

2007-2008

MATCHING  
FUNDS  
PROGRAM

# REFERENCE GUIDE

**Library Media Services** / *Miami-Dade County Public Schools*

# **LIBRARY MEDIA MATCHING FUNDS PROGRAM REFERENCE GUIDE**



## **GENERAL INFORMATION**

The resources provided by library media centers are essential components to ensuring academic success for Miami-Dade County Public School (M-DCPS) students. In fact, several recent research studies have shown direct correlations between library usage and student achievement. In an effort to support library media programs, the Division of Instructional Technology, Instructional Materials, and Library Media Services will distribute the 2007-2008 allocation for the *Library Media Matching Funds Program*. **In order for schools to participate in the *Library Media Matching Funds Program*, they must have returned the *Annual Library Media Center Statistics and Inventory* in May 2007.**

The *Library Media Matching Funds Program* should be used for financial support of library media programs through the purchase of library books, print reference materials, audiovisual materials, computer software, audiovisual equipment, and related instructional materials that circulate from the library media center. The District's purchase of online research reference products should reduce the need for school expenditures for electronic reference materials.

It is anticipated that all K-12 schools with a library media center will receive a matching allocation of approximately \$.48 for each discretionary dollar spent at the school site. The exact matched allocation will depend on the number of schools participating, the total school commitments, and the constraints of the total District allocation.

The 2006-2007 District average per pupil expenditure for library media materials was \$11.52. In order to bring all M-DCPS schools up to this average, allocations will be capped. **To determine your school's cap, multiply \$11.52 by your school's K-12 FTE.** Schools that are able to fund library media materials beyond the average district per pupil level are encouraged to do so, but the additional expenditures will not be matched.

### ***Completing the Library Media Matching Funds Program Application***

- The principal or designee **MUST** sign the cover sheet and page 4 of 6, if applicable.
- The Library Media Matching Funds Program Application Package may be accessed online at [http://library.dadeschools.net/prof\\_tools.htm](http://library.dadeschools.net/prof_tools.htm). Instructions for submitting the application via email, fax, or standard school mail are included in the application.
- The completed application should be sent, no later than **November 16, 2007**, to Library Media Services.
- All methods of submission require the principal's signature.

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## **EXPLANATION OF PROGRAM ACCOUNTS**

### **A. Program 7000 – Discretionary Funds, 02 Account**

School discretionary funds spent from Program 7000 must be spent on library media resources rather than on classroom materials. Expenditures for eligible library media materials in Program 7000, Function 6200, dated between July 1, 2007, and the completion of the Matching Funds Application will count towards matching funds. Expenditures in any other program or function, except Program 9583 (EESAC), may not be matched. To obtain credit for these expenditures, the principal must complete the Program 7000 Form (page 3 of 6), and submit with the Matching Funds Application.

**The total amount on the Program 7000 Form should be the same as the amount on line #1 of the APPLICATION SUMMARY FORM.**

### **B. Program 9584 – Discretionary Funds Transfer**

These are funds allocated by the school for future library media purchases. Library Media Services will forward the transfers to the Budget office (see page 4 of 6 of the Matching Funds Application). Funds spent from Program 9584 must be spent on library media resources.

Program 9584 funds will become available at the school's location approximately 3-4 weeks after the receipt of the Matching Funds Application.

**The total amount on the Discretionary Funds Transfer Form should be the same as the amount on line #2 of the APPLICATION SUMMARY FORM.**

### **C. Program 9583 – EESAC - Educational Excellence School Advisory Council Funds**

Expenditures from Program 9583, Educational Excellence School Advisory Council Funds (EESAC), may be eligible for matching funds as long as the school meets one of the two criteria listed below:

1. Expenditures for eligible library media materials in Program 9583 dated between July 1, 2007, and the completion of the Matching Funds Application will count towards Matching Funds. To obtain credit for these expenditures, the principal must complete the Program 9583 Form (page 5 of 6 of Matching Funds Application) and submit it with the Matching Funds Application.

**— OR —**

2. Monies for eligible library media materials in Program 9583 not expended or encumbered by the Matching Funds application deadline may count towards Matching Funds. To obtain credit for these pledged monies, the school must secure a letter of commitment (including dollar amount of contribution) signed by the EESAC chairperson and addressed to the school principal and submit it with the Matching Funds Application.

**The total amount on the Program 9583 Form should be the same as the amount on line #3 of the APPLICATION SUMMARY FORM.**

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### **D. Internal Funds**

Monies from PTA/PTSA donations, gifts, book fair proceeds, library trust account monies, etc., can be eligible for Matching Funds provided they are transferred into **Program 9584 before the expenditure is made.**

The principal should send the attached Internal Funds Transfer Form (page 6 of 6) to Ms. Silvia R. Rojas, Treasurer, Office of Treasury Management, 9999 SBAB, Room 615, with a check made payable to **The School Board of Miami-Dade County, Florida**, requesting that the funds be deposited into Program 9584, Object 5612, Fund 0100, Function 6200, Location (School Location Number).

**The amount of the deposit should be indicated on line #4 of the APPLICATION SUMMARY FORM and copies of BOTH the Internal Funds Transfer Form and the check should be submitted with the Matching Funds Application.**

### **E. Program 8889 – Library Media Materials Allocation**

These are funds allocated to the school based on the Matching Funds formula. Funds in Program 8889 can **only** be spent on library media instructional materials.

### **F. Fund 9**

**Due to state audit requirements**, library media purchases from Fund 9 cannot be matched. Schools may not use this purchasing procedure for eligible library media purchases.

### **Deadlines for Library Media Matching Funds Application**

#### ***November 16, 2007***

Applications may be submitted to Library Media Services by following the submission guidelines found on the Library Media Matching Funds Program Application Package Cover Sheet. Applications received after the deadline **may not be funded.**

#### ***February 4, 2008***

All requisitions for funds in Program 9584 and Program 8889 must be entered into the MSAF Purchasing System by this date.

Library media specialists should proceed **immediately** with tentative selections for purchases based on estimated matching ratios, so that final adjustments may be made and requisitions entered into the computer after confirmation of the matching allocation. Requisitions should not be entered into MSAF until after a confirmation letter is received from Library Media Services.

Questions pertaining to the *Library Media Matching Funds Program* should be directed to Mr. Albert Pimienta, Instructional Supervisor, Library Media Services, at (305) 995-2283.

**Please read the *Library Matching Funds Frequently Asked Questions (FAQs)* for further information.**

# LIBRARY MEDIA MATCHING FUNDS PROGRAM REFERENCE GUIDE



## PURCHASING INSTRUCTIONS

### I. GENERAL REQUIREMENTS

All materials and equipment purchased through programs 9584 and 8889 must be inventoried and circulated through the library media center. The school must document all expenditures. Please maintain copies of requisitions, purchase orders, invoices, and delivery slips in clearly marked folders or binders (one for each program) in the school library media center.

Vendor number information, object, category, item number, description list, or further clarification on preparing purchase requisitions, can be accessed in the MSAF computer screens (VSL – Vendor Short Name Lookup, ISN – Item Short Name look- up, IBC – Item Inquiry By Category) or in the Management or Appendix Sections of the online *Library Media Services' Policy and Procedures Manual* located at the following URL [http://library.dadeschools.net/publications/lms\\_manual/manual\\_index.htm](http://library.dadeschools.net/publications/lms_manual/manual_index.htm).

Requisitions missing any of the following information will be denied and returned to the school for correction:

- Buyer
- Category/item numbers
- Approval chain
- Shipping information
- Appropriate comments (RCM screen)
- “Do Not Exceed” amount is different from requisition total

Please periodically check the MSAF screen for requisitions that may have been denied.

Computer hardware **CANNOT** be purchased with funds from **Program 8889**; however, library media specialists who do purchase computer equipment from other funding sources should be aware that the approval chain, regardless of dollar amount, must include 9623LM and KARCHER as the last two approvals on the chain.

#### **Cataloging and Processing**

All print and nonprint materials **MUST** be cataloged according to M-DCPS cataloging and processing specifications. Vendors have been sent M-DCPS cataloging and processing specifications. Attached is a list of those vendors who have agreed to follow M-DCPS specifications and will submit the MARC records to the schools.

#### **Shipping and Handling**

Shipping and handling (S&H) must be accounted for on all requisitions.

- To list S&H as a line item on the requisition, use category 966, item 00. Use the same funding structure as the items ordered. Call the vendor for S&H cost or use 10% as an estimate.
- The “Do Not Exceed” amount must include the S&H as reflected in the “Comments” (RCM) screen.

If you do not account for S&H, the Purchasing Department will add S&H to the purchase order or deny the requisition.

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## **Purchase Order Tracking Timeline**

Approximately two to three weeks after routing requisitions, verify that they have been approved. Correct any requisitions that were denied and reroute them again.

Approximately six weeks after requisitions are approved, verify that a “hard” or printed copy of the purchase order was received in the school. Obtain a copy of the purchase order and maintain a file for each program. Approximately six weeks after the date of the purchase order, materials should begin arriving. Contact vendors, if necessary, and write notes directly on purchase orders.

In May, reconcile any outstanding orders. Purchase orders should be completed and received online by May 30, 2008. Contact the Purchasing Department *in writing* if a purchase order must be cancelled. Any remaining funds in Program 8889 must be encumbered by June 1, 2008. After June 30, 2008, unencumbered funds in Program 8889 will revert back to the District. It is anticipated that unencumbered funds in Program 9584 will be rolled forward into the following year’s school local program after June 30, 2008.

## **II. SPECIAL INSTRUCTIONS - PROGRAM 9584**

**Items that may be purchased:** Library hardback and paperback books; periodicals; print and electronic reference materials; nonprint materials (*i.e.*, videorecordings, sound recordings, or other electronic media); computer software for student use that circulates from the library media center; telecommunication fees; audiovisual equipment; computers and peripherals for library media usage; and library furnishings that enhance the aesthetics of the room. **All of the above MUST be inventoried, processed, and circulated through the school library media center.**

**Items excluded:** Computer software for school network management purposes, classroom usage, or for computer labs; installation of television classroom outlets and brackets; library security equipment; classroom sets of materials; and classroom instructional kits.

**Vendors:** Print and nonprint resources should be ordered from publishers/jobbers who provide **complete cataloging and processing** for library circulation. The publishers/jobbers on the attached list have agreed to adhere to M-DCPS cataloging and processing specifications. All book orders should be placed with companies that can supply the full MARC 21 record. (The only exceptions are reference resources, bilingual materials, or software programs that are necessary to support the curricular and recreational needs of students but may not be available fully processed.)

**Ship to:** Your school name and address

### **Approval Chain for Program 9584\*:**

<b>Requisition Total</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Up to \$5,999	Principal	9623LM	Not Required	Not Required
\$6,000 - \$24,999	Principal	9623LM	Regional Director	Not Required
\$25,000 and above	Principal	9623LM	Regional Director	Superintendent’s Cabinet

\* Approval ID for Albert Pimienta is **9623LM**.

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**Credit Card Purchases:** Please refer to the *Procurement Credit Card Training Manual* for instructions on reconciliation of credit card purchases. *NOTE: Approval chain must include 9623LM for all Program 9584 purchases.*

ACCOUNTING INFORMATION - PROGRAM 9584				
Fund	Object	Location	Program	Function
0100	5612 books	School #	9584	6200
	5621 audiovisual materials <i>over \$1000.00</i> (per item)	↓	↓	↓
	5622 audiovisual materials <i>under \$1000.00</i> (per item)	↓	↓	↓
	5691 computer software <i>over \$1000.00</i> (per item)	↓	↓	↓
	5692 computer software <i>under \$1000.00</i> (per item)	↓	↓	↓
	5640 library furnishings and equipment	↓	↓	↓
	5350 repairs	↓	↓	↓
	5510 supplies	↓	↓	↓
	5530 magazines	↓	↓	↓

**DEADLINE for Program 9584 purchases: FEBRUARY 4, 2008**

### III. SPECIAL INSTRUCTIONS - PROGRAM 8889

**Items that may be purchased:** Library hardback books, library paperback books, books and materials in other languages which give students an opportunity to read in their home language or the foreign language they are studying, nonprint materials (*i.e.*, films, videorecordings, sound recordings, CD's or other electronic media), and curriculum-based computer software that circulates from the library media center. **All of the above library instructional materials MUST be inventoried, processed, and circulated through the school library media center.**

**Items excluded:** Audiovisual equipment, computer equipment, consumable print periodicals, all types of supplies, and other items not listed above.

**Vendors:** Print and nonprint resources should be ordered from publishers/jobbers who provide complete cataloging and processing for library circulation. The publishers/jobbers on the attached list have agreed to adhere to M-DCPS cataloging and processing specifications. All book orders should be placed with companies that can supply the full MARC 21 record. (The only exceptions are reference resources, bilingual materials, or software programs that are necessary to support the curricular and recreational needs of students but may not be available fully processed.)

**Ship to:** Your school name and address

#### Approval Chain for Program 8889:

Requisition Total	Level 1	Level 2	Level 3	Level 4
Up to \$5,999	Principal	9623LM	Not Required	Not Required
\$6,000 - \$24,999	Principal	9623LM	Regional Director	Not Required
\$25,000 and above	Principal	9623LM	Regional Director	Superintendent's Cabinet

\* Approval ID for Albert Pimienta is **9623LM**. MSAF system automatically places 9623LM when requisition is created.

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**Credit Card Purchases:** Please refer to the *Procurement Credit Card Training Manual* for instructions on reconciliation of credit card purchases. *NOTE: Approval chain must include 9623LM for all Program 8889 purchases.*

ACCOUNTING INFORMATION - PROGRAM 8889				
Fund	Object	Location	Program	Function
0100	5612 books	School #	8889	6200
	5621 audiovisual materials <i>over \$1000.00</i> (per item)	↓	↓	↓
	5622 audiovisual materials <i>under \$1000.00</i> (per item)			
	5691 computer software <i>over \$1000.00</i> (per item)			
	5692 computer software <i>under \$1000.00</i> (per item)			

**DEADLINE for Program 8889 purchases: FEBRUARY 4, 2008**

### IV. REQUISITION COMMENTS

Library Media Services strongly recommends that **ALL** print and nonprint materials be ordered cataloged and processed. Therefore, library media center orders need to have proper comments on the purchase order to vendors so that orders are processed accurately. *Remember, the purchase order and comments are the only official School Board authorized documents. Online requisitions in the MSAF system must have the appropriate comments in the RCM screen in order to be approved by Library Media Services.*

Listed below are comments for the requisition worksheet. You may highlight or check only those comments that apply to the type of item(s) being ordered and attach this sheet to your school's worksheet. However, select carefully if you are not the person entering the requisition.

- Send this order "ATTENTION: LIBRARY MEDIA SPECIALIST."
- *Destiny* Circulation System
- Adherence to Miami-Dade County Public Schools' Cataloging and Processing Specifications Required
- Barcode Range:            From \_\_\_\_\_ To \_\_\_\_\_
- Title list submitted directly to vendor
- Shipping and Handling Fee: \_\_\_\_\_ (Specify if amount is taken from the catalog, vendor salesperson, etc., and if it is included in the total price of the requisition.)
- Processing Fee: \_\_\_\_\_ (Specify if amount taken is from the catalog, vendor salesperson, etc., and if it is included in the total price of the requisition.)
- Theft detection system (K-8 Centers, Middle and Senior High Schools only)
- Send Requester's copy to \_\_\_\_\_. (Library Media Specialist and school code)
- DO NOT EXCEED: \$ \_\_\_\_\_ which includes shipping, handling, and processing  
(This amount **MUST** match the total cost of the requisition.)

Please refer to the online *Library Media Services' Policy and Procedures Manual* (Management Section) located at [http://library.dadeschools.net/publications/lms\\_manual/manual\\_index.htm](http://library.dadeschools.net/publications/lms_manual/manual_index.htm) for further information on purchasing procedures.

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## **V. APPROVED VENDORS for CATALOGING AND PROCESSING**

Please see the *Approved Cataloging and Processing Vendor List* located on the Library Media Services web site at [http://library.dadeschools.net/publications/vendor\\_info.htm](http://library.dadeschools.net/publications/vendor_info.htm).

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## **FREQUENTLY ASKED QUESTIONS**

### ***What is Matching Funds?***

The Matching Funds Program is Miami-Dade County Public Schools method of distributing the State of Florida's library media allocation. In order to maximize the funds for each school, Library Media Services utilizes a formula that encourages individual schools to contribute money to their library media program. Library Media Services then allocates a match based on their K-12 student population.

### ***What is the process of applying for Matching Funds?***

Schools complete and submit the Library Media Matching Funds application to Library Media Services by the deadline (November 16, 2007). Then, staff in Library Media Services reviews the application and allocates matching funds. Before the December winter break, schools will receive notification of the allocated funds.

### ***Which schools are eligible?***

M-DCPS schools that service K-12 students, have a library, and submitted a library media inventory to Library Media Services are eligible to receive matching funds.

### ***Are Charter schools eligible to receive matching funds?***

No. Charter schools receive their state library allocations directly from the state and therefore are not eligible to participate in the Library Media Services Matching Funds program.

### ***Is there a cap on the matching amount allocated to each school?***

Yes. To insure a maximized distribution of funds across the district, a cap is placed on the amount of "matched" funds that can be distributed to schools. The cap is not placed on the funds that a school can submit for matching, but rather on the amount that Library Media Services can distribute to the school. The cap is determined by multiplying the school's October student F.T.E. by \$11.52, the mean per pupil expenditure for 2007-2008. That amount will be the maximum matching funds that can be distributed to the school.

### ***Are purchases made during last school year eligible for matching?***

No. Only purchases made from July 1, 2007, through the application deadline. These purchases must come from Programs 7000 and 9583 to be matched. Additionally, all library purchases should use Function 6200 as part of the funding structure.

### ***What are Programs 7000 and 9583?***

Program 7000 is part of the principal's 02 discretionary account that the principal designates for library expenditures. Program 9583 is designated for the school's EESAC funds.

### ***Can library media purchases from other programs other than 7000 and 9583 be used for matching?***

All library purchases should always be charged to Program 7000, if possible. However, some other programs may be eligible for matching. Please see questions below.

### ***Can purchases from Program 6010 be utilized for Matching Funds?***

The funds from Program 6010 need to be transferred into Program 9584, utilizing Line 2 (Page 2 of 6) and follow the directions on Page 4 of 6. If a purchase was made prior to the matching funds process, the principal must initiate a "Transfer of Expenditure" memorandum to transfer the expenditure to Program 7000. The memorandum should be sent to Ms. Daisy Naya, Assistant Controller, and a copy of it would be included in the Matching Funds Application.

### ***Is After School Care money, Program 6500, eligible for matching?***

Yes, a memorandum from the principal to Lisa Thurber, Executive Director, Community Education and School-age Child Care Programs, must be submitted requesting the transfer of funds into Program 9584. Once approved, the letter of acceptance is sent to Library Media Services with the Matching Funds Application. Use Page 4 of 6 of the application as a form; simply change the 02 to 6500.

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## **Can EESAC Funds be matched?**

Yes. EESAC Funds (Program 9583) already expended can be matched. Use Page 5 of 6 of the application to list the purchase order numbers.

## **Can EESAC funds that have not been expended be matched?**

Yes. If the EESAC funds have not been spent and purchase order numbers are not available at the time of the Matching Funds Application, a letter of commitment may be used. With the application, include a signed letter of commitment from the EESAC Chairperson, addressed to the school principal, stating the amount donated. A record of all purchase orders from the EESAC Funds must be kept on file.

## **Are Title I funds eligible for matching?**

No. Title I Funds are Federal funds and cannot be matched.

## **Are funds from Fund 9 eligible for matching?**

No. Expenditures made from Fund 9 are not eligible for matching funds.

## **Can Library Trust funds be matched?**

Yes, funds from the Library Trust are Internal Funds and can be matched; however in order to submit for matching, you must follow the directions found on the Internal Funds transfers memorandum found on Page 6 of 6 of the application. The funds will be transferred by check and deposited into Program 9584.

## **Can PTA/PTSA Funds be matched?**

Yes, PTA/PTSA Funds donated to the school are Internal Funds and can be matched. However in order to submit for matching, you must follow the directions found on the Internal Funds transfers memorandum found on Page 6 of 6 of the application. The funds will be transferred by check and deposited into Program 9584.

## **Are purchases made directly from the Library Trust or PTA/PTSA accounts be eligible for matching?**

No, the money must **first** be transferred into Program 9584 before purchases can be matched.

## **When is the Matching Funds Application due to Library Media Services?**

The signed application is due to Library Media Services by November 16, 2007.

## **How can I submit my Application Package to Library Media Services?**

There are three ways of submitting your application to Library Media Services; however regardless of which method you use, all completed applications must include the principal's signature:

- a. By school mail:           Location code #9629, Attn: Mr. Albert Pimienta
- b. By fax:                    305 995-2251
- c. By email:                 Send to [apimienta@dadeschools.net](mailto:apimienta@dadeschools.net) (Must include scanned backup documents.)

## **If the school is not going to participate in the Matching Funds program, do I have to notify Library Media Services?**

Yes. If the school is not participating in the Matching Funds program, you must fill out the Application Package Cover Sheet, placing a check (✓) next to the statement "NO, our school is not participating in the 2007 Library Media Matching Funds Program." The cover sheet must be signed by the school principal and submitted to Library Media Services.

## **Once the application is completed, should I wait until I receive my matching funds allocations to begin organizing my orders?**

No. Immediately, after submitting the Matching Funds Application to Library Media Services, you should begin organizing your orders. You should review your consideration file, prepare your book lists, and even begin preparing the purchase orders. Preparing ahead of time will expedite the ordering process once the money is allocated to the school site and will ensure that materials ordered are received before the end of the school year.

## **What if I cannot meet the submission deadline?**

All applications MUST be received at Library Media Services by the deadline date.

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***What is this year's match?***

This year's match cannot be calculated until all Matching Funds applications are received and processed. Last year's match was \$.48 per dollar spent.

***Is there a deadline for spending the matched funds allocated to the schools?***

Yes, all library expenditures should be completed by February 4, 2008.

***What can I purchase with the funds that I submit to Library Media Services for matching (Program 9584)?***

Funds submitted for matching are transferred into Program 9584. These funds can be spent on various library media center resources such as library books; periodicals; print and electronic reference materials; nonprint materials (*i.e.*, videorecordings, sound recordings, or other electronic media); computer software for student use that circulates from the library media center; audiovisual equipment; computers and peripherals for library media usage; and library furnishings that enhance the aesthetics of the room.

***What can I purchase with the Matching Funds money I receive (Program 8889)?***

The Matching Funds money will be in Program 8889. These monies can be spent for library books, nonprint library materials (*i.e.*, videorecordings, sound recordings, audio books, CD's or other electronic media), and curriculum-based computer software that circulates from the library media center.

***Will purchasing instructions for the matched funds be included with the Matching Funds awards memorandum?***

Yes, the awards memorandum will include instructions and purchasing guidelines (including funding structures and approval chains) for spending the matched funds.

***What happens if the library funds are not spent by the deadline dates?***

Funds remaining in Program 9584 will roll over into the new designated program for next year's library funds. Funds remaining in Program 8889 will roll back to Library Media Services.