

CS-22-017

23-ST-36
Nassau County Public Library System

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND**

Nassau County for and on behalf of Nassau County Public Library System

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Nassau County for and on behalf of Nassau County Public Library System, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2022-23 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2020 - September 30, 2021.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2020 through June 30, 2023. The Grantee shall:

- Have a single administrative head employed full time by the library's governing body;
- Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provide access to materials, information and services for all residents of the area served; and
- Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task :

Payment will be a fixed price in the amount of 100% of the grant award for the period October 1, 2020 through June 30, 2023. The Grantee will:

- o Have expended funds to provide free library service during the period October 1, 2020 - September 30, 2021;
 - o Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2020 - September 30, 2021 only;
 - o Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
 - o Provide the Certification of Credentials for the Single Administrative Head; and
 - o Provide a Certification of Hours, Free Library Service and Access to Materials.
- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).
2. **Length of Agreement.** This Agreement covers the period of October 1, 2020 to June 30, 2023, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2020) and concludes with the end of the State of Florida's current fiscal year (June 30, 2023).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2020 – September 30, 2021) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications regarding this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
Florida Department of State
R.A. Gray Building
Mail Station # 9D
500 South Bronough Street
Tallahassee, FL 32399-0250
Phone: 850.245.6620
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Dawn Bostwick
Nassau County Public Library System

25 North Fourth Street Fernandina Beach Florida 32034-4123
Phone: 904.530.6501
Email: dbostwick@nassaucountyfl.com

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2022-23 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit fvendor.myfloridacfo.com. **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division before or with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:
- The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.
9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc., created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.
- Use the following text:
- “This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”
10. **Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of August 2021), incorporated by reference, which are available online at <http://edocs.dlis.state.fl.us/fldocs/dfs/2019ReferenceGuideForStateExpenditures.pdf>.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service's Reference Guide for State Expenditures (as of August 2021) (<http://edocs.dfs.state.fl.us/fldocs/dfs/2019ReferenceGuideForStateExpenditures.pdf>), incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year. Audits must be submitted on the DOS Grants System at dosgrants.com.
15. **Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the closeout of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
18. **Noncompliance.** Any Grantee that is not following Florida Statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues

must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

- 19. Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
 - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
 - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
 - d) The name of the account(s) must include the grant award number;
 - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
 - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).
- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
25. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
26. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
27. **Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
28. **Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee shall be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
29. **Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
30. **Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this

Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.

- 31. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
 - 1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 - 2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
 - b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 32. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 33. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 34. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a) (as of April 2019)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 35. Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 36. Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 (ada.gov (as of January 2020)), incorporated by reference).
- 37. Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

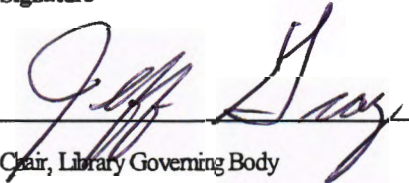
FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
STATE AID TO LIBRARIES GRANT APPLICATION

Certification of Hours, Free Library Service and Access to Materials

The Nassau County, governing body for the Nassau County Public Library System hereby certifies that the following statements are true for the time period October 1, 2020 through June 30, 2023:

- 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).

Signature



Chair, Library Governing Body

10-10-22

Date

Jeff Gray, Chairman

Name (Typed)



Dawn S. Bostwick, Library Director
Julie Cannavino, Assistant Director

Nassau County Public Library System

25 N. 4th Street
Fernandina Beach, FL 32034
Phone: 904-530-6500 Fax: 277-7366

<http://nassaureads.com>

Nassau County Public Library System Hours of Operation:

Fernandina Beach Branch

25 N. 4th St.
Fernandina Beach, FL 32034
Mon. & Thurs. 10 a.m. – 8 p.m.
Tues., Wed., Fri. & Sat. 10 a.m. – 6 p.m.

Callahan Branch

450077 State Rd. 200, Suite #15
Callahan, FL 32011
Mon. & Wed. – Fri. 10 a.m. – 6 p.m.
Tuesday 12 n. – 8 p.m.

Hilliard Branch

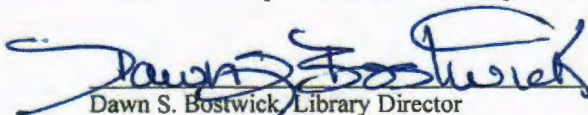
15821 CR 108
Hilliard, FL 32046
Mon., Tues., Wed. & Fri. 10 a.m. – 6 p.m.
Thursday 12 n. – 8 p.m.

FSCJ/Nassau Center Yulee Branch

76346 William Burgess Blvd.
Yulee, FL 32097
Mon., Wed., & Fri. 10 am – 6 pm: CLOSED 12:30-1 pm
Tuesday & Thursday 12:00 noon – 8 pm: CLOSED 4:30-5 pm

Bryceville Branch

7280 Motes Rd.
Bryceville, FL 32009
Tues., Wed. & Sat. 10 a.m. – 6 p.m.: CLOSED 12:30-1 p.m.
Thurs. 12 n. – 8 p.m.: CLOSED 4:30-5 p.m.


Dawn S. Bostwick, Library Director

8/4/22
Date: Aug. 4, 2022

Callahan

450077 SR 200
Callahan, FL 32011

Hilliard

15821 CR 108
Hilliard, FL 32046

Yulee

76346 Wm Burgess Blvd
Yulee, FL 32097

Bryceville

7280 Motes Rd
Bryceville, FL 32009

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
FY 2023 STATE AID TO LIBRARIES GRANT APPLICATION
CERTIFICATION OF LOCAL OPERATING EXPENDITURES**

The Nassau County governing body for Nassau County Public Library System

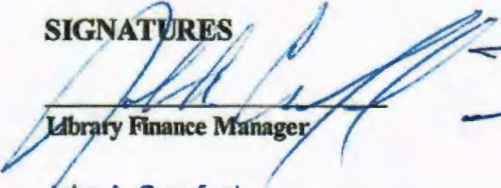
We hereby certify that the following total funds from local sources were expended centrally during the fiscal year beginning October 1, 2020 and ending September 30, 2021 for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, *Florida Statutes*, and guidelines 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, 2020 and September 30, 2021:

\$1,721,633

SIGNATURES


Library Finance Manager

John A. Crawford,
Clerk of the Circuit Court and Comptroller

Typed Name

Date

9/22/22


Single Library Administrative Head

Dawn S. Bostwick

Typed Name

Date

9/22/22

8/3/22, 1:57 PM

Division of Library Information Services - State Aid Grant Application

Round all amounts to the nearest dollar.

Expenditure Category	Local	State	Federal	Other	Total
10 Personnel Services	\$1,215,410	\$0	\$0	\$0	\$1,215,410
30 Operating Expenses	\$383,202	\$0	\$23,593	\$0	\$406,795
60 Capital Outlay (Non-Fixed)	\$123,021	\$24,336	\$51,713	\$0	\$199,070
Other	\$0	\$0	\$0	\$0	\$0
Total for the operation & maintenance of the library	\$1,721,633	\$24,336	\$75,306.00	\$0	\$1,821,275
60 Capital Outlay (Fixed, including purchase or construction of a library building or quarters)	\$0	\$0	\$0	\$0	\$0

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

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

\$1,721,633

Prior year's State Aid Certified Expenditure:

\$1,669,116.00

Difference:

\$52,517

Percentage Difference:

3.15%

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.

09/21/2022 10:41 | BOARD OF COMMISSIONERS
6235mpot | YEAR-TO-DATE BUDGET REPORT

| P 1
| gltydbud

FOR 2021 13

			ORIGINAL	TRANSFRS/	REVISED			AVAILABLE	PCT
			APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL

01711571 LIBRARIES									

01711571	334710	ST GRANT-AID TO	-24,937	0	-24,937	-24,336.00 ✓	.00	-601.00	97.6%
01711571	352020	DAMAGED BOOKS/M	-1,200	0	-1,200	-877.91	.00	-322.09	73.2%
01711571	364410	FRP SALE OF SURP	-1,582	0	-1,582	.00	.00	-1,582.00	.0%
01711571	366911	LBDON DONATIONS-	0	-824	-824	-784.16	.00	-39.84	95.2%
01711571	386800	SOE TRANS IN-SOE	-11,500	0	-11,500	.00	.00	-11,500.00	.0%
01711571	399100	CASH FORWARD	-34,631	0	-34,631	.00	.00	-34,631.00	.0%
01711571	512000	REGULAR SALARIE	391,078	-116	390,962	376,321.95	.00	14,640.05	96.3%
01711571	512000	COVID REGULAR SA	0	8,621	8,621	8,620.58	.00	.42	100.0%
01711571	514000	OVERTIME	10,822	0	10,822	2,691.98	.00	8,130.02	24.9%
01711571	514000	COVID OVERTIME	0	818	818	817.50	.00	.50	99.9%
01711571	514001	COVID DOUBLE TIM	0	1,399	1,399	1,398.01	.00	.99	99.9%
01711571	521010	FICA TAXES	24,918	0	24,918	23,132.29	.00	1,785.71	92.8%
01711571	521010	COVID FICA TAXES	0	660	660	659.09	.00	.91	99.9%
01711571	521020	MEDICARE TAXES	5,828	0	5,828	5,409.87	.00	418.13	92.8%
01711571	521020	COVID MEDICARE T	0	155	155	154.14	.00	.86	99.4%
01711571	522000	RETIREMENT	50,733	0	50,733	44,659.86	.00	6,073.14	88.0%
01711571	522000	COVID RETIREMENT	0	1,084	1,084	1,083.62	.00	.38	100.0%
01711571	523010	LIFE & HEALTH I	36,088	0	36,088	33,093.49	.00	2,994.51	91.7%
01711571	523010	COVID LIFE & HRA	0	1,193	1,193	1,192.15	.00	.85	99.9%
01711571	524010	WORKERS' COMPEN	2,339	116	2,455	2,454.14	.00	.86	100.0%
01711571	540000	TRAVEL AND PER	3,498	-2,635	863	79.41	.00	783.59	9.2%
01711571	541000	COMMUNICATIONS	1,655	0	1,655	1,475.47	.00	179.53	89.2%
01711571	542000	FREIGHT AND POS	761	0	761	315.33	.00	445.67	41.4%
01711571	544000	RENTALS AND LEA	2,423	0	2,423	2,339.52	.00	83.48	96.6%
01711571	545000	INSURANCE	800	0	800	320.00	.00	480.00	40.0%
01711571	546000	REPAIRS AND MAI	1,920	0	1,920	1,920.00	.00	.00	100.0%
01711571	546020	MAINTENANCE SVC	29,642	0	29,642	28,152.09	.00	1,489.91	95.0%
01711571	546040	REPAIRS & MAINT	1,224	0	1,224	984.37	.00	239.63	80.4%
01711571	547000	PRINTING & BIND	3,194	0	3,194	2,332.48	.00	861.52	73.0%
01711571	549000	OTHER CURRENT C	22,684	-1,087	21,597	15,286.60	.00	6,310.40	70.8%
01711571	549081	BACKGROUND CHEC	0	31	31	31.00	.00	.00	100.0%
01711571	551000	OFFICE SUPPLIES	600	0	600	102.38	.00	497.62	17.1%
01711571	552000	MISCELLANEOUS S	17,512	-2,516	14,996	11,030.21	.00	3,965.79	73.6%
01711571	552020	GAS, OIL & LUBR	3,150	0	3,150	2,991.41	.00	158.59	95.0%
01711571	552640	EQUIPMENT <\$750	1,078	-552	526	338.57	.00	187.43	64.4%
01711571	552646	SOFTWARE	32,640	3,232	35,872	32,640.00	.00	3,232.00	91.0%
01711571	554000	DUES & SUBSCRIP	31,241	11,000	42,241	35,871.46	.00	6,369.54	84.9%
01711571	554000	LBDON DUES & SUB	0	1,608	1,608	1,568.32	.00	39.68	97.5%
01711571	555000	TRAINING	1,107	0	1,107	99.00	.00	1,008.00	8.9%
01711571	564000	EQUIPMENT	0	3,068	3,068	1,920.78	.00	1,147.22	62.6%

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01711571 564001 FRP EQUIP \$5000	24,388	0	24,388	.00	.00	24,388.00	.0%
01711571 566100 BOOKS & MATERIA	143,068	-11,000	132,068	118,236.00	.00	13,832.00	89.5%
TOTAL LIBRARIES	770,541	14,255	784,796	733,725.00	.00	51,071.00	93.5%
TOTAL REVENUES	-73,850	-824	-74,674	-25,998.07	.00	-48,675.93	
TOTAL EXPENSES	844,391	15,079	859,470	759,723.07	.00	99,746.93	
01712571 FERNANDINA BEACH BRANCH							
01712571 331702 E-RATE GRANT -	-1,617	0	-1,617	-4,229.40	.00	2,612.40	261.6%
01712571 341900 PASS OTHER GENER	-80,000	0	-80,000	-43,052.40	.00	-36,947.60	53.8%
01712571 341901 PASS PASSPORT PH	-25,000	0	-25,000	-12,831.08	.00	-12,168.92	51.3%
01712571 347101 LIBRARY VISITOR	-1,040	0	-1,040	-720.00	.00	-320.00	69.2%
01712571 347121 PROCTORING EXAM	-240	0	-240	.00	.00	-240.00	.0%
01712571 352010 PINES/FEES/LIBR	-20,000	0	-20,000	-10,071.11	.00	-9,928.89	50.4%
01712571 362002 RENTAL FEES-PUB	-600	0	-600	-100.00	.00	-500.00	16.7%
01712571 366911 LBON DONATIONS-	0	-28,475	-28,475	-29,402.57	.00	927.57	103.3%
01712571 369911 CASH OVER	0	0	0	-37.79	.00	37.79	100.0%
01712571 399100 CASH FORWARD	-13,920	0	-13,920	.00	.00	-13,920.00	.0%
01712571 512000 REGULAR SALARIE	242,467	-1,863	240,604	224,534.71	.00	16,069.29	93.3%
01712571 512000 COVID REGULAR SA	0	872	872	871.66	.00	.34	100.0%
01712571 513000 OTHER SALARIES/	0	4,800	4,800	3,440.00	.00	1,360.00	71.7%
01712571 514000 OVERTIME	0	1,761	1,761	1,760.50	.00	.50	100.0%
01712571 521010 FICA TAXES	15,033	515	15,548	13,603.73	.00	1,944.27	87.5%
01712571 521010 COVID FICA TAXES	0	53	53	52.08	.00	.92	98.3%
01712571 521020 MEDICARE TAXES	3,516	120	3,636	3,181.58	.00	454.42	87.5%
01712571 521020 COVID MEDICARE T	0	13	13	12.18	.00	.82	93.7%
01712571 522000 RETIREMENT	30,079	885	30,964	25,904.55	.00	5,059.45	83.7%
01712571 522000 COVID RETIREMENT	0	91	91	90.93	.00	.07	99.9%
01712571 523010 LIFE & HEALTH I	36,152	2,269	38,421	36,499.65	.00	1,921.35	95.0%
01712571 523010 COVID LIFE & HEA	0	242	242	241.84	.00	.16	99.9%
01712571 524010 WORKERS' COMPEN	412	30	442	441.93	.00	.07	100.0%
01712571 534000 OTHER CONTRACTU	480	0	480	480.00	.00	.00	100.0%
01712571 540000 TRAVEL & PER DI	2,040	0	2,040	12.08	.00	2,027.92	.6%
01712571 541000 COMMUNICATIONS	1,238	0	1,238	840.83	.00	397.17	67.9%
01712571 541040 COMMUNICATIONS-	2,426	5,043	7,469	6,902.29	.00	566.71	92.4%
01712571 542000 PASS FREIGHT AND	3,800	0	3,800	2,888.35	.00	911.65	76.0%
01712571 543000 UTILITY SERVICE	46,667	-5,043	41,624	38,052.54	.00	3,571.46	91.4%
01712571 544000 RENTALS/LEASES	45	0	45	29.88	.00	15.12	66.4%
01712571 545000 INSURANCE	5,300	504	5,804	5,804.00	.00	.00	100.0%
01712571 546000 REPAIRS & MAINT	1,553	-206	1,347	429.01	.00	917.99	31.8%
01712571 546020 MAINTENANCE SER	3,522	0	3,522	2,647.13	.00	874.87	75.2%

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01712571 FERNANDINA BEACH BRANCH	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01712571 547000 PRINTING & BIND	50	5	55	55.00	.00	.00	100.0%
01712571 549000 OTHER CURRENT C	233	1,008	1,241	1,240.29	.00	.71	99.9%
01712571 549000 LBDON OTHER CURR	0	350	350	.00	.00	350.00	.0%
01712571 549002 ADVERTISING	0	643	643	642.46	.00	.54	99.9%
01712571 549008 CASH SHORT	0	6	6	6.20	.00	-.20	103.3%*
01712571 549081 BACKGROUND CHEC	0	218	218	217.50	.00	.50	99.8%
01712571 551000 OFFICE SUPPLIES	900	0	900	891.16	.00	8.84	99.0%
01712571 552000 MISCELLANEOUS S	3,805	-823	2,982	2,876.23	.00	105.77	96.5%
01712571 552000 LBDON MISC OPERA	0	105	105	104.71	.00	.29	99.7%
01712571 552000 PASS MISC OPERAT	3,675	0	3,675	2,955.48	.00	719.52	80.4%
01712571 552030 JANITORIAL SUPP	4,600	-255	4,345	3,081.33	.00	1,263.67	70.9%
01712571 552640 EQUIPMENT <\$750	1,100	14,564	15,664	15,446.02	.00	217.98	98.6%
01712571 552640 LBDON EQUIPMENT	0	578	578	578.00	.00	.00	100.0%
01712571 554000 DUES & SUBSCRIP	0	26	26	26.00	.00	.00	100.0%
01712571 554005 SUBSCRIPTIONS-O	14,504	0	14,504	4,659.07	.00	9,844.93	32.1%
01712571 554005 LBDON SUBSCRIPTI	0	3,500	3,500	893.32	.00	2,606.68	25.5%
01712571 555000 TRAINING	790	0	790	99.00	.00	691.00	12.5%
01712571 564000 EQUIPMENT	761	3,999	4,760	3,999.45	.00	760.55	84.0%
01712571 566100 BOOKS & MATERIA	7,597	9	7,606	7,128.97	.00	477.03	93.7%
01712571 566100 LBDON BOOKS & MA	0	23,933	23,933	10,133.72	.00	13,799.28	42.3%
TOTAL FERNANDINA BEACH BRANCH	290,328	29,477	319,805	323,311.01	.00	-3,506.01	101.1%
TOTAL REVENUES	-142,417	-28,475	-170,892	-100,444.35	.00	-70,447.65	
TOTAL EXPENSES	432,745	57,952	490,697	423,755.36	.00	66,941.64	
01713571 CALLAHAN BRANCH							
01713571 331702 E-RATE GRANT -	-4,019	0	-4,019	-6,293.07	.00	2,274.07	156.6%
01713571 347121 PROCTORING EXAM	-30	0	-30	-156.85	.00	126.85	522.8%
01713571 352010 FINES/FEES/LIHR	-7,212	0	-7,212	-3,651.01	.00	-3,560.99	50.6%*
01713571 362002 RENTAL FEES-PUB	-100	0	-100	.00	.00	-100.00	.0%*
01713571 366911 LBDON DONATIONS-	0	0	0	-75.00	.00	75.00	100.0%
01713571 386800 SOE TRANS IN-SOE	0	0	0	-896.08	.00	896.08	100.0%
01713571 512000 REGULAR SALARIE	109,932	-1,193	108,739	98,365.67	.00	10,373.33	90.5%
01713571 514000 OVERTIME	0	766	766	765.26	.00	.74	99.9%
01713571 514001 COVID DOUBLE TIM	0	926	926	925.23	.00	.77	99.9%
01713571 521010 FICA TAXES	6,816	0	6,816	5,947.47	.00	868.53	87.3%
01713571 521010 COVID FICA TAXES	0	58	58	57.22	.00	.78	98.7%
01713571 521020 MEDICARE TAXES	1,594	0	1,594	1,391.05	.00	202.95	87.3%
01713571 521020 COVID MEDICARE T	0	14	14	13.38	.00	.62	95.6%
01713571 522000 RETIREMENT	10,993	0	10,993	10,175.54	.00	817.46	92.6%
01713571 522000 COVID RETIREMENT	0	93	93	92.52	.00	.48	99.5%

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		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
		APPROP	ADJUSTMS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
01713571 CALLAHAN BRANCH								

01713571 523010	LIFE & HEALTH I	18,044	392	18,436	16,129.74	.00	2,306.26	87.5%
01713571 523010	COVID LIFE & HRA	0	127	127	126.18	.00	.82	99.4%
01713571 524010	WORKERS' COMPEN	187	3	190	189.56	.00	.44	99.8%
01713571 534000	OTHER CONTRACTU	222	0	222	222.00	.00	.00	100.0%
01713571 540000	TRAVEL & PER DI	834	0	834	98.98	.00	735.02	11.9%
01713571 541000	COMMUNICATIONS	636	0	636	625.28	.00	10.72	98.3%
01713571 541040	COMMUNICATIONS-	5,876	1,956	7,832	7,785.20	.00	46.80	99.4%
01713571 543000	UTILITY SERVICE	7,898	0	7,898	6,265.23	.00	1,632.77	79.3%
01713571 544000	RENTALS/LEASES	89,555	-5,593	83,962	81,927.93	.00	2,034.07	97.6%
01713571 545000	INSURANCE	650	439	1,089	1,089.00	.00	.00	100.0%
01713571 546000	REPAIRS & MAINT	3,119	0	3,119	1,338.58	.00	1,780.42	42.9%
01713571 547000	PRINTING & BIND	50	0	50	.00	.00	50.00	.0%
01713571 549000	OTHER CURRENT C	52	451	503	502.09	.00	.91	99.8%
01713571 549008	CASH SHORT	0	4	4	3.60	.00	.40	90.0%
01713571 551000	OFFICE SUPPLIES	250	0	250	104.13	.00	145.87	41.7%
01713571 552000	MISCELLANEOUS S	2,443	-168	2,275	1,309.29	.00	965.71	57.6%
01713571 552030	JANITORIAL SUPP	1,500	-255	1,245	654.22	.00	590.78	52.5%
01713571 552640	EQUIPMENT <\$750	579	7,842	8,421	8,416.51	.00	4.49	99.9%
01713571 554000	DUES & SUBSCRIP	45	0	45	.00	.00	45.00	.0%
01713571 555000	TRAINING	317	0	317	.00	.00	317.00	.0%
TOTAL CALLAHAN BRANCH		250,231	5,862	256,093	233,448.85	.00	22,644.15	91.2%
TOTAL REVENUES		-11,361	0	-11,361	-11,072.01	.00	-288.99	
TOTAL EXPENSES		261,592	5,862	267,454	244,520.86	.00	22,933.14	
01714571 HILLIARD BRANCH								

01714571 331702	E-RATE GRANT -	-4,019	0	-4,019	-6,293.07	.00	2,274.07	156.6%
01714571 352010	FINES/FEES/LIBR	-3,500	0	-3,500	-1,415.45	.00	-2,084.55	40.4%*
01714571 362002	RENTAL FEES-PUB	-50	0	-50	.00	.00	-50.00	.0%*
01714571 366911	LBDON DONATIONS-	0	-11,310	-11,310	-10,531.00	.00	-779.00	93.1%*
01714571 399100	CASH FORWARD	-2,284	641	-1,643	.00	.00	-1,643.00	.0%*
01714571 512000	REGULAR SALARIE	89,102	68	89,170	89,169.39	.00	.61	100.0%
01714571 514000	OVERTIME	0	526	526	525.25	.00	.75	99.9%
01714571 521010	FICA TAXES	5,524	0	5,524	5,093.56	.00	430.44	92.2%
01714571 521020	MEDICARE TAXES	1,292	0	1,292	1,191.18	.00	100.82	92.2%
01714571 522000	RETIREMENT	8,910	269	9,179	9,178.11	.00	.89	100.0%
01714571 523010	LIFE & HEALTH I	18,172	1,125	19,297	18,650.64	.00	646.36	96.7%
01714571 524010	WORKERS' COMPEN	151	8	159	158.54	.00	.46	99.7%
01714571 534000	OTHER CONTRACTU	480	0	480	480.00	.00	.00	100.0%
01714571 540000	TRAVEL & PER DI	834	0	834	14.95	.00	819.05	1.8%
01714571 541000	COMMUNICATIONS	1,272	17	1,289	1,288.27	.00	.73	99.9%

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			ORIGINAL	TRANSFERS/	REVISED			AVAILABLE	PCT
			APPROP	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL

01714571	HILLIARD BRANCH								

01714571	541040	COMMUNICATIONS-	6,009	2,156	8,165	7,493.07	.00	671.93	91.8%
01714571	543000	UTILITY SERVICE	12,507	-2,013	10,494	9,646.93	.00	847.07	91.9%
01714571	545000	INSURANCE	3,850	1,042	4,892	4,892.00	.00	.00	100.0%
01714571	546000	REPAIRS & MAINT	5,488	0	5,488	152.68	.00	5,335.32	2.8%
01714571	546020	MAINTENANCE SER	200	0	200	.00	.00	200.00	.0%
01714571	546030	REPAIRS & MAINT	2,000	0	2,000	201.83	.00	1,798.17	10.1%
01714571	547000	PRINTING & BIND	50	0	50	.00	.00	50.00	.0%
01714571	549000	OTHER CURRENT C	1,340	-641	699	697.46	.00	1.54	99.8%
01714571	549000	LBDON OTHER CURR	0	1,489	1,489	1,482.00	.00	7.00	99.5%
01714571	551000	OFFICE SUPPLIES	200	0	200	.00	.00	200.00	.0%
01714571	552000	MISCELLANEOUS S	3,096	-424	2,672	669.45	.00	2,002.55	25.1%
01714571	552000	LBDON MISC OPERA	0	426	426	424.87	.00	1.13	99.7%
01714571	552030	JANITORIAL SUPP	1,500	-255	1,245	760.76	.00	484.24	61.1%
01714571	552640	EQUIPMENT <\$750	641	6,641	7,282	7,281.82	.00	.18	100.0%
01714571	552640	LBDON EQUIPMENT	0	3,000	3,000	651.07	.00	2,348.93	21.7%
01714571	554005	SUBSCRIPTIONS-O	579	0	579	218.89	.00	360.11	37.8%
01714571	554005	LBDON SUBSCRIPTI	0	100	100	.00	.00	100.00	.0%
01714571	555000	TRAINING	317	0	317	189.00	.00	128.00	59.6%
01714571	566100	LBDON BOOKS & MA	0	6,575	6,575	5,938.50	.00	636.50	90.3%
TOTAL HILLIARD BRANCH			153,661	9,440	163,101	148,210.70	.00	14,890.30	90.9%
TOTAL REVENUES			-9,853	-10,669	-20,522	-18,239.52	.00	-2,282.48	
TOTAL EXPENSES			163,514	20,109	183,623	166,450.22	.00	17,172.78	
01715571	BRYCEVILLE BRANCH								

01715571	331702	E-RATE GRANT -	-303	0	-303	-302.98	.00	-.02	100.0%*
01715571	352010	FINES/FEEs/LIBR	-500	0	-500	-94.37	.00	-405.63	18.9%*
01715571	366911	LBDON DONATIONS-	0	0	0	-4.20	.00	4.20	100.0%
01715571	399100	LBDON CASH FORMA	0	-158	-158	.00	.00	-158.00	.0%*
01715571	512000	REGULAR SALARIE	48,205	1,244	49,449	49,448.07	.00	.93	100.0%
01715571	521010	FICA TAXES	2,989	0	2,989	2,925.20	.00	63.80	97.9%
01715571	521020	MEDICARE TAXES	699	0	699	684.03	.00	14.97	97.9%
01715571	522000	RETIREMENT	8,185	362	8,547	8,546.36	.00	.64	100.0%
01715571	523010	LIFE & HEALTH I	9,022	223	9,245	8,860.66	.00	384.34	95.8%
01715571	523010	COVID LIFE & HEA	0	30	30	29.82	.00	.18	99.4%
01715571	524010	WORKERS' COMPEN	82	5	87	86.19	.00	.81	99.1%
01715571	534000	OTHER CONTRACTU	222	0	222	222.00	.00	.00	100.0%
01715571	540000	TRAVEL & PER DI	87	-5	82	.00	.00	82.00	.0%
01715571	541000	COMMUNICATIONS	2,165	3,060	5,215	5,214.13	.00	.87	100.0%
01715571	541040	COMMUNICATIONS-	3,258	-217	3,041	3,040.34	.00	.66	100.0%
01715571	543000	UTILITY SERVICE	745	0	745	543.68	.00	201.32	73.0%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01715571 BRYCEVILLE BRANCH							
01715571 545000 INSURANCE	1,691	565	2,256	2,256.00	.00	.00	100.0%
01715571 546000 REPAIRS & MAINT	1,838	-1,694	144	14.67	.00	129.33	10.2%
01715571 549000 OTHER CURRENT C	20	1	21	21.00	.00	.00	100.0%
01715571 549081 BACKGROUND CHRC	0	15	15	15.00	.00	.00	100.0%
01715571 551000 OFFICE SUPPLIES	150	0	150	28.12	.00	121.88	18.7%
01715571 552000 MISCELLANEOUS S	1,072	0	1,072	1,038.03	.00	33.97	96.8%
01715571 552640 EQUIPMENT <\$750	0	1,790	1,790	1,790.41	.00	-.41	100.0%*
01715571 554005 LBDON SUBSCRIPTI	0	158	158	.00	.00	158.00	.0%
TOTAL BRYCEVILLE BRANCH	79,617	5,379	84,996	84,362.16	.00	633.84	99.3%
TOTAL REVENUES	-803	-158	-961	-401.55	.00	-559.45	
TOTAL EXPENSES	80,420	5,537	85,957	84,763.71	.00	1,193.29	
01716571 YULEE BRANCH							
01716571 331702 E-RATE GRANT -	-4,019	0	-4,019	-6,300.07	.00	2,281.07	156.8%
01716571 347121 PROCTORING EXAM	-50	0	-50	.00	.00	-50.00	.0%*
01716571 352010 FINES/FEES/LIBR	-2,500	0	-2,500	-728.22	.00	-1,771.78	29.1%*
01716571 366911 LBDON DONATIONS-	0	-211	-211	-211.00	.00	.00	100.0%
01716571 399100 CASH FORWARD	0	-535	-535	.00	.00	-535.00	.0%*
01716571 512000 REGULAR SALARIE	68,170	-2,740	65,430	58,317.41	.00	7,112.59	89.1%
01716571 514000 OVERTIME	0	282	282	281.20	.00	.80	99.7%
01716571 521010 FICA TAXES	4,227	0	4,227	3,578.59	.00	648.41	84.7%
01716571 521020 MEDICARE TAXES	988	0	988	836.92	.00	151.08	84.7%
01716571 522000 RETIREMENT	6,817	0	6,817	6,008.49	.00	808.51	88.1%
01716571 523010 LIFE & HEALTH I	9,022	0	9,022	5,218.39	.00	3,803.61	57.8%
01716571 524010 WORKERS' COMPEN	116	4	120	119.66	.00	.34	99.7%
01716571 540000 TRAVEL & PER DI	747	0	747	.00	.00	747.00	.0%
01716571 541040 COMMUNICATIONS-	5,878	1,829	7,707	7,500.99	.00	206.01	97.3%
01716571 542000 FREIGHT AND POS	0	11	11	11.00	.00	.00	100.0%
01716571 544000 RENTALS/LEASES	560	0	560	.00	.00	560.00	.0%
01716571 545000 INSURANCE	350	170	520	520.00	.00	.00	100.0%
01716571 546000 REPAIRS & MAINT	910	0	910	361.97	.00	548.03	39.8%
01716571 547000 PRINTING & BIND	50	74	124	124.00	.00	.00	100.0%
01716571 549000 OTHER CURRENT C	20	878	898	897.59	.00	.41	100.0%
01716571 549002 ADVERTISING	0	156	156	155.08	.00	.92	99.4%
01716571 549008 CASH SHORT	0	5	5	5.00	.00	.00	100.0%
01716571 549081 BACKGROUND CHRC	0	40	40	37.50	.00	2.50	93.8%
01716571 551000 OFFICE SUPPLIES	300	0	300	133.47	.00	166.53	44.5%
01716571 552000 MISCELLANEOUS S	1,500	155	1,655	949.21	.00	705.79	57.4%
01716571 552640 EQUIPMENT <\$750	2,762	2,946	5,708	4,907.72	.00	800.28	86.0%
01716571 552640 LBDON EQUIPMENT	0	211	211	211.00	.00	.00	100.0%

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FOR 2021 13

01716571 YULKE BRANCH	ORIGINAL APPROP	TRANSFRS/ ADJESTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01716571 555000 TRAINING	317	0	317	.00	.00	317.00	.0%
TOTAL YULKE BRANCH	96,165	3,275	99,440	82,935.90	.00	16,504.10	83.4%
TOTAL REVENUES	-6,869	-746	-7,315	-7,239.29	.00	-75.71	
TOTAL EXPENSES	102,734	4,021	106,755	90,175.19	.00	16,579.81	
GRAND TOTAL	1,640,543	67,688	1,708,231	1,605,993.62	.00	102,237.38	94.8%

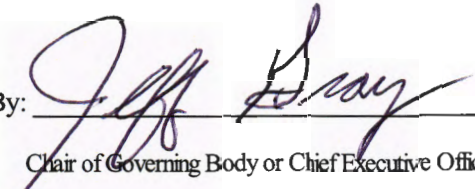
** END OF REPORT - Generated by Mary Pottechnik **

38. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2022-23 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Grantee: Department of State

By: 
Chair of Governing Body or Chief Executive Officer

By: _____

Amy L. Johnson, Director
Division of Library and Information Services
Department of State, State of Florida

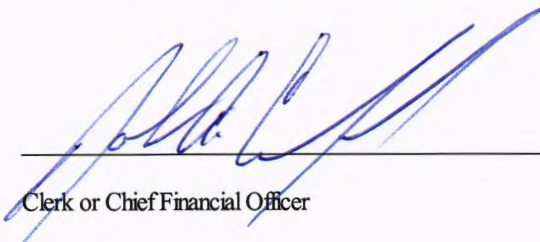
Jeff Gray, Chairman

Typed name and title

October 10, 2022

Date

Date


Clerk or Chief Financial Officer

Witness

October 10, 2022

Date

Date

ATTACHMENT A

FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

Monitoring

In addition to reviews of audits conducted in accordance with 2 *CFR* 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 2 §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

Audits

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 *CFR* §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 *CFR* 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 *CFR* 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 *CFR* 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 *CFR* 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 *CFR* 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 *CFR* 200, subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.*; Rule Chapter 69I-5 *F.A.C.*, State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.*, and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 *CFR* 200.512, by or on behalf of the recipient directly to each of the following:
 - A. The Department of State via the DOS Grants System at <https://dosgrants.com>.
 - B. The Federal Audit Clearinghouse (FAC) as provided in 2 *CFR* 200.6 and section 200.512

The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:
 - A. The Department of State via the DOS Grants System at <https://dosgrants.com>.

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

- 3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 *CFR* 200.512, section 215.97 *F.S.* and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
- 4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part IV: Record Retention

- 1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT - 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Not applicable.

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not applicable.

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Libraries;
CSFA Number. 45.030
Award Amount: See Attachment B.

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

ATTACHMENT B
Fiscal Year 2022-23 State Aid to Libraries Final Grants