

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	20010	2011
Capital Expenditures	0	0	0	0	0
Operating Costs	0	10,000	0	0	0
External Revenues	0	10,000	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	0	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0
Is Item Included in Current Budget?	Yes _____		No <input checked="" type="checkbox"/>		
Budget Account No.:	Fund _____	Dept _____	Unit _____	Object _____	
	Program _____				

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Florida Department of State, Division of Library and Information Services \$10,000


Impact: Minimal impact


C. Departmental Fiscal Review:


(Lavinia Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

 7-26-07
OFMB
7/25/2007
CN 7/25/07

 7/26/07
Contract Dev. And Control
7/26/07

B. Legal Sufficiency:

 7/26/07
Assistant County Attorney

C. Other Department Review:

Department Director

COMMUNITY LIBRARIES IN CARING PROGRAM

APPLICATION

Application Deadline

August 17, 2007

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

FLORIDA DEPARTMENT OF STATE
Division of Library and Information Services

Community Libraries in Caring Program Application

LIBRARY / ORGANIZATION NAME Palm Beach County Library System – Belle Glade Branch

MAILING ADDRESS 3650 Summit Blvd., West Palm Beach, FL 33406

LIBRARY PHONE # (561) 233-2600 **FAX #** (561) 233-2622

PROJECT CONTACT PERSON Phyllis Lilley, Glades Regional Manager

CONTACT PHONE # AND E-MAIL ADDRESS (561) 996-3453, lilleyp@pbclibrary.org

LIBRARY/ORGANIZATION FEID # 59-6000785

PROJECT NAME Teen Materials and Programming Grant

GRANT FUNDS REQUESTED \$ 10,000

ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT 60

NARRATIVE

Attach a narrative covering each of the following areas. The narrative should not exceed five pages.

Need. Describe why the project is needed from the perspective of current or potential library users. Describe the number and characteristics of constituents to be served. Include relevant library and demographic statistical data and/or statements from knowledgeable people or authorities to support the need.

Action Plan. Provide a description and timeline of all activities to be undertaken during the project. Include information about the type and number of programs and services to be provided. Identify the formats and areas of the materials collection to be developed. Describe how the project will be publicized and promoted.

Local Support. Describe each partner and their specific roles and responsibilities. Describe how project activities will continue after grant funding ends.

Evaluation. Provide a brief description of how the success and impact of the project will be evaluated.

**PALM BEACH COUNTY, Florida, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

Approved as to terms and conditions
John J. Callahan III, Library Director

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Assistant County Attorney

By: _____
Chairperson, Addie L. Greene

ATTEST:
Sharon R. Bock, Clerk & Comptroller

By: _____
Deputy

Palm Beach County Library System- Belle Glade Branch
Teen Materials and Programming Grant

Needs

Of the 35,000 people residing in the Glades communities of Belle Glade, Pahokee and South Bay, almost 10,000, 28%, live in poverty. The 2000 Federal Census Bureau shows the national poverty rate to be 16%. An indication of the level of poverty in a community is the number of free or reduced lunches that are offered in the public schools. In Belle Glade at Lake Shore Middle School 94% of the student population get free or reduced lunches and at Glades Central Community High School it is 87%.

About 32% of the residents have less than a ninth grade education and 60% lack a high school diploma. According to the Florida Adult Literacy Survey in 1992, 53% are considered functionally illiterate which means a person can only read at fourth grade level or lower.

While some think that the Digital Divide has closed, it is far from true if one is African American, Hispanic or poor. According to the *Digest of Education Statistics*, published by the U.S. Department of Education in 2005; African American with a computer at home is 65.2%, Hispanic with a computer at home is 71.4% and if a family has an income of less than \$20,000 only 28.6% would have a computer at home. According to the 2000 census 36% of the residents earn less than that amount.

The average teen patron uses the branch to access the Internet. Often they spend much of their time waiting for their turn to use the computers. There has been little else to offer them, such as teen programming. There is a gap in programming for those that fall between juvenile and adult. In FY 06 the Glades area branches conducted 907 children's programs, 108 adult programs and 17 teen programs. While there are some organizations that have teen programs after school and in the summer, not all of them are free, have room for many teens in the area or are interesting to the teens. The Boys and Girls Teen Center recently removed all computers and Internet access. However, young adult programs at the Belle Glade Branch are free and are at the time that is convenient for the teens.

Another serious problem luring local teens from constructive activities is the gang. This is from an article in the Palm Beach Post June 12, 2007 by Alejandra Cancino:

According to the FBI's Annual Uniform Crime Report from 2005 - the most recent year that statistics are available - Belle Glade is one of the most violent cities in Florida.

That year, statistics show Belle Glade had a 23.8 violent crime rate per 1,000 residents. South Bay had a 19.1 rate, and Pahokee had a 7.1 rate.

Residents of these cities said violent crimes, such as drive-by shootings, have increased in the past year.

Palm Beach County Library System- Belle Glade Branch
Teen Materials and Programming Grant

One reason for this increase, said sheriff's deputy Jessie Moreland, is a lack of activities for children, which leads them to join gangs.

"There is nothing for kids to do but hang out at the corners," Moreland said. "Sooner or later, crimes are going to be committed."

Moreland said there are 25 to 40 gangs in Belle Glade and its surrounding areas, and city leaders are not doing enough to create after-school programs

At the opening presentation, children and community members signed a petition to bring affordable after-school programs for all children by 2010.

The petitions are a joint effort of Afterschool Alliance and PrimeTime of Palm Beach County, two nonprofit organizations.

PrimeTime took 5,100 signatures to Washington in April to show representatives that people want and need after-school programs.

Recently, the first Belle Glade Branch Teen Advisory Committee, formed by a group of teens that frequent the branch, were gathered to ask their opinions regarding the collection and what they thought would bring others teens into the branch. The suggestions included more fun programming, more interesting reading materials and an area of their own. The decision to involve teens in planning programming and in what materials are to be offered will have a beneficial change. This committee will continue to meet and offer suggestions.

In addition to what is offered at the Belle Glade Branch, the staff will provide the same teen collection and program opportunities at New Hope Charities in Pahokee, a migrant family and learning center. For many years the Library has had a partnership with them. The Library provides their Education Center with a deposit browsing book collection for a lending library and limited programming. New Hope Charities currently provides after-school care and summer camp for up to 65 children between the ages 6 and 14. Their "Out of School Programs" provide children with a safe and nurturing environment in which to learn and grow. The after-school program focuses on economic literacy, reading mastery, life skills courses, homework assistance, computer competency and recreational and artistic activities for youth. During the nine-week summer camp program, children from this rural community are exposed to recreational and cultural experiences outside of their own community that would not otherwise be available to them, and that can enhance their lives and understanding of the world in meaningful and unique ways.

In 2006 a total of 36,737 student class hours were provided for homework assistance and tutoring. Seventy-six percent of the children receiving services at New Hope improved academically in 2006.

Palm Beach County Library System – Belle Glade Branch
Teen Materials and Programming Grant

ACTION PLAN
Belle Glade Branch

PROVIDE A DESCRIPTION AND TIMELINE of all activities to be undertaken during the project.

At least 3 teen programs, as described below, will be presented monthly. It is anticipated that more is accomplished in the summer and that participation will increase as teens spread the word.

Monthly – Teen Café book discussion meeting – a monthly book discussion for teens

Each book discussion will center on the issues and story line of a current, popular, age-appropriate title. “Teen Café” is the working title for the book discussion group. The Belle Glade Branch Library will provide each teen participant in the monthly book discussion group with a copy of the title to be read for the upcoming meeting. Participants will then keep each book they read and will be able to add it to their own library collections. Teens who participate in eight of the twelve monthly book discussions during the year through reading and attendance will receive a book light for a reward.

Monthly – Teen “Crafts on Demand” – a “make & take” craft program for teens

Each teen will be provided with all materials and supplies needed to complete an age-appropriate craft. These crafts will be taken home by the teenagers.

Quarterly – (Jan., Apr., July, Oct.) – Teen Dance Dance Revolution event

Quarterly – (Feb., May, Aug., Nov.) – Teen Wii Virtual Reality Sports event

These quarterly events will provide teens with a reason to come to the library and, as a result, they will have opportunities to discover the many services, materials and resources available at the library. Teen programs, activities, resources and services will be specifically promoted at each event through public service announcements presented by Teen Advisory Board members. Additional promotional plans include in-house flyers, posters, newspaper articles, bookmarks, Teen Advisory Board members’ word-of-mouth, and the use of small incentives and promotional items. Attendance at these events will also provide a positive association between the teen and the library staff.

Today’s teens have grown up with computers and use them for socializing, shopping, on-line games and informational needs. Video gaming events will be held in the meeting room of the library as a way to draw them into the library. Research shows that gaming helps promote information literacy and requires the use of research skills. Additionally, video gaming keeps the mind active by teaching strategy, risk taking, problem solving and how to be a team player. Hosting these gaming times will brand the library as a technically advanced

Palm Beach County Library System – Belle Glade Branch
Teen Materials and Programming Grant

gathering place. All of this helps raise interest in the library and acts as a gateway to the many services the library does provide.

Quarterly – (Mar., June, Sept., Dec.) – Teen Advisory Committee meeting

The Teen Advisory Committee will provide feedback to the library staff regarding the planned teen programming as well as providing the staff with new programming ideas. Teen Advisory Committee members will also give public service announcements at each teen event that will promote upcoming teen events.

A dedicated area of the library that houses the YA collections and seating will be created. It will be as far away from the children's area as possible with hopes of creating an attitude of comfort and trust.

The teens have never had an area of their own and staff will create this dedicated area of the library that contains the YA collections and seating. Historically their materials have been shelved with children's materials, in the adult section or perhaps a cart pushed to the side.

Comfortable chairs with table arms will allow teens to sit and do homework, take notes or use their laptop. A coffee table with areas built in for magazines and stand alone displayers for paperbacks will complete the area.

The collection including books and magazines will be located there. It will be conducive to book discussions. The new YA area will be away from the other sections of the library and should not disturb these other locations. While the teen area is away from other library areas, it is in the direct sight of the circulation desk.

IDENTIFY the formats and areas of the materials collection to be developed.

The books to be added to the teen collection will be paperbacks of current, popular, age-appropriate titles including award-winning favorites. The craft supplies to be purchased will be consumable supplies that are individually packaged for each participant in the program.

DESCRIBE how the project will be publicized and promoted.

The teen programs, activities, resources and services will be promoted at the Belle Glade Branch Library at each teen event and activity through public service announcements presented by Teen Advisory Board members, in-house flyers, posters, newspaper articles, bookmarks, Teen Advisory Board members' word-of-mouth, and the use of small incentives and promotional items.

Teen programs, activities, resources and services will also be promoted at Glades Day School, Lake Shore Middle School, Glades Central High School, Pahokee Middle/High School and New Hope Charities.

Palm Beach County Library System – Belle Glade Branch
Teen Materials and Programming Grant

Initially, the Belle Glade Branch Library teen programming will be promoted by a library staff member at one of the staff meetings at each school and at New Hope Charities to make teachers and school staff aware of the library's programming and resources. Library staff contact information will be provided to each staff member at each school. Current promotional flyers will be provided to school teachers to promote the Belle Glade Branch Library teen programming events to their students. At each school staff meeting, school-library partnerships will be recommended and encouraged. Suggested ideas for collaboration will be discussed. At any time after this meeting, teachers will be able to connect with the library on an individual or grade-level basis.

Additionally, a library staff member will talk with teens in various classrooms at each location to promote the teen programs, activities, resources and services. Small promotional items, flyers, bookmarks and pencils will be given to teens at these classroom meetings. The library will continue to promote and serve the greatly underserved teen population through these collaborative school-library partnerships.

A survey will be given to teens to elicit their opinions about what they want for programming and materials. Their preferred form of notification will also be requested. Staff will use the results of this survey to keep teens interested in what is going on at the Belle Glade Branch Library via e-mail, instant messaging and cell phones with text messaging.

Local Support

The Palm Beach County Library will continue to support the partnership between the Belle Glade and Pahokee Branches and New Hope Charities, as it has for the past seven years. The Belle Glade Branch will augment its young adult collection with new paperbacks, continue to receive age appropriate magazines and offer programs of interest to the teens through its advisory board.

Evaluation

The success and impact of the project will be evaluated in several ways. Part of the promotional plan is for a library staff member to go to a beginning-of-the-year staff meeting at each school and at New Hope Charities to promote the library and the teen programming. At those meetings, the library staff member will provide a survey asking all teaching staff to rate the current school-library partnership and to make suggestions for improvement. At the end of the school year, staff will provide a second survey to the participating teaching staff at each school asking them to respond to questions about the school-library partnerships that were established during the 2007-2008 school year.

Another part of the promotional plan is for a library staff member to go to selected classrooms at each school and at New Hope Charities to promote the library and the teen

Palm Beach County Library System – Belle Glade Branch
Teen Materials and Programming Grant

programming to the students. At those meetings, the library staff member will provide a survey asking the teenagers to rate their current awareness level of teen activities available at the Belle Glade Branch Library and to make suggestions for improvements. At the end of the school year, we will provide a second survey to the participating teenagers at each school asking them to respond to questions about their new awareness level of the opportunities available to teenagers at the Belle Glade Branch Library and their level of participation in those activities during the 2007-2008 school year.

A count of the new YA paperback books and YA magazines purchased through this grant will document the growth in the Belle Glade Branch Library and New Hope Charities YA paperback and YA magazine collections. Additionally, the use of these materials by Belle Glade teenagers at the Belle Glade Branch Library will be evaluated with a high level of accuracy by tracking the increase in the circulation of these paperback materials.

The use of sign-in sheets at each Belle Glade Branch Library and New Hope Charities YA event will provide an accurate documentation of the number of teen participants in the 2007-2008 programming.

Through the use of all of the above-stated evaluative tools, the Belle Glade Branch Library will be able to provide an accurate evaluation of the success of the action plan of this CLIC Grant.

Library Name Palm Beach County Library System - Belle Glade Branch
Project Name Teen Materials and Programming Grant

BUDGET

Round all amounts to the nearest dollar. Provide an explanation of proposed grant and local expenditures where requested. Add additional lines or pages if needed.

	<u>CLIC GRANT</u>	<u>LOCAL SUPPORT</u>
SALARIES & BENEFITS (Explain the role and responsibilities of each position. Show benefits separately from salaries.)		
Position Title	<u>F.T.E.</u>	
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL SALARIES	\$ _____	\$ _____
CONTRACTUAL SERVICES (List each vendor and explain services)		
_____	\$ _____	\$ _____
_____	_____	_____
TOTAL CONTRACTUAL SERVICES	\$ _____	_____
LIBRARY MATERIALS (Include format and numbers of materials to be purchased)		
YA Paperbacks 1015 @2.97 each	\$ 3,015.00	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL LIBRARY MATERIALS	\$ 3,015.00	\$ _____
SUPPLIES (List items and quantities)		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL SUPPLIES	\$ _____	\$ _____
TRAVEL (Explain expenditures. Travel must comply with s. 112.061, Florida Statutes)		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL TRAVEL	\$ _____	\$ _____
EQUIPMENT & FURNITURE (Items with a useful life of at least one year and a unit cost of \$1,000 or more. Explain how equipment will be used in the project)		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL EQUIPMENT	\$ _____	\$ _____
OTHER (Specify and explain expenditures)		
SEE ATTACHED	\$ 6,985.00	\$ _____
_____	_____	_____
TOTAL OTHER	\$ 6,985.00	\$ _____
TOTAL	\$ 10,000.00	\$ _____

Library Name: Palm Beach County Library System- Belle Glade Branch
 Project Name: Teen Materials and Programming Grant

Prices are rounded up to the nearest dollar.

Carpet for Teen Area Joy Carpets for Teens	1@	\$ 331.00 S&H \$141.00	\$472.00
Modular Seating Club Chair with tablet arm on left	2@	\$481.00 ea S&H \$105.00	\$1,067.00
Modular Seating Club Chair with tablet arm on right	2@	\$481.00 ea S&H \$105.00	\$1,067.00
Magazine Coffee Table	1@	\$268.00 S&H \$ 57.00	\$325.00
Curl (paperback) Displayer 2 - BG 2 - New Hope	4@	\$340.00 ea S&H \$320.00	\$1,680.00
Xbox 360 Console 20 GB Hard Drive	1@		\$300.00
Xbox Wireless Controller	4@	\$50.00 ea	\$200.00
Dance Dance Revolution Universe Bundle For Xbox	1@		\$80.00
Xbox 360 Beat Pad Pro	2@	\$20.00 ea	\$40.00

Library Name: Palm Beach County Library System- Belle Glade Branch
 Project Name: Teen Materials and Programming Grant

Remotes for Wii	2@	\$40.00 ea	\$80.00
	S&H	\$12.00	\$12.00
Nintendo Wii	1@		\$375.00
Storage Unit for Equipment	1@	\$462.00	
	S&H	\$ 80.00	\$542.00
Aluminium Frame Bulletin Board Quartet	1@		\$131.00
Marker Board Quartet	2@	\$157.00ea.	\$314.00
Book Light	40@	2.49ea	\$100.00
Craft Materials			\$200.00
YA Paperbacks	1,015@	\$2.97ea	\$3015.00
	Grant Total		\$10,000.00

Community Libraries in Caring Program

The Community Libraries in Caring Program is state-funded and administered by the Department of State, Division of Library and Information Services. The purpose of the program is to assist small, rural public libraries to improve library collections and services, improve adult and family literacy, and develop the economic viability in targeted counties and communities.

Applicants may apply for a grant of \$3,000 to \$10,000 per county or community. No local match is required. However, the library is encouraged to demonstrate local or other support for its services. This may include monetary contributions, in-kind contributions or other forms of assistance. It is the intent of the program to spread the funding across as many eligible counties and communities as possible.

ELIGIBILITY

Public libraries in counties and communities with rural status, as defined in s. 288.0656(2) (b) *Florida Statutes* and subject to the provisions of s. 288.06561 *Florida Statutes* are eligible to participate in this program. The counties and communities are listed below.

To receive a grant, the library's service program must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association.

A multicounty library cooperative may submit an application for each of its eligible county libraries. Such applications must be submitted by the administrative headquarters on behalf of the specific county or community.

Counties

Baker
Bradford
Calhoun
Columbia
DeSoto
Dixie
Flagler
Franklin
Gadsden
Gilchrist
Glades
Gulf
Hamilton
Hardee
Hendry
Highlands

Holmes
Jackson
Jefferson
Lafayette
Levy
Liberty
Madison
Nassau
Okeechobee
Putnam
Suwannee
Taylor
Union
Wakulla
Walton
Washington

Communities

Archer
Belle Glade
Bushnell
Center Hill
Century
Dundee
Freeport
Hastings
Immokalee
Pahokee
South Bay

APPLICATION SUBMISSION AND DEADLINE

Submit or postmark application by **August 17, 2007**.

Clearly label each section; type on a single side of the page using 8½" by 11" paper; staple in the upper left corner; do not use binders, folders or notebooks.

Submit four sets (one original plus three copies) of the application to:
Grants Office, Division of Library and Information Services, R.A. Gray Building, 2nd Floor North
500 S. Bronough Street, Tallahassee, Florida 32399-0250

Guidelines and forms are available electronically at:
<http://dlis.dos.state.fl.us/bld/grants/CLIC/CLIC.html> and can be made available in alternative formats.

For additional assistance or information, contact: Grants Office at (850) 245-6620;
SUNCOM 205-6620; fax (850) 245-6643; or e-mail mdeeney@dos.state.fl.us.

APPLICATION EVALUATION AND FUNDING DECISIONS

Applications must address one or more of the following program purposes: (1) strengthening collections; (2) strengthening library services; (3) improving literacy; or (4) improving economic viability in the community.

Applications will be evaluated and scored based on the following factors:

- Extent to which the project activities are based on the needs identified and whether activities are appropriate to address the expressed need. 25 points
- Application addresses one or more of the program purposes. 10 points
- Appropriateness and the extent to which the application addresses application requirements in the Needs, Action Plan and Local Support. 25 points
- Extent to which the budget is relevant to the project and supports the Action Plan 15 points
- Extent to which the evaluation plan measures the impact of the project in the targeted area 25 points

Funding decisions are accomplished in the following manner:

Grants Office Review. Upon receipt by the Division, Grants Office staff review applications for eligibility and completeness.

Staff Review and Assessment. Division staff review and assign point values to application components.

Projects will be ranked based upon scores assigned during the staff review. If an applicant submits multiple applications, one application will be placed in the higher ranked position and the other application(s) from the same applicant shall be placed at the bottom of the rankings. If two or more applications from the same applicant receive the same score, the applicant will be asked to rank the application. For those application(s) placed at the bottom of the rankings, the application with the higher point totals will be ranked before those with a lower point total.

Secretary of State Review and Approval. The top scoring applications are reviewed and approved by the State Librarian, who will then forward the recommended projects to the Secretary of State for final approval. The Secretary of State has the final authority to approve or deny all grant applications and to award grants. Such approval or denial is the final agency action for purposes of requesting a hearing under the Administrative Procedure Act, Chapter 120, *Florida Statutes*.

Upon completion of the application review process, applicants are notified whether or not their applications were approved for funding. Results of the evaluation of grant applications are available upon request.

GRANT ADMINISTRATION

Project Period. Project activities and expenditures may begin only after an agreement has been signed by the grant recipient's governing body and the Department of State. A library may not obligate grant funds before this time.

Grant Agreement. The grant agreement will be sent to the library along with the grant award notification. The grant agreement, incorporated herein by reference (Form DLIS/CLIC03) is available free of charge from Director, Division of Library and Information Services, R. A. Gray Building, Tallahassee, FL 32399-0250. The agreement must be signed by both the grant recipient's governing body and the Department of State before any grant funds can be obligated or expended.

Project Evaluation. If a project is funded, the library will receive assistance from the Division to develop a complete plan for evaluation of the project's impact and success.

Project Revision. If changes are needed in the project's scope of activities, equipment to be purchased, key personnel or expenditures (over 10 percent cumulative), prior approval must be obtained from the Grants Office before the changes are implemented. Approval will be granted for project revisions that are consistent with the intent of the approved project.

Use of Grant Funds: Grant funds may not be used for the following:

- Indirect/overhead or administrative costs. This is an effort to ensure that grant funds are used to support services and not to pay administrative overhead costs. In this way, grant-funded projects achieve a greater direct benefit for the people served.
- Construction. Funds may not be used to construct library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring) or ADA accessibility.
- Food. Funds may not be used to purchase food.

Annual Report. An annual report of project expenditures, activities and evaluation is due 30 days after the end of the project. This report provides accomplishments; an evaluation of the impact of the project; and a financial accounting of expenditures. The Annual Report form (Form DLIS/CLIC02) is incorporated herein by reference and is available free of charge from State Librarian, Division of Library and Information Services, R.A. Gray Building, Tallahassee, FL 32399-0250.

Audit. An audit that is in compliance with requirements of s. 215.97, Florida Statutes, must be submitted following the end of the grant period.

COMMUNITY LIBRARIES IN CARING PROGRAM ANNUAL REPORT

For Fiscal Year 2007-2008 Projects

Library/Organization _____

Address _____ City _____ Zip _____

Phone (____) _____ SUNCOM _____

Project Name _____

Project Number _____

Grant Award \$ _____

Number of Persons Served by the Project _____

EXPENDITURES. Use the Expenditures form to provide grant and matching expenditures detailed by category and source of funds.

PROJECT NARRATIVE. The narrative report should include:

- A detailed description of project activities undertaken including programs, special events, public relations efforts, staff employed for the project, etc.
- Specific statistics, counts or other information that will indicate if the project was successful.
- Anecdotes or client stories that demonstrate the success of the project, showing benefit and change for the target population.
- Plans for support of the project after grant funds end.
- A description of any active collaboration between the library and partners.

I certify that all of the information contained herein is correct to the best of my knowledge.

Signature of Library Director

Date

Typed Name of Library Director

Signature of Fiscal Officer

Date

Typed Name of Fiscal Officer

Library/Organization _____
 Project I.D. Number _____
 Grant Award \$ _____

EXPENDITURES

	<u>F.T.E.</u>	<u>CLIC GRANT</u>	<u>LOCAL SUPPORT</u>
SALARIES & BENEFITS (Position Title)			
_____		\$ _____	\$ _____
_____		_____	_____
_____		_____	_____
TOTAL SALARIES		\$ _____	\$ _____
CONTRACTUAL SERVICES (List each vendor)			
_____		\$ _____	\$ _____
_____		_____	_____
TOTAL CONTRACTUAL SERVICES		\$ _____	\$ _____
LIBRARY MATERIALS			
_____		\$ _____	\$ _____
_____		_____	_____
TOTAL LIBRARY MATERIALS		\$ _____	\$ _____
SUPPLIES			
_____		\$ _____	\$ _____
_____		_____	_____
TOTAL SUPPLIES		\$ _____	\$ _____
TRAVEL		\$ _____	\$ _____
EQUIPMENT (Equipment and furniture with a useful life of at least one year and a unit cost of \$1,000 or more)			
_____		\$ _____	\$ _____
_____		_____	_____
_____		_____	\$ _____
TOTAL EQUIPMENT		\$ _____	\$ _____
OTHER (Specify)			
_____		\$ _____	\$ _____
_____		_____	_____
_____		_____	_____
TOTAL OTHER		\$ _____	\$ _____
TOTAL		\$ _____	\$ _____

TOTAL INTEREST EARNED DURING THE PROJECT \$ _____

INSTRUCTIONS FOR COMPLETING THE COMMUNITY LIBRARIES IN CARING PROGRAM ANNUAL REPORT

The following instructions are provided for assistance in the completion of the annual report for Community Libraries in Caring Program grant projects.

SIGNATURES. Obtain original signatures of the library director and fiscal officer. Type their names below the signatures.

EXPENDITURES. Provide grant expenditure detail by category and source of funds.

In reporting expenditures, please remember:

- *Salaries and Benefits.* List each position, the amount of time worked in F.T.E., and the gross salaries and benefits for each full and part-time employee paid by grant funds.
- *Contractual Services.* List expenditures for services performed by outside agencies, persons or firms. Examples would be honoraria for speakers or consultant fees.
- *Library Materials.* Library materials are defined as: books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software and materials designed specifically for the handicapped.
- *Equipment.* Report the total expended for equipment which had a per unit acquisition cost of more than \$1,000 and a useful life of more than one year. Equipment includes items such as desks, chairs, computers, audio-visual equipment and other non-expendable items.
- Small equipment costing less than \$1,000 should be included under "Other."
- *Other Expenses.* This category includes any expenditures not covered in the other categories, e.g., expenditures for printing, postage and small items of equipment costing less than \$1,000.

Total Interest Earned. Report the total amount of interest earned during the entire project. Submit any interest earnings that have not already been submitted to the Division along with the annual report. Make checks payable to the Florida Department of State.

PROJECT NARRATIVE. Number each page and include the library or organization's name and the Project I.D. Number in the upper right corner of the page.

Send one copy of any printed, digital or other type of publication produced as a part of the project such as brochures, book lists, manuals, pamphlets, videotapes, etc.

Send the report to:

Grants Office
Division of Library and Information Services
R. A. Gray Building
500 S. Bronough St.
Tallahassee, Florida 32399-0250

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.

257.193 Community Libraries in Caring Program.

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.

257.193 Community Libraries in Caring Program.--

- (1) There is created within the Department of State a Community Libraries in Caring Program.
- (2) The purpose of the Community Libraries in Caring Program is to assist libraries in rural communities, as defined in s. 288.0656(2)(b) and subject to the provisions of s. 288.06561, to strengthen their collections and services, improve literacy in their communities, and improve the economic viability of their communities.
- (3) A library under this program is encouraged to demonstrate local or other support for its services, including monetary contributions, in-kind contributions, or other forms of assistance.
- (4) Subject to legislative appropriation, the Division of Library and Information Services within the Department of State shall administer the program, which shall facilitate the exchange of ideas and services between libraries in rural communities and communities in other parts of the state.
- (5) The Department of State may adopt rules to administer this section.

History.--s. 1, ch. 2003-275.

Florida Administrative Code

1B-2.011 Library Grant Programs.

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

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

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

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

(c) The Library Cooperative Grant Guidelines and Application, effective 4-1-98 which contain instructions and application (Form DLIS/LCG01), effective 4-1-98, amended 4-4-00; Annual Report Form and Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG02), effective 4-1-98, amended 4-4-00.

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

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

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

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

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

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

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

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