


Nassau County Public Library System

Project Title: State Aid to Libraries Grant

Project Number: 21-ST-36

A. Applicant Information Page 1 of 22

Applicant Information

- a. **Organization Name:** Nassau County Public Library System 
- b. **FEID:** 59-1863042
- c. **Phone number:** 904.277.7365
- d. **Principal Address:** 25 North Fourth Street Fernandina Beach, 32034-4123
- e. **Mailing Address:** 25 North Fourth Street Fernandina Beach, 32034-4123
- f. **Website:**
- g. **Organization Type:** County Government
- h. **Organization Category:** Library
- i. **County:** Nassau
- j. **DUNS number:** 829978514
- k. **Fiscal Year End Date:** 09/30

1. Applicant Director *

First Name

Dawn

Last Name

Bostwick

Phone

904.530.6501

Email

dbostwick@nassaucountyfl.com

2. Project Manager *

First Name

Dawn

Last Name

Bostwick

Phone

904.530.6501

Email

dbostwick@nassaucountyfl.com

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. [? Help](#)

Click Save to Update Totals

1. Expenditure Report -October 1, 2018 - September 30, 2019 *

Expenditure Report -October 1, 2018 - September 30, 2019

Expenditure Category	Local	State	Federal	Other	Total
10 Personnel Services	\$1,042,797				\$1,042,797
30 Operating Expenses	\$287,302	\$30,811	\$9,354		\$327,467
60 Capital Outlay (Non-Fixed)	\$148,917				\$148,917
Other					\$0
Total for the operation & maintenance of the library	\$1,479,016	\$30,811	\$9,354	\$0	\$1,519,181
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:

\$1,479,016

Prior year's State Aid Certified Expenditure:

\$1,413,816.00

Difference:

\$65,200

Percentage Difference:**4.61%**

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.

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, 2018, and ending September 30, 2019, 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, 2018, and September 30, 2019 is \$1,479,016

 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

1. Certification Form Upload *


2. Notes

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.

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

1. 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.

2. Add Documentation


File	Title	Description	Size	Type	View (opens in new window)
Ordinance 98-28.pdf	Ordinance 98-28		126 [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.

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

1. 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.

2. Add Documentation


File	Title	Description	Size	Type	View (opens in new window)
Ordinance 98-28.pdf	Ordinance 98-28		126 [KB]		View file

2.1.

3. 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

1. 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.

2. Add Documentation

2.1.

3. Notes


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"**.

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

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.

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

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)
Library Director 2017.01 (1).pdf	Library Director		22 [KB]		View file

2.1.

3. Notes

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.

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**

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)
Certification of Credentials.pdf	Certification of Credentials		43 [KB]		View file

2.1.

3. 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

1. Schedule of Library Hours *

2. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Library Hours signed.pdf	Library Hours		680 [KB]		View file
Certified Hours.pdf	Certified Library Hours		72 [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.

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

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: *

2018-2022

3. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
LRP 2018.pdf	LRP 2018-2022		585 [KB]		View file


3.1.

4. Notes

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

1. Interlocal Agreements for Library Services *

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)
FSCJ-Nassau County Public Library Agmt - 2020-21.pdf	FSCJ-Nassau County Public Library Agreement -2020-21		1099 [KB]		View file

2.1.

3. Notes


Updated Agreement attached.

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

1. 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.

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.

Documents to meet this requirement are submitted each year.  Help

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 (Due 12/1) 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

1. Attachment *

1.1.

P. Certification of Hours, Free Library Service and Access to Material (Due 12/1) 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

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

2. Notes

Q. Electronic Payments Page 17 of 22

1. 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 2020, please check the box.

 Download Blank Vendor Direct Deposit Authorization (Pdf Format)

1.1. ☒ Previously Submitted

1.2.


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

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

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

1. Budget *

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

T. Summary Financial Report Form (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 *

Part B *


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 *

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](#)

2. Notes

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 Nassau 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)

