

Hernando County Public Library System


Project Title: State Aid to Libraries Grant

Project Number: 24-ST-19

Request Amount: \$0.00

A. Applicant Information Page 1 of 22

Applicant Information

- a. **Organization Name:** Hernando County Public Library System 
- b. **FEID:** 59-1155275
- c. **Phone number (with extension if applicable):** 352.754.4043
- d. **Principal Address:** 238 Howell Avenue Brooksville, 34601
- e. **Mailing Address:** 238 Howell Avenue Brooksville, 34601
- f. **Website:** www.HernandoCountyLibrary.us
- g. **Organization Type:** County Government
- h. **Organization Category:** Library
- i. **County:** Hernando
- j. **UEI number:** MWKKBKNTZ9SW7
- k. **Fiscal Year End Date:** 09/30

1. Applicant Director *

First Name

Cindy

Last Name

Loftis-Culp

Phone 352.540.6989

Email CLoftis-Culp@hernandocounty.us

2. Project Manager *

First Name

Julia

Last Name

Scourtas

Phone 352.540.6989
Email jscourtas@hernandocounty.us

3. Choose Library Type: *

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

4. 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.

1. Expenditure Report -October 1, 2021 - September 30, 2022 *

Expenditure Report -October 1, 2021 - September 30, 2022

| Expenditure Category | Local | State | Federal | Other | Total |
|---|--------------------|------------------|------------|------------|--------------------|
| 10 Personnel Services | \$1,953,314 | | | | \$1,953,314 |
| 30 Operating Expenses | \$450,996 | \$451,296 | | | \$902,292 |
| 60 Capital Outlay (Non-Fixed) | \$139 | \$165,572 | | | \$165,711 |
| Other | | | | | \$0 |
| Total for the operation & maintenance of the library | \$2,404,449 | \$616,868 | \$0 | \$0 | \$3,021,317 |
| 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:

\$2,404,449

Prior year's State Aid Certified Expenditure:

\$2,775,945.00

Difference:

(\$371,496)

Percentage Difference:

-13.38%

2. 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.

The total expenditures have decreased more than 10% from the previous year as there were less county funded projects this year. The prior years projects consisted of: installation of Automated Materials Handlers, upgrade to cellular alarm management system, lighting improvements, and replacement of library furniture.

C. Certification of Local Operating Expenditures Page 3

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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, 2021, and ending September 30, 2022, 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, 2021, and September 30, 2022 is \$2,404,449

1. Certification Form Upload *

2. Notes

Anticipated for 9-12-2022 review and approval by Hernando County Board of County Commissioners.

D. Designation of Single Library Administrative Unit

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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.

1. Designation of Single Library Administrative Unit *

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.

2. Add Documentation

| File | Title | Description | Size | Type | View (opens in new window) |
|----------------------------------|-------------------------------|-------------|----------|------|----------------------------|
| establishment HCPLS adtl doc.pdf | System establishment | | 158 [KB] | | View file |
| HernandoEstablishment2.pdf | System establishment adtl doc | | 710 [KB] | | View file |

2.1.

3. 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.

1. Designation of a Governing Body *

- No changes from previous year
- Included as a part of another section upload

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

2. Add Documentation

2.1.

3. Notes

Included in "Designation of the Single Library Administrative Unit" component.

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.

1. Verification of Governing Body Authority *

No changes from previous year

Included as a part of another section upload

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

2. Add Documentation

2.1.

3. Notes

Included in "Designation of Single Library Administrative Unit" component.

G. Interlocal Agreements or Contracts to Establish the Library

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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".

The description line should clearly describe the attachment. [? Help](#)

1. Interlocal Agreements or Contracts to Establish the Library *

Not applicable

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

2. Add Documentation

2.1.

3. Notes

H. Position Description of Single Administrative Head

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

The description line should clearly describe the attachment. [? Help](#)

1. Position Description of Single Administrative Head *

No changes from previous year

2. Add Documentation

| File | Title | Description | Size | Type | View (opens in new window) |
|---|---|-------------|-------------|------|-------------------------------------|
| REQ DOC ON FILE 3- PositionDescr-LibManager 032420-FY20.pdf | Hernando position description-LibSvcsMgr-C. Loftis-Culp | | 168 [KB] | | View file |

2.1.

3. Notes

Approved by governing body 3/24/2020 and remains current.

I. Certification of Credentials of Single Administrative Head

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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.

 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

1. Certification of Credentials of Single Administrative Head *

No changes from previous year

2. Add Documentation

| File | Title | Description | Size | Type | View (opens in new window) |
|---|---|-------------|--------------|------|-------------------------------------|
| REQ DOC ON FILE 2- CertOfCred-Cynthia Loftis- Culp-FY20.pdf | Hernando Certification of Credentials-C. Loftis-Culp | | 2659 [KB] | | View file |

2.1.

3. Notes

Approved by governing body 3/24/2020 and remains current.

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.

1. Schedule of Library Hours *

No changes from previous year

2. Add Documentation

| File | Title | Description | Size | Type | View (opens in new window) |
|--|-------------------------------|-------------|-------------|------|-------------------------------------|
| REQ DOC ON FILE 4B1-New operating hours EFFECTIVE 08-03-2020.pdf | Hernando Hours as of 8-3-2020 | | 422 [KB] | | View file |

2.1.

3. 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.

1. 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.

2. Dates covered by the plan: *

2022-2026

3. Add Documentation

| File | Title | Description | Size | Type | View (opens in new window) |
|---------------------|-----------------|-------------|-----------|------|----------------------------|
| HCLRP 2022-2026.pdf | HCLRP 2022-2026 | | 1009 [KB] | | View file |

3.1.

4. Notes

Approved by governing body 9-14-2021.

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".

1. Interlocal Agreements for Library Services *

Not applicable

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

2. Add Documentation

2.1.

3. 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.

1. Verification of Reciprocal Borrowing *

Not applicable

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

2. Add Documentation

2.1.

3. 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.

1. Verification of Joint Planning *

Not applicable

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

2. Add Documentation

2.1.

3. Notes

O. Grant Agreement Page 15 of 22

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

1. Attachment *

1.1.

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

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

2. Notes

Anticipated for review and approval by Hernando County Board of County Commissioners at 9-12-2023 meeting.

Q. Electronic Payments Page 17 of 22

1. Electronic Payments

1.1.

Previously Submitted

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

1. 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.

2. Add Documentation

2.1.

3. Notes

Anticipated for 9-12-2023 review and approval by Hernando County Board of County Commissioners.

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

1. Budget *

Included as a part of another section upload

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

2. Add Documentation

2.1.

3. Notes

Due with December 1 reporting.

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

1. Part A *

Local funds expended centrally on the maintenance and operation of a library during FY 2022 - 2023.

2. Part B *

Anticipated amount of local funds that will be expended centrally on the maintenance and operation of a library during FY 2023 - 2024.

3. Part C

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.

1. Annual Statistical Report Form *

2. Notes

Due with December 1 reporting.

V. Review and Submit Page 22 of 22

1. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Hernando County Public Library System 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.

1.1. Signature (Enter first and last name)