LIBRARY COOPERATIVE GRANT

GUIDELINES

Library Cooperative Grant Application

dosgrants.com

Application Deadline: [insert date]

Additional Documents Deadline: [insert date]

Florida Department of State
Division of Library and Information Services
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Application Submission

Applications must be submitted on or before <mark>[insert date]</mark>.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

      Contact Grants Staff:
          850.245.6630 Voice
          850.245.6643 Fax
          850.922.4085 TDD
          Email: grantsoffice@dos.myflorida.com

These Guidelines are also available electronically at:
https://dos.fl.gov/library-archives/library-development/funding/cooperative/guidelines-applications-and-forms/ and can be made available in alternative formats.

CONTENTS

LAWS AND ADMINISTRATIVE RULE

       Chapter **257,** *Florida Statutes*

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

Library Cooperative Grant Guidelines

I. PROGRAM PURPOSE

The purpose of the Library Cooperative Grant program is for the sharing of library resources, other resource sharing activities and related training, as identified in the cooperative's long-range plan and annual plan of service.

Historical Overview

The 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.

The Library Cooperative Grant originally evolved to support the development and improvement of the statewide database of Florida's library holdings and to support resource sharing through the statewide interlibrary loan network, FLIN.

Library Cooperative Grant funding has been used for the continual maintenance of the statewide database of library materials hosted by the Online Computer Library Center (OCLC). Maintenance of the database involves bibliographic record enhancement activities, such as the process of adding and deleting bibliographic records of materials that are owned by Florida libraries and training related to that process.

Supporting the continual updating and maintenance of the statewide database has been an ongoing priority of the Division through FY2019. In light of obstacles that have arisen to updating the database, along with technological advances that have changed the climate of resource sharing in Florida, the Division recognizes that there are many activities that could be considered resource sharing and would be allowable under this grant program. As of FY2020, the FLIN requirements are changing to move away from a single database of library materials for the purposes of resource sharing.

II. PROGRAM PRIORITY

The State of Florida's priority for use of library cooperative grants and local matching funds is for the purpose of sharing library resources between members of the Florida Library Information Network (FLIN). Library Cooperative Grants and local matching funds must be expended on resource sharing activities and related training, providing services to all FLIN member libraries, and other resource sharing activities as identified in the cooperative's long-range plan and annual plan of service. Examples of resource sharing activities include bibliographic record enhancement, statewide delivery service support, union catalog support and development, reciprocal borrowing, cooperative cataloging, cooperative reference services, cooperative collection development, digitization, and implementation of or support for innovation in the use of technologies related to resource sharing.

III. ELIGIBLITY

An organization shall meet the following requirements in order to be eligible to receive a Library Cooperative Grant:

A.   Library cooperatives shall be a nonprofit organization constituted of more than one type of library, including any combination of academic, school, special, state institutional and public libraries for the purpose of sharing resources per Chapter 257.41, *Florida Statutes*.

B.   The library cooperative must be qualified or registered pursuant to Chapter 617, *Florida Statutes,* and be in good standing. Good standing means a nonprofit organization has current certificate of status from the Florida Department of State, Division of Corporations.

C.   The library cooperative must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association and who is employed full-time by the organization's governing body.

D.   The library cooperative must not be in noncompliance status with any previously awarded Department of State grant.

E.   The library cooperative must not owe the Department funds at the time of application in connection with a previous grant received from any division of the Department of State, for which the organization has been notified of the Department's determination that a refund of grant funds is required.

IV. GEOGRAPHIC SERVICE AREA

Geography, rather than cooperative membership, shall be used as the basis for delivering resource sharing services to FLIN member libraries.

Following is a list of the multitype library cooperatives and their geographic service areas for the purpose of the 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, Monroe and Palm Beach counties.

- Southwest Florida Library Network service area includes: Charlotte, Collier, Hendry and Lee 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, Sarasota and St. Lucie counties.

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.

3. A change would enhance resource sharing.

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

The geographic service area does not constrain membership in a multitype library cooperative. The multitype library cooperative board makes determinations of membership based on established criteria.

V. DEFINITIONS

Annual Plan of Service means the document that is adopted or approved by the multitype library cooperative's governing body that identifies the goals, objectives and resource sharing activities that will be supported for the application year.

Audit means the annual financial audit of the multitype library cooperative for that year, carried out in accordance with the requirements of Section 215.97, *Florida Statutes*, the Florida Single Audit Act, or Section 218.39, *Florida Statutes*, and generally accepted accounting principles, conducted within nine months of the close of the multitype library cooperative's fiscal year. Audits must be submitted on the DOS Grants System at dosgrants.com.

Bibliographic Record is an entry in a library catalog (or database) which represents and describes a specific resource. A bibliographic record contains the data elements necessary to help users identify and retrieve that resource, as well as additional supporting information, presented in a formalized bibliographic format. Additional information may support particular database functions such as search or browse (e.g., by keywords) or may provide fuller presentation of the content item (e.g., the article's abstract).

Catalog of State Financial Assistance (CSFA) is a statewide compendium of state projects that provide financial assistance to nonstate entities. As the basic reference source for state projects, the primary purpose of the Catalog is to assist users with obtaining general information on state projects and identifying state projects that meet specific objectives. State projects are cataloged by agency and are assigned a Catalog of State Financial Assistance (CSFA) number for easy referencing.

The Library Cooperative Grant Program CSFA number is 45.018.

Deliverable means the quantifiable goods or services that must be provided in order to receive payment. Each deliverable must be connected with one or more activities identified and described in the Scope of Work. Deliverables, along with the Scope of Work, are

included in the grant agreement. Deliverables must be agreed upon by both the Division and the grant recipient.

Department means the Florida Department of State.

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

Financial Consequences means the financial consequences that will be applied if the grant recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment. Per Section 287.058, *Florida Statutes*, the Division is required to specify a reduction in grant funding that will be applied if the recipient fails to perform all activities outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement.

Florida Accountability Contract Tracking System (FACTS) is the State of Florida's centralized online contract reporting system. All information pertaining to the grant agreement will be available on the FACTS system and viewable by the public. This includes the grant agreement, payment information, deliverables, performance metrics, grant award and audit information. FACTS is online at facts.fldfs.com.

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 Florida Library Information Network (FLIN) Manual* (dated [Insert date of last rule revision]) is incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399-0250 or https://dos.myflorida.com/library-archives/library-development/digital/resource-sharing/flin/.

A list of FLIN member libraries is available https://dos.myflorida.com/library-archives/library-development/digital/resource-sharing/flin/.

Each FLIN member library is responsible for maintaining bibliographic records in their integrated library system.

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

Good Standing means a Multitype Library Cooperative has current Certificate of Status from the Florida Department of State, Division of Corporations.

Grant Agreement means a written document setting forth the terms and conditions under which a grant is provided to an applicant by the Department, including the rights and responsibilities of each party to the agreement, which is approved and signed by the Department and an authorized representative of the applicant. The agreement will be sent to

the library along with the grant award notification. The grant agreement will include a scope of work and project deliverables.

Integrated Library System (ILS), also known as a library management system (LMS), is a system that is used to track items owned and patrons who have borrowed items. An ILS usually comprises a relational database, software to interact with that database and two graphical user interfaces (one for patrons and one for staff).

Library Cooperative see Multitype Library Cooperative.

Long-Range Plan means the document that is adopted or approved by the multitype library cooperative's governing body outlining the cooperative's operation and development over a five-year period. It must include a plan for cooperative library resource sharing and must include a component describing how the cooperative will share technology and the use of technology.

Multitype Library Cooperative **(MLC)** 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*.

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

Noncompliance means the grant recipient is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable laws. For the consequences that result from noncompliance, see Section XI., Noncompliance Status.

Performance Measures provide the criteria for evaluating the successful completion of each deliverable.

Performance Metrics describe the documentation to be used to prove the deliverable has been met.

Performance Standards describe the acceptable level of services to be performed or products to be delivered.

Project Funds include both grant and local matching funds.

Resource Sharing means the exchange or joint use of individually or jointly held bibliographic resources, personnel or data or other programs or services based on formal or informal agreements. Examples of resource sharing activities include bibliographic record enhancement, statewide delivery service support, union catalog support and development, reciprocal borrowing, cooperative cataloging, cooperative reference services, cooperative collection development, digitization, and implementation of or support for innovation in the use of technologies related to resource sharing.

Scope of Work is a description of the specific work to be performed under the grant agreement in order to complete the project. The Scope of Work must be agreed upon by both the Division and the grant recipient.

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

Sharing Resources see Resource Sharing.

VI. TIMELINE

[insert date]	Announcement of application availability in *Florida Administrative Register* and via email.
[insert date]	Division staff assistance and consultation available to applicants.
[insert date]	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
[insert date]	Application review and project revision.
[insert date]	Project begins.
[insert date]	Annual Plan of Service is due on or before this date. The Annual Plan of Service must be submitted on the DOS Grants System at dosgrants.com.
[insert date]	Notification of Grant Award and grant agreement sent to grantees.
[insert date]	Mid-Year reports due for FY [insert year] projects. Mid-Year reports must be submitted on the DOS Grants System at dosgrants.com.
September 30, [insert year]	Project ending date. All grant and local matching funds must be expended by this date.
December 1, [insert year]	Final Reports due for FY [insert year] projects. Annual Reports must be submitted on the DOS Grants System at dosgrants.com.

December 1, ==[insert year]==   The Annual Statistical Report Form for Multitype Library Cooperatives due for FY ==[insert year]== projects. The Annual Statistical Report Form for Multitype Library Cooperatives is submitted using Counting Opinions at <u>fl.countingopinions.com.</u>

VII. APPLICATION

Applicant Information. This section provides general information about the applicant, including contact information and certifications related to the application.

Required Documents. As applicable, documents to meet the application requirements are rolled over from the previous year. The applicant can indicate that there are no changes to the documents on file or they can update or replace documents if changes are needed.

1. Articles of Incorporation. A copy of the approved articles of incorporation as filed with the Department of State, Division of Corporations.

2. Bylaws. The current bylaws of the multitype 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 budgets for the cooperative's management and program of service.

3. Certificate of Status. A current certificate of status from the Florida Department of State, Division of Corporations. The Certificate can be obtained at https://dos.fl.gov/sunbiz/manage-business/certification/.

4. Long-Range Plan. The current long-range plan for resource sharing that has been adopted by the multitype library cooperative's governing body. The long-range plan and 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 describing how the cooperative will share and use technology.

5. Position Description. The current position description for the multitype library cooperative's director.

Resource Sharing Needs Assessment.

Resource Sharing Needs Assessment

Provide an assessment of the library's resource sharing needs for each FLIN library in the geographic service area. Non-FLIN libraries in the cooperative's geographic service area may be included, but do not include any libraries that are outside the service area. A list of FLIN member libraries is available https://dos.fl.gov/library-archives/library-development/digital/resource-sharing/flin/.

Include support of courier service provided to each library using project funds.

The Resource Sharing Needs column can include need for consultation or facilitation related to resource sharing, technology and other resource sharing needs as applicable.

Add information in the Notes column as needed; e.g., the library has declined to participate this year.

Needs to be Addressed

Using the Resource Sharing Needs Assessment and the multitype library cooperative's Long-Range Plan and Annual Plan of Service, determine which resource sharing needs the multitype library cooperative will address during the grant cycle. Provide a narrative describing these needs, including the rationale for addressing, or not addressing, items listed on the Resource Sharing Needs Assessment.

Activities

Describe in detail the activities to be completed during the grant cycle that will address the needs listed in the Needs to Be Addressed section. If applicable, include information on how the activities will meet those needs.

Timeline

Provide a detailed overall timeline of all the proposed activities. If desired, the timeline can be in the form of a Gantt or other chart. To find out more about a Gantt chart, see https://www.gantt.com.

Budget. Provide details on the proposed expenditures of grant and local matching funds.

The narrative for each section should explain how the project funds support the activities described in the Activities section of the application.

Matching funds must be at least ten percent (10%) of the total grant and must be from local sources in accordance with Section 257.42, *Florida Statutes*. Match does not have to be a line item or section match; it is an overall total amount of matching funds.

Local matching funds are local funds used for match excluding any federal grant funds.

The Division will utilize the information provided by the applicant in the application when developing the Scope of Work and Deliverables for use in the grant agreements of the approved projects.

Additional Required Document. Provide the Annual Plan of Service and Expenditure that has been adopted by the multitype library cooperative's governing body on or before [insert date]. This document is the current annual plan of service that identifies the goals, objectives and resource sharing activities that will be supported for the application year. The document should be submitted on the DOS Grants System at dosgrants.com.

VIII. APPLICATION SUBMISSION

Availability of grant applications will be announced annually by publication in the *Florida Administrative Register* and via email. The application guidelines will be posted on the Division's website at https://dos.myflorida.com/library-archives/library-development/funding/cooperative/.

Applications must be submitted on the DOS Grants System at dosgrants.com.

The additional required document must be submitted to the Division on or before [insert date]. The document should be submitted on the DOS Grants System at dosgrants.com.

IX. APPLICATION REVIEW

Following the application deadline, the Division will review all grant applications for eligibility and completeness.

Grant applications will be reviewed for:

- Eligibility for a certificate of compliance with Section 257.41, *Florida Statutes*, which establishes the requirements for multitype library cooperatives.

- Completion, with required documentation.

Division staff will review the proposed activities, timeline and budget in the grant application for compliance with the program purpose, program priority and use of project funds. The proposed activities and budget will be provided by the multitype library cooperative in the grant application but may be revised at the request of the Division.

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 on the DOS Grants System at dosgrants.com on or before the last day of the correction period specified by the Division.

Upon completion of the application and the additional document review, the Division shall issue a certificate to each multitype library cooperative that complies with the requirements of Section 257.41, *Florida Statutes*.

After Division staff have completed their review of each grant application, they are sent to the Secretary of State for final review and approval. The Secretary of State has the final authority to approve, amend or deny funding recommendations and to award grants.

X. 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 equally 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 as specified in law and must provide local cash matching funds equal to ten percent (10%) of the grant award.

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

XI.   GRANT ADMINISTRATION

Notification of Grant Award

The Notification of Grant Award is the official notice of the amount of the grant award for the applicable fiscal year. On the notification, the project to be funded is listed, along with the award, the Catalog of State Financial Assistance (CSFA) number, the ending date of the grant and any other special project-related comments or instructions.

Grant Agreement

A grant agreement must be signed by both the grant recipient's governing body and the Department of State, Division of Library and Information Services. The Grant Agreement (form DLIS/LCG02), incorporated by reference, will be sent to the multitype library cooperative. Grant applications that are funded and any Change Requests will become a part of the grant agreement between the Division and the Grantee. Submission of a Change Request may necessitate an amendment to the grant agreement. No grant funds will be released before the grant agreement is executed between the Division and the grantee.

Grant Payments

Grant awards will be paid in five payments. Payments will be made upon satisfactory completion of the deliverables specified in the grant agreement.

- Payment one will be 25% of the grant amount. The grantee can request payment upon satisfactory completion of deliverables.

- Payment two will be 25% of the grant amount. The grantee can request payment upon satisfactory completion of deliverables.

- Payment three will be 25% of the grant amount. The grantee can request payment upon satisfactory completion of deliverables.

- Payment four will be 20% of the grant amount. The grantee can request payment upon satisfactory completion of deliverables.

- Payment five will be 5% of the grant amount. The grantee can request payment upon satisfactory completion of deliverables.

Payment requests and supporting documentation must be submitted on the DOS Grants System at dosgrants.com.

Electronic Payments. A Vendor Direct Deposit form should be completed annually and submitted directly to the Department of Financial Services so your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS in the current calendar year, this form does not need to be resubmitted. This form is available at myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16. **Do not submit the form to the Division, it must be submitted directly to the Department of Financial Services, as specified on the form.**

Project Period

The project period shall begin on [insert date] and end on September 30, [insert year]. The Grantee shall only obligate or expend any grant or local matching funds during the project period. All grant and local matching funds must be paid out by the project ending date of September 30 [insert year]. No costs incurred after the ending date of the project period shall be allowed.

Change Request

Prior to the start of the project or at any time during the grant period, the Division or the multitype library cooperative may request to make changes to the project. Requesting permission to revise the project is done by submitting a Change Request on the DOS Grants System at dosgrants.com. Project changes cannot be implemented until approved by the Division.

A Change Request must be submitted for any of the following reasons:

- Request by the Division.
- Changes in proposed expenditures.
- Changes in proposed grant activities.
- Changes in proposed scope of work.
- Changes in equipment to be purchased.
- Changes in key personnel.
- Changes in expected outcomes.
- Changes in the deliverables, performance measures, metrics or standards to be provided.

The Division will approve changes that are consistent with the intent of this Program. Change Requests may necessitate an amendment to the grant agreement.

Noncompliance

Any grant recipient that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies or other applicable law, or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the

DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

Record Retention

Financial records, supporting documents, statistical records and all other records pertinent to the project, including electronic storage media, shall be retained for a period of five (5) fiscal years after the closeout of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained until five (5) fiscal years after the litigation, audit or claim has been resolved.

XII.   USE OF FUNDS

All grant and local matching funds must be spent on resource sharing activities as identified in Section II. - Program Priorities and as described by the multitype library cooperative's long-range plan, annual plan of service, and the proposed activities and budget in the grant application. All grant- and local-match-funded products and services shall be offered at no cost to FLIN member libraries in each multitype library cooperative's geographic service area.

Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (as of October 2022), incorporated by reference, which are available online at www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2.

Grant and local matching funds may be used for:

1. **Resource Sharing Activities.** Resource sharing activities include purchase or lease of electronic databases or resources that are shared with all FLIN member libraries in the region, interlibrary loan (ILL), ILL assessments, digitization, or statewide delivery service. Other resource sharing activities may be identified in the multitype library cooperative's long-range plan and annual plan of service.

2. **Consultation in Relation to Resource Sharing.** Providing guidance, information and assistance to libraries on resource sharing and innovations in the use of technologies related to resource sharing, and on the creation and sharing of significant local digital content.

3. **Facilitation in Relation to Resource Sharing.** Facilitating services or contracts that assist libraries in sharing e-books or databases, implementing technologies related to resource sharing, or creating and sharing significant local digital content.

4. **Technology Related to Resource Sharing.** Research, exploration, promotion or purchase of technology related to bibliographic record enhancement and library innovations related to resource sharing.

5. **Training.** Training in support of any of the resource sharing activities given above or as a stated and approved activity within the grant application or approved project revisions. Training cannot include activities prohibited under Florida law.

6. **Operational Costs.** Operational costs for resource sharing activities required to accomplish items 1-6 above, such as salaries, rent, etc. These costs should be allocable to the program and auditable.

Digitization projects supported by project funding will be required to:

- Be harvestable by the Sunshine State Digital Network using their required protocol. More information is found at sunshinestatedigitalnetwork.wordpress.com/, (dated January 2024), incorporated by reference.
- Have all rights and permissions as required under current law to create and make available to the public the content of the items that are planned to be digitized. The Division reserves the right to request rights and permissions and documentation.
- Follow the Technical Guidelines for Digitizing Cultural Heritage materials (dated May 2023) (https://www.digitizationguidelines.gov/guidelines/FADGI%20Technical%20Guidelines%20for%20Digitizing%20Cultural%20Heritage%20Materials_3rd%20Edition_05092023.pdf), incorporated by reference.
- Include copyright information at the item level using the rights statements found at rightsstatements.org/en/documentation/#use-by-cultural-heritage-institutions, incorporated by reference.

Unallowable Uses of Project Funds

Project funds may not be used for construction, food, motor vehicles or other expenditures not allowable under *Florida Statutes*. Project funds may not be used on activities that are not resource sharing or that are not in alignment with the Library Cooperative Grant Program priorities or the grant application and Change Requests included in the grant agreement.

Expenditure of project funds (grant funds and local match funds) must not be used for an activity related to a library association. This prohibition does not apply to expenditure of project funds related to a library cooperative that receives state moneys under Sections 257.40-257.42, *Florida Statutes*. The Grantee shall perform all acts in strict conformity with all applicable local, state and federal laws and regulations. The Grantee shall be in strict conformity with all applicable local, state and federal laws and regulations.

Project funds may not be used for:

1. Construction, food, motor vehicles or other expenditures not allowable under *Florida Statutes*.

2. Any activities that are not resource sharing or that are not in alignment with the Library Cooperative Grant Program priorities or the grant application and Change Requests included in the grant agreement.

3. Any activities prohibited under Florida law.

XIII. GRANT REPORTING

Mid-Year Report

A Mid-Year Report on the status of grant accomplishments and expenditures will be due on [insert date]. The Mid-Year Report must be submitted on the DOS Grants System at dosgrants.com.

Final Report

A Final Report is due [insert date] following the close of the fiscal year and shall include information that shows progress toward meeting the Library Cooperative Grant Program priority. The Final Report must be submitted on the DOS Grants System at dosgrants.com.

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 [insert year] following the close of the cooperative's fiscal year. The Annual Statistical Report Form for Multitype Library Cooperatives (form DLIS/LCG01), effective [insert date of last revision], is incorporated by reference.

The Annual Statistical Report must be submitted using fl.countingopinions.com. If a multitype library cooperative is unable to file the report electronically, a paper version may be requested from the Division for completion and submission. All cooperatives are given login credentials to access the form electronically.

Florida Single Audit or Financial Report

The multitype library cooperative shall submit a financial audit, carried out in accordance with the requirements of Section 215.97, *Florida Statutes*, the Florida Single Audit Act, and generally accepted accounting principles, within nine 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 $750,000 in state financial assistance, it must submit a Financial Report on its operations, pursuant to Section 218.39, *Florida Statutes*, and generally accepted accounting principles, within nine months of the close of its fiscal year.

Audits must be submitted on the DOS Grants System at dosgrants.com.

Total Compensation Paid to Non-Profit Personnel

Per Section 216.1366, *Florida Statutes*, all non-profit organizations as defined in Section 215.97(2)(m), *Florida Statutes*, shall complete and return to the division within 30 days of the execution of the grant agreement the "Total Compensation Paid to Non-Profit Personnel Using State Funds" report, incorporated by reference, which shall satisfy the requirement to provide documentation that indicates the amount of state funds:

i. Allocated to be used during the full term of the agreement for remuneration to any member of the board of directors or an officer of the contractor.

ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Non-Profit organization grantees shall complete a Total Compensation Paid to Non-Profit report for each required filer for the invoice period covered by the Payment Request.

The grantee shall also post their reports on their website, and the public agency shall post all reports to FACTS.

Florida Department of State

Division of Library and Information Services
Annual Statistical Report for
Multitype Library Cooperatives
October 1, [insert year] through September 30, [insert year]

File by December 1, [year]

File online using Counting Opinions at fl.countingopinions.com.

Identification

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

Part I – General Information

Item No.	Libraries and Areas Served	Answer
1	**Counties Served**	
2	**Number of Staff Employed by the MLC (FTE)**	
3	**Annual Salary of Executive Director**	
	Member Libraries Served:	
4	Public Libraries	
5	Academic Libraries	
6	Special Libraries	
7	School Libraries	
8	**Total Number of Member Libraries (Items 4+5+6+7)**	(automatic calculation)

	Non-Member Libraries Served:	
9	Public Libraries	
10	Academic Libraries	
11	Special Libraries	
12	School Libraries	
13	**Total Number of Non-Member Libraries Served (Items 9+10+11+12)**	(automatic calculation)

Part II – Financial

Item No.	Total Operating Revenue (By Source)	Answer
14	**Membership Fees**	
15	**State Government Appropriations/Grants**	
16	**Federal Government Appropriations/Grants**	
17	**Other Sources (e.g., E-Rate Discounts, Endowments/Private Grants, Fees for Products/Services, Contracts and Interest)**	
18	**Total Operating Income (Items 14+15+16+17)**	(automatic calculation)

Item No.	Total Operating Expenses	Answer
19	**Employee Salaries and Wages**	
20	**Employee Benefits**	
21	**Total Employee Expenditures (Items 19+20)**	(automatic calculation)
22	**Procurement of Products and Services**	
23	**Administrative Support (e.g., Rent or Phone)**	
24	**Other Operating Expenditures (e.g., Restricted Expenditures). Do not Include Capital Expenditures.**	
25	**Total Operating Expenditures (Items 21+22+23+24)**	(automatic calculation)

Part III – Continuing Education and Training

Online and Face-to-Face Training

Item No.	Online Training	Answer
26	Sessions	
27	Attendees	
28	Registrants	
29	Attendance Rate (Items 28 ÷ 27)	(automatic calculation)
	Face-to-Face Training	
30	Sessions	
31	Attendees	
32	Registrants	
33	Attendance Rate (Items 32 ÷ 31)	(automatic calculation)
	Total Training	
34	Total Sessions (Items 26 + 30)	(automatic calculation)
35	Total Attendees (Items 27 + 31)	(automatic calculation)
36	Total Registrants (Items 28 + 32)	(automatic calculation)

Other Training

Item No.	Other Training	Answer
37	Self-Directed Learning Views	
38	Recording Views	
39	Items Circulated	
40	Number of Scholarships	
41	Cost of Scholarships	
	Groups and Meetings	
42	Interest Group Sessions	
43	Interest Group Sessions Attendees	
44	Board and Committee Meetings	
45	Board and Committee Meetings Attendees	
46	Membership Meetings	
47	Membership Meetings Attendees	
48	Total Group and Meeting Attendance (Items 43 + 45 + 47)	(automatic calculation)
	Other Services Provided	
49	Please list and quantify other services you provide that are not listed in "training" above.	(open-ended text box)

Florida Department of State

Division of Library and Information Services
Annual Statistical Report
for Multitype Library Cooperatives
October 1, <mark>[insert year]</mark> through September 30, <mark>[insert year]</mark>

File by <mark>[insert date]</mark>

Please file on Counting Opinions at <u>fl.countingopinions.com</u>

INSTRUCTIONS and DEFINITIONS

Common definitions are important to ensure comparability of data from different libraries and 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. Report statistics in total without regard to the source of funding.

Part I. General

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

Item No.	Definition/Instruction
	Libraries and Areas Served
1	**Counties Served.** The number of counties with libraries that participated in services or activities provided during the grant cycle.
2	**Number of Staff Employed by the MLC (FTE).** Report 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. *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.*
3	**Annual Salary of Executive Director.** Please provide the annual **s**alary *excluding* benefits.
	Member Libraries Served:
4	**Public Libraries.** A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region and that provides at least the following: • An organized collection of printed or other library materials, or a combination thereof. • Paid staff. • An established schedule in which services of the staff are available to the public. • The facilities necessary to support such a collection, staff and schedule. • Is supported in whole or in part with public funds.
5	**Academic Libraries.** An academic library is the library associated with a degree-granting institution of higher education. Academic libraries are identified by the post-secondary institution of which they are a part and provide all of the following: • An organized collection of printed or other materials or a combination thereof. • A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational or educational needs of the clientele. • An established schedule in which services of the staff are available to clientele. • The physical facilities necessary to support such a collection, staff and schedule.
6	**Special Libraries.** Information resource centers are located at corporations, private businesses, government agencies, museums, colleges, hospitals,

Item No.	Definition/Instruction
	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.
7	**School Libraries (School Districts/Private Schools/State Schools (K-12)).** Administrative units having an organized collection of printed, audiovisual and/or computer resources. • Is administered as a unit. • Is located in a designated place, or places. • Makes resources and services available to students, teachers and administrators. 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.
8	**Total Number of Member Libraries.** Add Items 4, 5, 6 and 7.
	Non-Member Libraries:
9	**Public Libraries**. A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region and that provides at least the following: • An organized collection of printed or other library materials, or a combination thereof. • Paid staff. • An established schedule in which services of the staff are available to the public. • The facilities necessary to support such a collection, staff and schedule. • Is supported in whole or in part with public funds.
10	**Academic Libraries.** An academic library is the library associated with a degree-granting institution of higher education. Academic libraries are identified by the post-secondary institution of which they are a part and provide all of the following: • An organized collection of printed or other materials or a combination thereof. • A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational or educational needs of the clientele. • An established schedule in which services of the staff are available to clientele. • The physical facilities necessary to support such a collection, staff and schedule.
11	**Special Libraries.** Information resource centers are 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.

Item No.	Definition/Instruction
12	**School Libraries (School Districts/Private Schools/State Schools (K-12).** Administrative units having an organized collection of printed, audiovisual and/or computer resources. • Is administered as a unit. • Is located in a designated place or places. • Makes resources and services available to students, teachers and administrators. 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.
13	**Total Number of Non-Member Institutions Served.** Add Items 9, 10, 11 and 12

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 except 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 (e.g., carryover).

Report amounts in whole dollars, rounding up or down as necessary. As a general rule, amounts of 49¢ or less are rounded down and amounts of 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	**Membership Fees**
15	**State Government Appropriations/Grants**
16	**Federal Government Appropriations/Grants**
17	**Other Sources (e.g., E-Rate Discounts, Endowments/Private Grants, Fees for Products/Services, Contracts or Interest)**
18	**Total Operating Income** Add Items 14+15+16+17

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

Item No.	Total Operating Expenses
19	**Employee Salaries and Wages.** Include salaries and wages paid by the Cooperative's budget before deductions, but exclude employee benefits.
20	**Employee Benefits (Social Security, Retirement, Insurance and Benefits for All Staff)** Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workers' compensation, tuition and housing benefits.
21	**Total Employee Expenditures (Items 19+20)**
22	**Procurement of Products and Services**
23	**Administrative Support (e.g., Rent or Phone)**

Item No.	Total Operating Expenses
24	**Other Operating Expenditures (e.g., Restricted Expenditures).** **Do not Include Capital Expenditures.**
25	**Total Operating Expenditures** Add Items 21+22+23+24

Part III. Continuing Education and Training

In this section, record total Continuing Education and Training statistics for all activities, regardless of the source of funding.

Item No.	Definition/Instruction
	Online Training In this section, record total Online Training statistics for all activities, regardless of the source of funding.
26	**Sessions.** For multi-day events, record each day as one session.
27	**Attendees.** Record the number of people who actually attended the online training; in this context, synonymous with participants.
28	**Registrants.** Record the number of people who registered/intended to take this training.
29	**Attendance Rate.** Calculate percentage (actual attendees / registrants).
	Face-to-Face Training In this section, record total face-to-face training statistics for all activities, regardless of the source of funding.
30	**Sessions.** For multi-day events, record each day as one session. Include outreach here.
31	**Attendees.** Record the number of people who actually attended the face-to-face training; in this context, synonymous with participants.
32	**Registrants.** Record the number of people who registered/intended to take this training**.**
33	**Attendance Rate.** Calculate percentage (actual attendees / registrants).
	Total Training
34	Total Sessions. Add items 26+30.
35	Total Attendees. Add items 27+31.
36	Total Registrants. Add items 28+32.

Item No.	Definition/Instruction
	Other Training
37	**Self-Directed Learning Views.** Record the number of times a self-paced course is used. Do not include Recording Views reported below.
38	**Recording Views**. Record the number of times a recording that was originally presented by your specific MLC was viewed. Examples include archived webinars, podcasts, etc. This number is likely system-generated. If more than one person views a recording at one time (e.g., two people watch a recording together), this still counts as one viewing.
39	**Items Circulated**. Record the number of items checked out or renewed, regardless of source of funding for purchase. Examples of items circulated include books, DVDs or books on CD.
40	**Number of Scholarships.** Record the number of scholarships awarded.
41	**Cost of Scholarships**. Record the total cost of the scholarships awarded.
	Groups and Meetings
42	**Interest Group Sessions**. Record the number of sessions, whether face-to-face or online. For multi-day events, record each day as one session.
43	**Interest Group Sessions Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
44	**Board and Committee Meetings**. Record the number of sessions for board and committee meetings. For multi-day events, record each day as one session.
45	**Board and Committee Meetings Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
46	**Membership Meetings**. Record the number of sessions for membership meetings or conferences. For multi-day events, record each day as one session.
47	**Membership Meetings Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
48	**Total Group and Meeting Attendance.** Add items 43+45+47.
	Other Services
	Describe services provided that are not listed in Training, above. Examples of these services include, but are not limited to, circulation of equipment such as 3D printers, photo scanners, etc.; or services such as videography or sign language interpretation. Please quantify by number of circulations or number of times a service was used or, as applicable, the type of service.

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 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 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; s. 1, ch. 2023-179.

1B-2.011 Library Grant Programs.

[insert current rule]