			
<b>Asynchronous training (e.g., video, CD, DVD, podcasts, web-based training)</b>	<b>28</b>			
<b>Discussion/Interest Group Meetings</b>	<b>29</b>			
<b>Board and Committee Meetings</b>	<b>30</b>			
<b>Membership Meetings</b>	<b>31</b>			
<b>TOTAL</b>	<b>32</b>			



Florida Department of State

**Division of Library and Information Services  
Annual Statistical Report Form  
for Multitype Library Cooperatives  
October 1, 2011 through September 30, 2012**

**File by December 1, 2012**

**INSTRUCTIONS and DEFINITIONS**

Common definitions are important to ensure comparability of data from different libraries and different states. For the most part, the definitions in this document are taken from those developed for use in the Federal State Cooperative System for Public Library Data and the Library Cooperative Survey.

## Part I. General

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

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

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

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

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

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

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

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

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

Item No.	Definition/Instruction
	<p>required to meet the informational, cultural, recreational, or educational needs of clientele;</p> <ul style="list-style-type: none"> <li>• an established schedule in which services of the staff are available to clientele; and</li> <li>• the physical facilities necessary to support such a collection, staff, and schedule.</li> </ul>
9	<p><b>Special libraries.</b><sup>7</sup> Information resource centers located at corporations, private businesses, government agencies, museums, colleges, hospitals, associations, and other organizations with specialized information needs. Special librarians collect, monitor, organize, analyze, evaluate, package, and disseminate resource material for their parent or client organizations.</p>
10	<p><b>School libraries<sup>8</sup> (School districts/private schools/state schools (K-12)).</b> Administrative units having an organized collection of printed and/or audiovisual and/or computer resources which:</p> <ul style="list-style-type: none"> <li>• is administered as a unit,</li> <li>• is located in a designated place or places, and</li> <li>• makes resources and services available to students, teachers, and administrators.</li> </ul> <p>It is the definition, not the name that is important: it could be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.</p>
11	<p><b>Total Number of Non-member Institutions served</b></p>
12	<p><b>Number of staff employed by the MLC (FTE).</b> Report item 9 in FTEs (full-time equivalents). To ensure comparable data, 40 hours per week has been set as the measure of full-time employees. To compute full-time equivalents of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40. <i>For example, if you had three regularly scheduled part-time employees who worked a total of 60 hours a week, FTE = 60/40 = 1.5 FTE staff</i></p>
13	<p><b>Annual salary of Executive Director</b></p>

<sup>7</sup> International Encyclopedia of Information and Library Science. 2<sup>nd</sup> ed. London: Routledge, 2003.

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

## Part II. Financial

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

Do *not* include:

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

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

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

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

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

Item No.	Total Operating Expenses
	<b>Staff Expenditures:</b>
19	<b>Salaries and wages</b>
20	<b>Employee benefits</b>
21	<b>Total staff expenditures (Items 19+20)</b>

<b>Item No.</b>	<b>Total Operating Expenses</b>
22	<b>Procurement of products and services</b>
23	<b>Administrative support (e.g., rent, phone)</b>
24	<b>Other operating expenditures (i.e., restricted expenditures)</b> <b>Do not include capital expenditures.</b>
	<b>Total operating Expenditures (Items 21+22+23+24)</b>

### **Part III. Continuing Education and Training**

<b>Item No.</b>	<b>Definition /Instruction</b>
26	<b>Face-to-face training.</b> For multi-day events, record each day as one session.
27	<b>Synchronous online training (e.g., teleconferences, webinars).</b> Record one session for each teleconference site the MLC sponsors.
28	<b>Asynchronous training (e.g., video, CD, DVD, podcasts, web-based training)</b> (e.g., Element K). Record one session for each completed course.
29	<b>Discussion/Interest Group Meetings.</b> Record one session for each meeting.
30	<b>Board and Committee Meetings.</b> Record one session for each meeting.
31	<b>Membership Meetings.</b> Record one session for each meeting.
32	<b>Total.</b> Record the total number of sessions, total number of participants, and the total number of clock hours*.

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

## CHAPTER 257 Florida Statutes

### PUBLIC LIBRARIES AND STATE ARCHIVES

257.14 Division of Library and Information Services; rules.

257.15 Division of Library and Information Services; standards.

257.40 Library cooperatives; legislative intent.

257.41 Library cooperatives; organization; receipt of state moneys.

257.42 Library cooperative grants.

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

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

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

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

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

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

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

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



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

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

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

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

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

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

*Florida Administrative Code*

**1B-2.011 Library Grant Programs.**

(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 4-1-10, amended xx-xx-xx; which contain guidelines and application forms, State Aid to Libraries Grant Application (Form DLIS/SA01), effective 4-1-98, amended 12-28-03, amended 4-1-10; State Aid to Libraries Grant Application – Multicounty Library (Form DLIS/SA02), effective 4-1-98, amended 12-28-03, amended 4-1-10; Grant Agreement, effective 12-28-03, amended 4-1-10, amended xx-xx-xx; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA03), effective 4-1-98, amended 12-28-03, amended 4-1-10; State Aid to Libraries Grant Application – Summary Financial Report (Form DLIS/SA04), effective 4-1-98, amended 12-28-03, amended 4-1-10; State Aid to Libraries Required Documents Checklist (Form DLIS/SA05), effective 4-1-10.

(b) The Library Construction Grant Guidelines and Application, effective 4-1-98, amended 2-14-99, amended 1-9-03, amended 2-21-07, amended xx-xx-xx; 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; Closeout Report (Form DLIS/PLC06) effective 1-9-03; and Grant Agreement effective xx-xx-xx.

(c) The Library Cooperative Grant Guidelines and Application, effective 4-1-98, amended 1-24-2008, amended xx-xx-xx; 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; Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG04), effective 4-1-98, amended 4-4-00, amended 1-24-2008, amended xx-xx-xx; Grant Agreement (Form DLIS/LCG05), effective 1-24-08, amended xx-xx-xx; and the FLIN Manual, effective 1-24-08.

(d) The Library Services and Technology Act Grant Guidelines, effective 4-1-98, amended 2-14-99, amended 11-20-01, amended 4-21-10, amended xx-xx-xx; which contain instructions-and Grant Agreement, effective 4-21-10, amended xx-xx-xx.

(e) The Community Libraries in Caring Program Application, effective 11-16-04,

amended xx-xx-xx; 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, amended 2-21-06, amended 2-21-07, amended xx-xx-xx.

(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 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 257.12, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, 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, 1-24-08, 4-1-10, 4-21-10, xx-xx-xx.*