

REQUIREMENTS FOR PUBLIC LIBRARY STATE GRANT FUNDS

The Georgia Public Library Service (GPLS), a unit of the Board of Regents, University System of Georgia, is responsible for the administration and distribution of state grant funds to public libraries in Georgia, as set forth in the Official Code of Georgia Annotated 20-3-39. State laws governing the operation of public libraries in Georgia are found in O.C.G.A 20-5-40 – 20.5.59.

In order to receive any state, federal or private library grant funds administered by GPLS and/or the benefits of any state administered program or service, a Library System shall meet all of the following Requirements for State Grants.

1. Administration and Governance

1.1 Library System Boards of Trustees shall adopt and maintain a current Materials Selection Policy (collection development and maintenance policy) for all libraries within the Library System that shall include:

- Procedures for the selection of Library Materials
- Criteria for the selection of Library Materials
- Procedures for the maintenance and evaluation of the Library System's collection of Library Materials
- Procedures for handling requests to reconsider Library Materials in the Collection

1.2 The Library System Director shall ensure the maintenance and quality compliance of all permanent cataloging and acquisition records for Library Materials acquired for or by the Library System.

1.3 The Library System Board of Trustees shall maintain a current Plan for the Distribution of Services.

1.4 The Library System Board of Trustees shall provide for Basic Library Service to the Library System's Service Area.

1.5 Library System Boards of Trustees shall meet a minimum of 4 times each year and shall maintain at the Headquarters Library the official minutes of all meetings.

1.6 Library System Boards of Trustees shall adopt and maintain a current written Personnel Policy that is in compliance with all applicable state and federal laws and requirements.

1.7 Each Library System Board of Trustees shall adopt and maintain a current Technology Plan.

1.8 Each Library System Board of Trustees shall adopt and maintain a current Internet Acceptable Use Policy.

1.9 Each Library System Board of Trustees shall adopt and maintain a current Library System Policy on the Use of Facilities.

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1.10 The Library System Director shall offer training for Library System Trustees.

2. Types of Grants

2.1 State Paid Public Library Position Grants

Library System Boards of Trustees shall use State Paid Public Library Position Grants only to employ Professional Librarians (Grade 5b or higher).

Persons holding a Librarian's Semi-professional Certificate and employed in a state-paid librarian position July 1, 1985, and who have continuously been employed in that position may continue to be employed as a state-paid librarian by the same library system.

If a person holding a Librarian's Semi-professional Certificate leaves a state-paid librarian position, he or she may not be reemployed by the same or any other public library system in a state-paid librarian position unless he or she obtains a Librarian's Professional Graduate Certificate from the Georgia State Board for the Certification of Librarians.

2.2 Public Library Materials Grants

The Public Library Materials Grant shall be used for the purchase of Library Materials and the cataloging and processing of these materials in accordance with the Library System Materials Selection Policy.

The Public Library Materials Grant shall not be used for personnel costs.

2.3 Public Library System Services Grants

The System Services Grant shall be used for the general operation of library services.

The System Services Grant shall not be used for acquiring land or construction.

2.4 SLBPH Grants (Only for designated systems)

The use of the SLBPH grant shall be delineated in the annual contract with GPLS.

2.5 GPLS reserves the right to make additional grant awards as deemed necessary for the provision of library service in Georgia.

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3. Financial Management

- 3.1 Library System Boards of Trustees shall adopt and maintain an annual balanced Budget that includes all local, state, federal and private funds. A Budget should be in place prior to the beginning of each Fiscal Year and should be amended as needed throughout the Fiscal Year.
- 3.2 Library System Boards of Trustees may choose to charge an annual non-resident fee for a library card to those who reside outside the Service Area of the Library System. This fee shall entitle non-residents to all Basic Library Services. PINES libraries will follow PINES policies addressing non-resident fees.
- 3.3 Library System Boards of Trustees may choose to recover unique, identifiable costs from customers for specific transactions that exceed basic library services, e.g. photocopying, faxing, fees or deposits charged for the use of library facilities or property in accordance with the Library System Policy on the Use of Library Facilities.
- 3.4 Each Library System Board of Trustees shall ensure the maintenance of all financial records in accordance with the Georgia Public Library Standard Chart of Accounts and in compliance with all GAAP regulations.
- 3.5 The Library System's financial statements shall be subject to an annual audit, when required by a granting authority, or an attestation engagement for agreed-upon procedures, as deemed appropriate by the Library System's Board of Trustees, conducted by a Certified Public Accountant (CPA) currently licensed to practice in the State of Georgia. However, an agreed-upon procedures engagement performed by the BOR/GPLs Internal Auditors will meet the requirement for an attestation engagement if performed on the System. The report shall be directed to the Director and Board of Trustees of the Library System. The Director shall provide a copy of the report to each funding agency. If deemed necessary by GPLS, a corrective action plan must be filed and implemented for any findings or exceptions noted in the report.

4. State Grants

- 4.1 The Library System Board of Trustees shall have the sole authority to apply for and receive any Grants administered by GPLS.
- 4.2 Library System Boards of Trustees shall annually submit for approval to GPLS an Annual Report and Application for the Renewal of State Grants.
- 4.3 Library System Boards of Trustees shall use State Grants only for stated purposes.
- 4.4 Total local governmental annual operating support for each library system shall be equal to or greater than that of the preceding fiscal year. Failure to sustain this maintenance of effort (MOE) requirement will result in the forfeiture of state grants

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and state-funded benefits to the library system, including but not limited to PINES and Galileo. Special funds or appropriations (e.g. SPLOST, Impact Fees) shall not be calculated as part of MOE.

- 4.5 All new library systems established after July 1, 2008, shall have local committed governmental operating funding (direct appropriation, in-kind or on-behalf) totaling a minimum of \$400,000 annually.
- 4.6 Single-county library systems established on or after July 1, 2008 providing local funding support as described above, shall be allocated one professional position grant. Second and subsequent professional position grants may be allocated when county population achieves increments of 75,000.
- 4.7 In instances where existing library systems or parts of existing library systems (a single county joining a multi-county; single county systems joining together; multi-county library systems joining together or a county from one multi-county system joining another multi-county system) join together to form a new library system, positions shall be allocated according to the currently-approved formula.
- 4.8 The Library System Board of Trustees shall include in the calculation of required Local Governmental Support all auditable funds provided by Local Governmental Authorities, in cash and On-behalf and shall report all funding from Local Governmental Authorities in the Annual Report and Application for the Renewal of Grant Funds.
- 4.9 All revenue from all sources that comes to the library system or a member library is public funds and shall be reported in the Annual Report and Application for the Renewal of Grant Funds and shall be subject to annual audit.
- 4.10 The Library System Board of Trustees shall provide a description of services to be provided to and/or for each county for each of the State Grants. Additionally, a budget showing the use of the System Services Grant and State Materials Grants for each county in the Library System shall be submitted.

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DEFINITIONS

Affiliated Library – see Member Library

Annual Report and Application for the Renewal of State Grants – A report filed each year by the Library System Board of Trustees showing fiscal activity and library activity for the Prior Fiscal Year.

Appropriated or Levied Tax Funds – Governmental funds from a local taxing authority that have been budgeted for Library System operations by the legal body (council, commission or board of education).

Audit – An annual review of the Library System's fund level financial statements, prepared in accordance with the Generally Accepted Accounting Principles (GAAP) for governmental agencies and submitted to GPLS, and documentation supporting those financial statements will be completed in accordance with either auditing or attestation standards promulgated by the American Institute of Certified Public Accountants (AICPA), as deemed appropriate by the Library System's Board of Trustees or, where appropriate, agreed-upon procedures performed by the BOR/GPLs auditor.

Basic Library Service – The minimum services that must be provided to the community at large by a Georgia public Library System receiving state funding, with no charges, are:

- Organized Collection of Library materials
- Library System sponsored programs
- Assistance in the use of library resources from Professional Librarians and other qualified staff for general reference and information purposes as defined by Library System policy
- Access to Internet services in accordance with the Library System Internet Acceptable Use Policy

Board of Regents of the University System of Georgia: (BOR) – The state agency within which the Georgia Public Library Service is located.

Book Deposit – A Book Deposit is a collection of library materials housed in a location outside the library facility. A Book Deposit has no set hours of operation or is open less than 18 hours weekly. A Book Deposit may or may not have a paid staff.

Bookmobile – A traveling library consisting of at least a truck or van that carries an organized collection of Library Materials, has a paid staff and makes regularly scheduled stops for being open to the public.

Branch Library – A Branch Library is open 30 or more regularly scheduled hours weekly. It has a paid library staff with an organized collection of Library Materials accessible through an on-site catalog. A Branch Library is in separate quarters from other governmental agencies with defined space used solely for library purposes, with a minimum of 1,000 gross square feet. A telephone must be on site and not shared. A

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Branch Library must have a separate line for computer use and a computer dedicated to patron use. Branch Libraries do not include administrative office buildings, Service Outlets, and Bookmobiles, separate meeting or classroom buildings, processing centers or warehouses.

Budget – An itemized summary of estimated or intended expenditures for a given period that includes proposals for financing them.

Central Library or Headquarters Library – The single library or a library which houses the operational center of a multiple-facility library or a separate facility that is the administrative office and/or operational center of a multiple facility Library System. Single outlet headquarters libraries must meet or exceed branch requirements.

Circulation – The checking out and renewing of Library Materials or equipment to a customer for use outside of the facility. In-house use is counted and reported separately.

Current Fiscal Year – The Fiscal Year currently in operation.

Deposit – A sum of money given as security for the use of Library Materials or equipment that is returned to the patron when the equipment or materials are returned to the library.

Federal Grants – Grants awarded to Library System Boards of Trustees by GPLS from funds received through LSTA from the Federal Institute of Museum and Library Services.

Fee – A fixed charge for a service.

Financial Activity – Use of any money by a Library System Board and all member libraries and their boards. This does not include funds spent by a Local Governmental Authority On-Behalf of a library or In-Kind spent for a library.

Financial Statements – The Library System's annual fund level financial statements, prepared in accordance with the Generally Accepted Accounting Principles (GAAP) for governmental agencies, filed with GPLS.

Fiscal Year – The fiscal year for which the state government operates its budget. (July 1 through June 30)

Georgia Public Library Service (GPLS) – The State Library Agency that is responsible for the distribution of state and federal library grant funds to Library Systems in Georgia. GPLS is a unit of the Board of Regents of the University System of Georgia.

Georgia State Board for the Certification of Librarians – The licensing board of the Office of the Secretary of State for Professional Librarians.

In-Kind – Unquantifiable support from a Local Governmental Authority provided to a library.

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Internet Acceptable Use Policy – A Library System Board policy that details the acceptable use for Internet computers, by whom and any other parameters deemed necessary, as defined by OCGA 20.5.5.

Kiosk – A Kiosk is a library facility that is maintained within another established business or agency that provides access either virtually or in person to library services and resources. A Kiosk may be classified as a Branch Library or as a Service Outlet if it meets the definition.

Library Materials – Informational resources in a variety of formats such as books, periodicals, serials, pamphlets, video, audio and digital recordings, computer software, databases, electronic resources, microforms and maps for use by the general public or by the Library System staff.

Library Services and Technology Act (LSTA) – The federal grant program for library services that is provided by the Institute of Museum and Library Services, typically administered by GPLS.

Library System – A single library or a group of libraries from one or more counties that have been established by the governing authorities of any county or municipality by resolution or act, by approval of the voters or by contractual agreement among governing authorities to provide public library services to the constituents in the jurisdictions of the governing authorities.

Library System Director – The individual hired by the Library System Board of Trustees to administer the total library program as defined in OCGA § 20-5-45.

Library System Board of Trustees – The Board that has governing authority for a county or multi-county Library System. (OCGA 20.5.41, 20.5.43, 20.5.47)

Local Governmental Support – The funding provided to Library System Boards of Trustees by a Local Governmental Authority.

Annual Operating Funds – Funding provided to the Library System for the general operation of a Library System or appropriated and expended for Library System services by a local governmental agency.

- Funding by way of a direct appropriation (cash)
- Payment of expenses (including payroll and all other budgetary line items) by a Local Governmental Agency acting as the Library System's fiscal agent. (On-behalf)
- Auditable expenditures for library services included in a Local Governmental Agency's line items that include expenses other than those exclusively for library services. (On-behalf)

Special Funds – Funding that may be temporary and/or conditional including but not limited to grants and matching funds, SPLOST and impact fees.

Local Governmental Authority – The governing body of any county, municipality or board of education.

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Maintenance of Effort – The requirement that local governmental annual operating support for library systems shall be equal to or greater than that of the preceding fiscal year in order to qualify for state aid.

Materials Selection Policy – A written statement of the policies of the Library System Board of Trustees for developing and maintaining the library's collection of Library Materials.

Member Library – A library (Branch Library, Service Outlet, Bookmobile, Kiosk, or Book Deposit) that is a member of a Library System.

On-Behalf – Auditable funds, to which an object of expenditure can be assigned, spent by a Local Governmental Authority in support of public library activities and services but not given in cash to the Library System Board or any member Library or Library Board.

Other Grants – Grants that are administered by GPLS with the funding source being private or public funding, e.g. Bill and Melinda Gates Foundation, National Endowment for the Humanities.

Personnel Policy – A comprehensive policy for the personnel of the Library System including all member Libraries detailing employment relations.

Plan for the Distribution of Services – A comprehensive description of services offered by the Library System.

Policy on the Use of Library Facilities – A comprehensive policy for the use of all library facilities (Central and all member Libraries).

Preceding Fiscal Year – The fiscal year immediately prior to the Current Fiscal Year.

Professional Librarian – A person who holds a minimum of a Librarian's Professional Certificate grade 5B or higher from the Georgia State Board for the Certification of Librarians.

Public Information Network for Electronic Services (PINES) – The shared automation system sponsored by GPLS and used in Library Systems on a voluntary contractual basis.

Public Library Materials Grant – A state grant provided by GPLS to each qualifying Library System each year for the purpose of purchasing and making Library Materials available to customers. Grants are awarded on a formula basis.

Service Area – The geographical area within the county or counties of the Library System.

Service Outlet – A Service Outlet is open at least 18 hours weekly with a paid library staff. It has an organized collection of library materials accessible through an on-site catalog. The Service Outlet is in separate quarters with defined space used solely for

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library purposes. A telephone must be on-site and not shared. The Service Outlet must have a separate line for computer use and a computer dedicated to patron use.

State Grants – Grants awarded by GPLS to Library System Boards of Trustees from state funds appropriated through the Georgia General Assembly.

State Paid Public Library Position Grants – Grants awarded each year by GPLS to qualifying Library Systems for the reimbursement of salaries and benefits of locally-employed Professional Librarians. Grants are awarded on a formula basis.

System Services Grant – A grant awarded each year by GPLS to each qualifying Library System to help support the provision of Library System services. Grants are awarded on a formula basis.

Sub regional Library for the Blind and Physically Handicapped (SLBPH) – a contract service between a library system and GPLS to provide specified library services in an assigned geographic area to persons certified to receive library services under the requirements of the Library of Congress' National Library Service for the Blind and Physically Handicapped program.

Technology Plan – A comprehensive plan for all facilities within a Library System showing current and planned deployment of technology and telecommunications.

Virtual Library – A library which exists solely in electronic form or on paper, with no physical facility.

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