

Wilderness Coast Public Libraries

Project Title: State Aid to Libraries Multicounty Grant

Grant Number: 22.1.sa.000.186

Project Number: 22-ST-93

Date Submitted: Tuesday, April 12, 2022

Request Amount: \$0.00

A. Applicant Information Page 1 of 22

Applicant Information

- a. **Organization Name:** [Wilderness Coast Public Libraries](#)
- b. **FEID:** 59-3444174
- c. **Phone number (with extension if applicable):** 850.997.7400
- d. **Principal Address:** 1180 West Washington Street Monticello, 32344
- e. **Mailing Address:** Post Office Box 551 Monticello, 32345
- f. **Website:** www.wildernesscoast.org
- g. **Organization Type:** Other Local Government
- h. **Organization Category:** Library
- i. **County:** Jefferson
- j. **UEI number:**
- k. **Fiscal Year End Date:** 09/30

Applicant Director *

First Name

Courtney

Last Name

Whitaker

Phone 850.997.7400

Email courtney@wildernesscoast.org

Project Manager *

First Name

Courtney

Last Name

Whitaker

Phone 850.997.7400

Email courtney@wildernesscoast.org

Choose Library Type: *

- Single county library
- Municipal library
- County participating in a Multicounty library
- Multicounty library

Is the library in its first two years of operation?

- Yes
- No

B. Expenditure Report Page 2 of 22

The Expenditure Report provides details on library expenditures by funding source. The information assists both local library personnel and Division staff in verifying the accuracy of the funds a library reports as expenditures qualifying for match under Chapter 257, *Florida Statutes*. The total amount listed in the "Local" column is the amount used to calculate the State Aid grant amounts. [? Help](#)

Click Save to Update Totals

Expenditure Report -October 1, 2019 - September 30, 2020 *

Expenditure Report -October 1, 2019 - September 30, 2020

Expenditure Category	Local	State	Federal	Other	Total
10 Personnel Services		\$185,805			\$185,805
30 Operating Expenses		\$114,390			\$114,390
60 Capital Outlay (Non-Fixed)					\$0
Other					\$0
Total for the operation & maintenance of the library	\$0	\$300,195	\$0	\$0	\$300,195
60 Capital Outlay (Fixed, including purchase or construction of a library building or quarters)					\$0

If any amounts are in the other column, please specify.

Total Local Expenditures Submitted for the Operation and Maintenance of the Library:
\$0

Prior year's State Aid Certified Expenditure:
Difference:
\$0

Percentage Difference:
0.00%

Notes

If your total expenditures have changed by more than 10% from last year, please explain in the Notes field. Please describe the funds included in the "Other" Expenditures column in the Notes field, if any.

C. Certification of Local Operating Expenditures Page 3 of 22

Certification of Local Operating Expenditures

We hereby certify that the following total funds from local sources were expended centrally during the fiscal year beginning October 1, 2019, and ending September 30, 2020, for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, Florida Statutes, and guidelines for the State Aid to Libraries Grant Program.

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

Total local funds expended centrally by the library for the operation and maintenance of a library between October 1, 2019, and September 30, 2020 is \$0

[? Help](#)

Download the Certification, obtain signatures and upload the signed form to this page.

There should be a total local funds expended amount on the form. If not, complete the Expenditures Report first, before downloading and signing the Certification.

The Certification Form should be signed by the Library's Single Administrative Head and the Library's Finance Manager.



[Download Certification Form](#)

Certification Form Upload *

File Name	File Size	Uploaded On	View (opens in new window)
Signed Certification of Expenditures.pdf	23 [KB]	8/6/2021 11:31:00 AM	View file

Notes

D. Designation of Single Library Administrative Unit

Page 4 of 22

Provide documents verifying designation of the single library administrative unit.

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

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents

below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Designation of Single Library Administrative Unit *

If information to meet this requirement is contained in another document use the "**Notes**" field to indicate where the information is located.

No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

File	Title Description	Size	Type View (opens in new window)
WILD Interlocal.pdf		492 [KB]	View file

Notes

E. Designation of a Governing Body Page 5 of 22

Provide documents verifying designation of a governing body to administer free library service to residents of an eligible political subdivision.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents

below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Designation of a Governing Body * No changes from previous year

Information to meet this requirement is contained in another document. Use the "**Notes**" field to indicate where the information is located.

Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
WILD Interlocal.pdf	WILD Interlocal Agreement		492 [KB]		View file

Notes

F. Verification of Governing Body Authority Page 6 of 22

Provide documents that verify that the governing body of the library has the authority to set policy, adopt plans, adopt budgets, employ the single administrative head, and enter into contracts on behalf of the library.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed.

The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Verification of Governing Body Authority * No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
WILD Interlocal.pdf	WILD Interlocal Agreement		492 [KB]		View file

Notes

G. Interlocal Agreements or Contracts to Establish the Library Page 7 of 22

This section is for any interlocal agreements or contracts that are in place to establish the library.

Include all interlocal agreements or contracts among participating local governments, if two or more participating local governments join to establish a consolidated library or public library cooperative, and other agreements with nongovernmental entities that form the basis for the provision of free library service and outlining the decision making power given to the library's governing body and the power retained by the participating local government.

Interlocal agreements for services or reciprocal borrowing, not for the establishment of the library system, should be submitted in the section "**Interlocal Agreements for Library Service**".

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Interlocal Agreements or Contracts to Establish the Library * No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

Notes

H. Position Description of Single Administrative Head Page 8 of 22

Provide a current position description of the library's single administrative head that has been adopted or approved by the library's governing body.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can

change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Position Description of Single Administrative Head * No changes from previous year

Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
WildPositionDescription.pdf	WILD Position Description		325 [KB]		View file
Central Admin Job Description.docx	Central Administrator Job Description		134 [KB]		View file

Notes

I. Certification of Credentials of Single Administrative Head

Page 9 of 22

The form certifies that the library's single library administrative head is employed by the single administrative unit; has completed a library education program accredited by the American Library Association; and has at least two years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word format. The description line should clearly describe the attachment. [? Help](#)

If the person certified as the Single Administrative Head has changed from the previous year, you will need to complete, sign, and upload a new form to this page.

 [Download Certification Form](#)

Certification of Credentials of Single Administrative Head * No changes from previous year

Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Certification of Credentials.jpg	Certification - Courtney Nicolou		880 [KB]		View file

Notes

J. Schedule of Library Hours Page 10 of 22

This section is to verify that at least one library, branch or member library is open to the public at least 40 hours per week.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Schedule of Library Hours * No changes from previous year

Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Combined Schedule of Library Hours (1).docx	2018 Combined Schedule of Library Hours		95 [KB]		View file

Notes

K. Long-Range Plan Page 11 of 22

A long-range plan outlines the library's operation and development over a three- to five-year period. The plan must be adopted or approved by the library's governing body.

The Long-Range Plan on file must include the upcoming fiscal year.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can

change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Long-Range Plan * No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Dates covered by the plan: *
October 2018-September 2023

Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Long Range Plan 2018-2023.docx	Long Range Plan 2018-2023		178 [KB]		View file

Notes

Approved by Governing Board on 8/13/2018

L. Interlocal Agreements for Library Services Page 12 of 22

If applicable, provide any interlocal agreements among libraries that outline service to residents in a county or municipality that receives Operating Grants.

Interlocal agreements for the establishment of the library system should be submitted in the section "**Interlocal Agreements of Contracts to Establish the Library**".

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Interlocal Agreements for Library Services * No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

File	Title Description	Size	Type View (opens in new window)
WILD Interlocal.pdf		492 [KB]	View file

Notes

M. Verification of Reciprocal Borrowing Page 13 of 22

This requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

If the library is in a county where there are no independent municipal libraries in the same county, click "**Not applicable**".

Provide documents or library lending policies verifying that the library is providing reciprocal borrowing to residents of all political subdivisions within the county that receive Operating Grants. Borrowing privileges must apply to all materials in a fixed physical format that are eligible to be borrowed by residents of the political subdivision applying for the Operating Grant. Interlibrary loan does not meet this requirement.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Verification of Reciprocal Borrowing * No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

Notes

N. Verification of Joint Planning Page 14 of 22

This requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

If the library is in a county where there are no independent municipal libraries in the same county, click "Not applicable".

Provide documents verifying that the library has engaged in joint planning for the coordination of library services within the county that receives Operating Grants. The document must list all libraries participating in joint planning and outline areas of cooperation and activities to be implemented among the county and the independent municipal libraries in the same county.

Documents to meet this requirement are submitted each year. [? Help](#)

Verification of Joint Planning * No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

Notes

O. Grant Agreement Page 15 of 22

The grant agreement is the applicant's official contract with the Department of State.

Download one grant agreement, obtain signatures on the left side of the agreement for the Chair of the Governing Body or Chief Executive Officer **and** the Clerk or Chief Financial Officer. Do not use electronically generated signatures and do not add any

signatures on the right side of the signature page. Upload the entire signed grant agreement to this page.

After the agreement is executed by the Division, a signed agreement will be returned to the library.

The attachments should be in PDF or Word format. [? Help](#)



[Download the Blank Grant Agreement](#)

Attachment *

File	Title Description	Size	Type	View (opens in new window)
State Aid to Libraries Grant Agreement.pdf		535 [KB]		View file

P. Certification of Hours, Free Library Service and Access to Material Page 16 of 22

Certification of Hours, Free Library Service and Access to Materials

This certification, provides certification from the applicant that the library:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system)

Download the Certification, obtain signatures and upload the signed form to this page. The form should be signed by the Chair of the Library's Governing Body

 [Download Certification Form](#)

Certification of Hours, Free Library Service and Access to Materials Form Upload*

File Name	File Size	Uploaded On	View (opens in new window)
Signed Certification of Hours.jpg	59 [KB]	9/21/2021 3:00:40 PM	View file

Notes

Q. Electronic Payments Page 17 of 22

Electronic Payments

This form must be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS in 2021, please check the box.

 [Download Blank Vendor Direct Deposit Authorization \(Pdf Format\)](#)

- Previously Submitted

R. Annual Plan of Service (Due 12/1) Page 18 of 22

This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

The Annual Plan of Service should include the goals, objectives, and activities that will be supported for the application year. The Annual Plan of Service must be approved or adopted by the library's governing body.

Upload the Annual Plan of Service and evidence of adoption or approval to this application.

The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Annual Plan of Service *

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

File	Title Description	Size	Type	View (opens in new window)
21-22 Plan of Service.docx		254 [KB]		View file
Documentation of approval for the annual plan of service.pdf		755 [KB]		View file

Notes

S. Budget (Due 12/1) Page 19 of 22

This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

Add the budget document(s) as applicable for the year starting on October 1.

The budget must be adopted or approved by the library's governing body.

If the budget document is a very large document, attach only the pages showing the library's budget.

The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

Budget *

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

Add Documentation

File	Title Description	Size	Type	View (opens in new window)
WILD Combined Budget 2022 Final.xlsx - Sheet1.pdf		55 [KB]		View file
April 11 2022 Board Meeting Minutes.pdf		65 [KB]		View file

Notes

T. Summary Financial Report (Due 12/1) Page 20 of 22

This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

Part A *

Local funds expended centrally on the maintenance and operation of a library during FY **2020 - 2021**.

Part B *

Anticipated amount of local funds that will be expended centrally on the maintenance and operation of a library during FY **2021 - 2022**.

Part C

Fiscal Year of Grant Funds Expended: 20 - 21

EXPENDITURE CATEGORIES

Personnel

How much was expended:

\$1,974

What the funds were used for:

Salaries for the three staff members of the Wilderness Coast Public Libraries Cooperative office in addition to OPS, FICA, retirement, health insurance, and workers compensation.

Specific Service Improvement:

Salaries are provided for an MLIS accredited Central Administrator, an administrative assistant, and a chief financial officer.

Library Materials (Include materials in electronic format)

How much was expended:

\$54,000

What the funds were used for:

Funds are used to expand the electronic collection.

Specific Service Improvement:

Expanding the digital collection during the pandemic provides patrons with access to materials without entering into a public space.

Equipment and Furniture (Exclude technology-related equipment)

How much was expended:

\$2,000

What the funds were used for:

Office materials.

Specific Service Improvement:

Provides staff with necessary materials to perform job duties.

Automation and Technology (Include technology-related expenditures such as hardware, software, telecommunications; exclude library materials in electronic format)

How much was expended:

\$70,500

What the funds were used for:

The Cooperative office pays for all member libraries Internet services, contractual technology services, and professional services.

Specific Service Improvement:

Providing access to Internet for staff and patrons is an essential function of our libraries. Contracting IT and professional services ensures high quality technology services for the public.

Other (Specify the type of expenditures included in this category)

How much was expended:

\$40,965

What the funds were used for:

ILL Services

Office Rent

Insurance

Maintenance

Subscriptions and Memberships

Specific Service Improvement:

ILL provides patrons with access to materials at all libraries in Florida. Memberships in library organizations and local chambers of commerce provides us with a network of support. Rent, insurance, and maintenance provide a space to operate in.

TOTAL EXPENDITURES: \$169,439

UNEXPENDED GRANT FUNDS: \$180,561.00

Fiscal Year of Grant Funds Expended: 19 - 20

EXPENDITURE CATEGORIES

Personnel

How much was expended:

\$147,226

What the funds were used for:

Salaries for the three staff members of the Wilderness Coast Public Libraries Cooperative office in addition to OPS, FICA, retirement, health insurance, and workers compensation.

Specific Service Improvement:

Salaries are provided for an MLIS accredited Central Administrator, an administrative assistant, and a chief financial officer.

Library Materials (Include materials in electronic format)

How much was expended:

What the funds were used for:

Specific Service Improvement:

Equipment and Furniture (Exclude technology-related equipment)

How much was expended:

What the funds were used for:

Specific Service Improvement:

Automation and Technology (Include technology-related expenditures such as hardware, software, telecommunications; exclude library materials in electronic format)

How much was expended:

What the funds were used for:

Specific Service Improvement:

Other (Specify the type of expenditures included in this category)

How much was expended:

What the funds were used for:

Specific Service Improvement:

TOTAL EXPENDITURES: \$147,226

UNEXPENDED GRANT FUNDS:

Total Funds Expended: \$316,665

Total Funds Unexpended: \$180,561

U. Annual Statistical Report Form (Due 12/1) Page 21 of 22

This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

Annual Statistical Report Form *

This report solicits data on library activity during the previous fiscal year. The data is used for federal, state, and local reporting and comparison purposes. Libraries must submit the form electronically on a separate reporting site. All libraries are given a library identification number and password to access the reporting site. When the report has been submitted electronically, click "**Report submitted online**" [? Help](#).

[Link to online reporting site](#)

Report submitted online

Notes

V. Review and Submit Page 22 of 22

Review and Submit

- I hereby certify that I am authorized to submit this application on behalf of Wilderness Coast Public Libraries and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

Signature (Enter first and last name)

Courtney Whitaker