

**ALABAMA PUBLIC LIBRARY SERVICE  
FY 2018 STATE AID APPLICATION**

**APPLICATION INSTRUCTIONS FOR  
SYSTEM HEADQUARTERS AND FOR LIBRARIES  
THAT DISTRIBUTE STATE AID TO OTHER LIBRARIES  
Due 10/1/2017**

Please complete the enclosed application form, check for accuracy, and have the form signed by the system Board Chair and the system Library Director. Totals should be a sum total of all member libraries. Please attach individual application forms for ALL member libraries. The form(s) must be returned to APLS, **Attention: Stephanie Taylor**, as soon as possible. State Aid cannot be issued until all necessary forms are received. The APLS Administrative Code, Rule 520-2-2-.04, **Fiscal Requirements**, states that:

- (1) A public library must have a current budget, and the participants of a public library system must have a cumulative total current budget, based on locally-appropriated non-capital funds, of **not less** than the amount of state aid for which the library or system is eligible **nor less** than the previous year's budget. Locally appropriated non-capital funds may include a combination of municipal or county funds appropriated to the library or system budget and in-kind funds expended directly by local governments for public library services.
  - (a) If locally appropriated funds received are not sufficient to match for state aid and/or if the locally appropriated funds received are reduced from the previous year, the amount of state aid for the current fiscal year will be reduced by an amount equal to the difference between the current locally appropriated funds received and the average of the locally appropriated funds received for the previous two (2) fiscal years.

Should a review indicate that your library might fail to meet the requirements, you may **request special consideration** by completing an appeal form found on the APLS website (see APLS Administrative Code, 520-2-2-.07, **Appeal Process**).

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**--- FINANCIAL SUMMARY ---**

**1. Name of System or Library:** \_\_\_\_\_

**2. FY 2018 SUMMARY BUDGET FOR STATE AID**

For each line item below, enter the **total** of the **anticipated** state aid expenditures of the combined individual library applications. The amount entered for **personnel may not exceed 50% total state aid** to be received by the system.

**ANTICIPATED STATE AID EXPENDITURES FY 2018**

MATERIALS TOTAL: \_\_\_\_\_

EQUIPMENT TOTAL: \_\_\_\_\_

PERSONNEL TOTAL: \_\_\_\_\_

LIBRARY OPERATIONS TOTAL: \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

(The grand total, as noted above, **must equal** the total anticipated State Aid to be received from APLS in FY 2018. The State Aid amount anticipated is noted on the AGREEMENT received with this document.)

**3. SUMMARY LOCALLY-APPROPRIATED NON-CAPITAL FUNDS**

**FY 2018  
Appropriation**

**FY 2017  
Actual Total**

**FY 2016  
Actual Total**

**GRAND TOTALS** \_\_\_\_\_

(Enter as grand totals the sums of the **local** appropriations, determined by adding the totals from the individual applications. Libraries **MUST** have a LOCAL budget/appropriation for FY 2018.)

**4. NARRATIVE (USE OF STATE AID):** Please explain how the anticipated State Aid expenditures (in question #2 above) will benefit the library and its community. (Refer to the library's goals and objectives as projected and described in the library's **Long-Range Plan** on file at APLS.) Use this space or attach page.

**CONTRACTS BETWEEN SYSTEMS AND THEIR MEMBERS OR COOPERATING LIBRARIES**

State Aid Rule 520-2-2-.04 (2) requires that contracts between systems and their members and/or cooperating libraries be reviewed annually and a copy of any changes or new contracts sent to APLS.

Please **attach a list** of the libraries you have contracts with, including the date signed.

- Are there contracts in effect with all members or cooperating public libraries?  
\_\_\_\_\_No      \_\_\_\_\_ Yes
  
- Have all contracts been reviewed by the local public library board?  
\_\_\_\_\_No      \_\_\_\_\_ Yes
  
- Are all current contracts on file with APLS?  
\_\_\_\_\_No      \_\_\_\_\_ Yes

**REQUIRED DOCUMENTATION TO BE ON FILE WITH APLS**  
**(Check below if APLS has the library's most current copies)**

If required documents are not on file, library will not be eligible for State Aid.

- \_\_\_\_\_ Current Long Range Plans
- \_\_\_\_\_ Current By-laws
- \_\_\_\_\_ Copies of contracts with member libraries
- \_\_\_\_\_ Current Board Members, names and addresses
- \_\_\_\_\_ Previous year's Statement of Financial Responsibility (for FY 2016)
- \_\_\_\_\_ Previous year's Annual Statistical Report
- \_\_\_\_\_ Copies of contracts with cooperative libraries\*\*
- \_\_\_\_\_ Documentation for newly formed libraries
- \_\_\_\_\_ Notification of change in system membership status
- \_\_\_\_\_ Current disaster plan

\*If the same contract wording is used for multiple members, send one complete copy of the contract and copies of the signature pages for all member libraries.

\*\*Libraries not in a system but receiving their State Aid through another library.

By signing this document you certify that the recorded information is true and that you have read, understand, and are abiding by the Alabama Public Library Service Library Development Division Administrative Code Chapter 520-2-2 Supplemental State Aid to Public Libraries.

\_\_\_\_\_  
**Signature of Library Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Library Board Chair**

\_\_\_\_\_  
**Date**

All sections must be completed and correct or paperwork will be returned to the library.