

# **POLICIES FOR PUBLIC LIBRARY STATE GRANTS PROGRAM**

## **Georgia Public Library Service – Revised March, 2015**

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.

### **1.0 Administration and Governance**

- 1.1 Library System governing Boards of Trustees shall adopt and maintain a current Collection Development Policy for all libraries within the Library System.
- 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 governing Board of Trustees shall provide for Basic Library Services and their distribution to the Library System's Service Area.
- 1.4 Library System governing 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.
- 1.5 Library System governing 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.
- 1.6 Each Library System governing Board of Trustees shall adopt and maintain a current Technology Plan.
- 1.7 Each Library System governing Board of Trustees shall adopt and maintain a current Internet Acceptable Use Policy.
- 1.8 Each Library System governing Board of Trustees shall adopt and maintain a current Library System Policy on the Use of Facilities.
- 1.9 The Library System Director shall offer to facilitate trustee training for Library System Trustees at least once every three years.
- 1.10 Each Library System Governing Board of Trustees shall review the system's Constitution and Bylaws at least once every four years.

## **2.0 Types of Grants**

### **2.1 State Reimbursed Public Library Position Grants**

- 2.1.1 All grant expenditures, including state-reimbursed positions, must follow state guidelines (eg, personal gifts, alcoholic products, tobacco products, etc). Specific questions should be addressed to the State Grants Liaison at GPLS.
- 2.1.2 Increases in the base allocation for state-reimbursed public library position grants will be determined annually, depending on available funding

### **2.2 Public Library Materials Grants**

- 2.2.1 The Public Library Materials Grant, when available, shall be used for the purchase of Library Materials and the cataloging and processing of these materials in accordance with the Library System Collection Development Policy. Materials grants will be determined annually depending on available funding.
- 2.2.2 The Public Library Materials Grant shall not be used for personnel costs.

### **2.3 Public Library System Services Grants**

- 2.3.1 The System Services Grant shall be used for the general operation of library services.
- 2.3.2 The System Services Grant shall not be used for land acquisition or construction.
- 2.3.3 The System Services Grant shall not be used for the supplement of state-reimbursed positions.

### **2.4 Sub-Regional Library for the Blind and Physically Handicapped Grants**

- 2.4.1 The use of the SLBPH grant shall be delineated in the annual contract with GPLS.
- 2.4.2 This grant is provided only to designated library systems.
- 2.4.3 GPLS reserves the right to make additional grant awards as deemed necessary for the provision of library service in Georgia.

## 3.0 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.

## 4.0 State Grants

- 4.1 The governing Library System Board of Trustees shall have the sole authority to apply for and receive any Grants administered by GPLS.
- 4.2 Governing 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 Governing 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 may result in the forfeiture of state grants and state-funded benefits to the library system, including but not limited to PINES and Galileo. Special funds or appropriations (eg. SPLOST, Impact Fees) shall not be calculated as part of MOE.
- 4.5 All new library systems established after July 1, 2010, shall have local committed governmental operating funding (direct appropriation, in-kind or on-behalf) totaling a minimum of \$500,000 annually.
- 4.6 Single-county library systems established on or after July 1, 2010, 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 plan for distribution of services to be provided to and/or for each county for each of the State Grants. Additionally, a budget showing the use of State Grants for the Library System shall be submitted.

## 5.0 Definitions

Affiliated Library—see Member Library

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)

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.

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 qualified staff for general reference and information purposes as defined by Library System policy
- Access to Internet services

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

Book Deposit:

- has no set hours of operation
- has no paid library staff
- has a rotating collection of materials and no on-site catalog
- has no telecommunications or limited/borrowed telecommunications access
- is located in a shared and/or borrowed space

If every criteria for a Member or Branch Library or a Library Service Outlet, is not met, the facility is automatically classified as a Book Deposit.

Bookmobile – A traveling library consisting of at least a truck or van that carries a collection of Library Materials, has a paid staff, and makes regularly scheduled stops to distribute and collect materials.

Branch Library – see Member or Branch Library

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.

Collection Development 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.

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 and other Federal grants.

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.

Grants see Other Grants

Headquarters Library see Central or Headquarters Library

In-Kind see On-Behalf

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 O.C.G.A. 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 – resources in a variety of formats for use by the general public or by the Library System staff.



Library Service Outlet:

- is open 15 – 29 hours weekly
- has paid library staff
- has an organized collection of library materials
- is in separate quarters with defined space used solely for library purposes
- has a telephone on site that is not shared.
- has minimum essential bandwidth needed to conduct business and provide public access computing
- has at least one computer dedicated to patron use.

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 multicounty 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.

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

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 – See Collection Development Policy

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

Member or Branch Library:

- is open 30 or more regularly scheduled hours weekly
- has paid library staff
- has an organized collection of library materials accessible through on-site catalog.
- is in separate quarters with defined space used solely for library purposes
- has a minimum of 1000 gross square feet
- has a telephone on site that is not shared
- has minimum essential bandwidth needed to conduct business and provide public

access computing

- has at least one computer dedicated to patron use

Member or Branch libraries do not include administrative office buildings service outlets, bookmobiles, separate meeting/classroom buildings, processing centers or warehouses. A Member or Branch library is eligible for state and federal grants.

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.

Operating Funds see Annual Operating Funds

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 see Library Service Outlet

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

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

State Reimbursed 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.