LIBRARY COOPERATIVE GRANT

GUIDELINES

Library Cooperative Grant Application

dosgrants.com

Application Deadline: June 9, 2017

Additional Documents Deadline: September 15, 2017

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

Chapter 1B-2.011(2)(c), *Florida Administrative Code*, Effective 07-2017.

Application Submission

Applications must be submitted on or before June 9, 2017.

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:
info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms
and can be made available in alternative formats.

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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

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.

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 funding 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 is an ongoing priority of the Division. However, 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.

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. 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 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, 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; and
3. A change would enhance resource sharing.

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

IV.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, conducted within nine months of the close of the multitype library cooperative's fiscal year.

Bibliographic Record is an entry in a bibliographic database (or a library catalog) 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).

Bibliographic Record Enhancement includes the process of creating, adding, updating and/or deleting bibliographic records of materials that are owned by Florida libraries. The bibliographic records may be for use in the statewide database and/or the local library online catalog. Bibliographic Record Enhancement activities includes training related to that process.

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

***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. The deliverables will be developed by the grant applicant in the grant application for inclusion in the grant agreement but may be renegotiated by the Division.

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 FLIN Manual* is incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Mail Station #9D, Tallahassee, FL 32399-0250 or info.florida.gov/services-for-libraries/more-programs/statewide-resource-sharing/flin.

A list of FLIN member libraries is available from grants staff at grantsoffice@dos.myflorida.com.

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

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

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.

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 5-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 X, 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.

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 will be provided by the Library Cooperative in the grant application for inclusion in the grant agreement but may be renegotiated by request of the Division.

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

Sharing Resources. See Resource Sharing.

Statewide Database means the database of library materials held by Florida libraries, currently hosted by the Online Computer Library Center (OCLC).

V. TIMELINE

April 2017	Announcement of application availability in *Florida Administrative Register* and via email.
April – June 2017	Division staff assistance and consultation available to applicants.
June 9, 2017	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
June – August 2017	Application review and project revision.
September 15, 2017	Annual Plan of Service and Expenditure is due on or before this date. The Annual Plan of Service and Expenditure must be submitted on the DOS Grants System at dosgrants.com.
September 2017	Notification of Grant Award and grant agreement sent to grantees.
October 1, 2017	Projects may begin on this date, but only after the grant agreement is fully executed.
April 1, 2018	Mid-Year reports due for FY 2017-18 projects. Mid-Year reports must be submitted on the DOS Grants System at dosgrants.com.
September 30, 2018	Project ending date. All grant and local matching funds must be expended by this date.
December 1, 2018	Final Reports due for FY 2017-18 projects. Annual Reports must be submitted on the DOS Grants System at dosgrants.com

VI. 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 Good Standing. A current certificate of good standing from the Florida Department of State, Division of Corporations.
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. The complete list of FLIN member libraries is located at info.florida.gov/services-for-libraries/more-programs/statewide-resource-sharing/flin.

Include the number of statewide courier stops per week provided to each library using Library Cooperative Grant funds. The number should not include stops that are paid for by the library.

The Resource Sharing Needs column can include updating of OCLC, new delivery services, 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 done 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.

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

The narrative for each section should explain how the 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. 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.

Scope of Work, Deliverables and Performance Measures. Provide information describing the scope of work, deliverables and performance measures, metrics and standards for the grant.

Each task identified in the scope of work should be tied to one or more deliverables that will be provided during the project. Specify the deliverables that will be provided in order to receive payments two, three, four and five.

For planning purposes, consider these dates when determining the deliverable quantities: for payment two, December; for payment three, February; for payment four, April; and for payment five, June.

The scope of work, deliverables and performance measures, metrics and standards will be agreed upon by the Division and the cooperative and will be incorporated into the grant agreement. The Division reserves the right to renegotiate the deliverables and scope of work with the applicant prior to creating the grant agreement.

Additional Required Document. Provide the Annual Plan of Service and Expenditure on or before September 15. This document is the current annual plan of service and expenditure that identifies the goals, objectives and resource sharing activities that will be supported for the application year.

VII. 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 info.florida.gov/services-for-libraries/grants/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 September 15. The document should be submitted on the DOS Grants System at dosgrants.com.

VIII. 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 and budget in the grant application for compliance with the program purpose, program priority and use of 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*.

IX. 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.

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 than $400,000 and must provide local cash matching funds equal to ten percent (10%) of the grant award.

Grant funding will be allocated as follows:

- Eighty-four percent (84%) of the total funding will be divided evenly between each of the five multitype library cooperatives.
- Eight percent (8%) of the total funding will be allocated between the five multitype library cooperatives based on the size of their geographic service area. The funding will be allocated based on the percentage of the state of Florida's geographic area that each cooperative serves. The *Florida Estimates of Population* from the University of Florida's College of Liberal Arts and Sciences, Bureau of Economic and Business Research (BEBR) will be used to determine the physical size (land area in square miles) of each library cooperative's geographic service area.
- Eight percent (8%) of the total funding will be allocated between the five multitype library cooperatives based on the size of the population living in each geographic service area. The funding will be allocated based on the percentage of the state of Florida's population in the geographic area that each multitype library cooperative serves. The *Florida Estimates of Population* from the University of Florida's College of Liberal Arts and Sciences, Bureau of Economic and Business Research (BEBR) will be used to determine the population within each cooperative's geographic service area.

Any amount over the $400,000 maximum grant amount per multitype library cooperative administrative unit will 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 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.

X. 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 before any project or matching funds can be obligated or expended. Under *Florida Statute*, the Division may not give permission to obligate or expend funds prior to the grant agreement being executed. The agreement will be sent to the multitype library cooperative along with the grant award notification. The grant agreement form (DLIS/LCG02, effective 07-2017) is incorporated by reference and is available free of charge from Director, Division of Library and Information Services, 500 S. Bronough Street, Mail Station #9D, Tallahassee, FL 32399-0250, or info.florida.gov/services-for-libraries/grants/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.

Grant Payments

Grant payments will be made in five payments. Payment one is an advance payment. Payments two, three, four and five will be made upon satisfactory completion of the deliverables specified in the grant agreement. Payment requests and supporting documentation must be submitted on the DOS Grants System at dosgrants.com.

- Payment number one will be 25% of the grant amount. The Division will request the payment immediately following execution of the grant agreement.
- Payment number two will be 25% of the grant amount. For project planning purposes, the grantee can request payment in December.
- Payment number three will be 25% of the grant amount. For project planning purposes, the grantee can request payment in February.
- Payment number four will be 20% of the grant amount. For project planning purposes, the grantee can request payment in April.
- Payment number five will be 5% of the grant amount. For project planning purposes, the grantee can request payment in June.

Project Period

The project period begins on October 1 and ends one year later on September 30. Project activities and expenditures may begin only after an agreement has been signed by both the grant recipient's governing body and the Florida Department of State, Division of Library and Information Services. A multitype library cooperative may not obligate grant or matching funds before the execution of the grant agreement. The Division does not

have the authority to authorize obligation or expenditure of Library Cooperative Grant or matching funds before the execution date of the grant agreement. All grant and matching funds must be paid out by the project ending date of September 30.

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 may not 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 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.

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 close out 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.

XI. 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, and annual plan of service and expenditure 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.

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 stops. Other resource sharing activities may be identified in the multitype library cooperative's long-range plan and annual plan of service.
2. **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*.
3. **Consultation in Relation to Resource Sharing.** Providing guidance, information and assistance to libraries on the record loading process, resource sharing and innovations in the use of technologies related to resource sharing and on the creation and sharing of significant local digital content.
4. **Facilitation in Relation to Resource Sharing.** Facilitating services or contracts that assist libraries in loading records, sharing e-books or databases, implementing technologies related to resource sharing, or creating and sharing significant local digital content.
5. **Technology Related to Resource Sharing.** Research, exploration, promotion or purchase of technology related to bibliographic record enhancement and library innovations related to resource sharing.
6. **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.
7. **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 grant funding (including matching funds) will be required to:

- 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.

- Include copyright information at the item level using the rights statements found at rightsstatements.org.

Unallowable Uses of Grant Funds

Grant funds may not be used for construction, food or other expenditures not allowable under *Florida Statutes*. Grant funds may not be used on activities that are not resource sharing or bibliographic record enhancement 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.

XII. GRANT REPORTING

Mid-Year Report

A Mid-Year Report on the status of grant accomplishments and expenditures will be due on April 1, 2018. The Mid-Year Report must be submitted on the DOS Grants System at dosgrants.com.

Final Report

A final report is due December 1, 2018 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, 2018 following the close of the cooperative's fiscal year. The Annual Statistical Report Form (DLIS/LCG01, effective 07-2017) is incorporated by reference, and is available at info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms.

The Annual Statistical Report must be submitted on the DOS Grants System at dosgrants.com.

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, 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 $500,000 in state financial assistance, it must submit a Financial Report on its operations, pursuant to Section 257.41(3), *Florida Statutes*, within nine months of the close of its fiscal year.

Florida Department of State

Division of Library and Information Services Annual Statistical Report Form for Multitype Library Cooperatives October 1, 2017 through September 30, 2018

File by December 1, 2018

Complete and submit the form on the DOS Grants System at dosgrants.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

Institutions and Areas Served	**Item No.**	**Answer**
Member Institutions Served:		
Public	**1**	
Academic	**2**	
Special	**3**	
School	**4**	
Total Number Of Members (Items 1+2+3+4)	**5**	
Counties Served	**6**	
Non-Member Institutions Served:		
Public	**7**	

Academic	**8**	
Special	**9**	
School	**10**	
Total Number of Non-Member Institutions Served:	**11**	
Number of Staff Employed by the MLC (FTE)	**12**	
Annual Salary of Executive Director	**13**	

Part II – Financial

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

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

Part III – Continuing Education and Training

	Item No.	Sessions	Attendees	Registrants	Attendance Rate
Online Training	**26**				
Face-to-Face Training	**27**				
Total	**28**				

	Item No.	Registrants	Topics Viewed	Times Viewed
Self-Paced Learning	**29**			

	Item No.	MLC Recording Views	FLW Recording Views	Items Circulated	Scholarships (Number of)	Scholarships (Cost)
Other Training	**30**					

	Item No.	Interest Group Sessions	Interest Group Sessions Attendees	Board and Committee Meetings	Board and Committee Meetings Attendees	Membership Meetings	Membership Meetings Attendees
Other	**31**						

Florida Department of State

Division of Library and Information Services
Annual Statistical Report Form
for Multitype Library Cooperatives
October 1, 2017 through September 30, 2018

File by December 1, 2018

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
	Member Institutions Served:
1	**Public Libraries.**[1] 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; and • Is supported in whole or in part with public funds.
2	**Academic Libraries.**[1] 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; and • An established schedule in which services of the staff are available to clientele; and • The physical facilities necessary to support such a collection, staff and schedule.
3	**Special Libraries.**[2] 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.
4	**School Libraries**[3] **(School Districts/Private Schools/State Schools (K-12)).** Administrative units having an organized collection of printed, audiovisual, and/or computer resources.

[1] Definition developed from the *National Center for Education Statistics*, July 2007, nces.ed.gov/surveys/libraries/academic.asp.
[2] *International Encyclopedia of Information and Library Science*, 2nd ed., London: Routledge, 2003.
[3] *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, nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313.

Item No.	Definition/Instruction
	• Is administered as a unit, • Is located in a designated place, or places, and • 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.
5	**Total Number of Members.** Add Items 1, 2, 3, and 4.
6	**Counties Served.** The number of counties with libraries that participated in services or activities provided during the grant cycle.
	Non-Member Institutions:
7	**Public Libraries**.[5] 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; and • Is supported in whole or in part with public funds.
8	**Academic Libraries.**[4] 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; and • An established schedule in which services of the staff are available to clientele; and • The physical facilities necessary to support such a collection, staff and schedule.
9	**Special Libraries.**[5] Information resource centers are located at corporations, private businesses, government agencies, museums, colleges, hospitals, associations and other organizations with specialized information needs. Special

[4] Definition developed from the *National Center for Education Statistics*, July 2007, nces.ed.gov/surveys/libraries/academic.asp.
[5] *International Encyclopedia of Information and Library Science*, 2nd ed., London: Routledge, 2003.

Item No.	Definition/Instruction
	librarians collect, monitor, organize, analyze, evaluate, package and disseminate resource material for their parent or client organizations.
10	**School Libraries[6] (School Districts/Private Schools/State schools (K-12).** Administrative units having an organized collection of printed, audiovisual, and/or computer resources, which • Is administered as a unit; • Is located in a designated place or places; and • 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.
11	**Total Number of Non-Member Institutions Served.**
12	**Number of Staff Employed by the MLC (FTE).** Report item twelve 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. *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.*
13	**Annual Salary of Executive Director.**

[6] *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, 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 (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 (Items 14+15+16+17)**

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

Item No.	Total Operating Expenses
	Staff Expenditures:
19	**Salaries and Wages**
20	**Employee Benefits**
21	**Total Staff Expenditures (Items 19+20)**
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.**
	Total Operating Expenditures (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
26	**Online Training** • **Sessions**. For multi-day events, record each day as one session. • **Attendees**. Record the number of people who actually attended; in this context, synonymous with participants. • **Registrants**. Record the number of people who registered/intended to take this course. • **Attendance Rate**. Calculate percentage (attendees / registrants).
27	**Face-to-Face Training** • **Sessions**. For multi-day events, record each day as one session. Include Outreach here. • **Attendees**. Record the number of people who actually attended; in this context, synonymous with participants. • **Registrants**. Record the number of people who registered/intended to take this course. • **Attendance Rate**. Calculate percentage (attendees / registrants).
28	**Total**. Calculate column totals (26 + 27).

Item No.	Definition/Instruction
29	**Self-Paced Learning** For this item, please record statistics for self-paced courses only (e.g. Skillsoft). Do not include recordings. • **Registrants**. Record the number of people who registered to take this course. • **Topics Viewed**. List the topics of courses for which registrants registered. • **Times Viewed**. Record the number of times a recording was viewed.
30	**Other Training** • **MLC 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. • **FLW Recording Views.** Record the number of times an attendee from your MLC service area registered for a webinar presented by FLW (Florida Library Webinars). An MLC must actively promote the FLW webinar to count the recording views. • **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. • **Scholarships (Number of)**. Record the number of scholarships awarded. • **Scholarships (Cost of)**. Record the total cost of the scholarships awarded.
31	**Other** • **Interest Group Sessions**. Record the number of sessions, whether face-to-face or online. For multi-day events, record each day as one session. • **Interest Group Sessions Attendees**. Record the number of people who actually attended; in this context, synonymous with participants. • **Board and Committee Meetings**. Record the number of sessions for board and committee meetings. For multi-day events, record each day as one session. • **Board and Committee Meetings Attendees**. Record the number of people who actually attended; in this context, synonymous with participants. • **Membership Meetings**. Record the number of sessions for membership meetings or conferences. For multi-day events, record each day as one session. • **Membership Meetings Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.

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) State Aid to Libraries Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-08386, effective 07-2017, which contain guidelines and instructions; Certification of Credentials (Form DLIS/SA01) – Single Library Administrative Head, effective 07-2017; Grant Agreement (Form DLIS/SA02), effective 07-2017; Annual Statistical Form for Florida's Public Libraries (Form DLIS/SA03), http://www.flrules.org/Gateway/reference.asp?No=Ref-08383, effective 07-2017.

(b) Public Library Construction Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-08389, effective 07-2017, which contains guidelines and instructions; and Grant Agreement (Form DLIS/PLC01) effective 07-2017, http://www.flrules.org/Gateway/reference.asp?No=Ref-08404, effective 07-2017.

(c) Library Cooperative Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-08388, effective 07-2017, which contains guidelines and instructions; Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG01), effective 07-2017; Grant Agreement (Form DLIS/LCG02), http://www.flrules.org/Gateway/reference.asp?No=Ref-08385, effective 07-2017; and the Florida Library Information Network Manual http://www.flrules.org/Gateway/reference.asp?No=Ref-08402, effective 7-8-14.

(d) The Library Services and Technology Act Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-08387,, effective 07-2017, which contains guidelines and instructionsand Grant Agreement (Form DLIS/LSTA01), http://www.flrules.org/Gateway/reference.asp?No=Ref-08384, effective 07-2017.

(e) The Community Libraries in Caring Program Application, http://www.flrules.org/Gateway/reference.asp?No=Ref-01122, effective 4-10-12; 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), http://www.flrules.org/Gateway/reference.asp?No=Ref-01123, effective 4-10-12.

(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 Street, 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.

Rulemaking 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, 4-10-12, 12-25-13, 7-8-14, 4-7-15, 7-12-16, 07-6-2017.