



## Grants-In-Aid Application FY 2017-2018

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The \_\_\_\_\_ applies for Fiscal Year 2017-2018 State Grants-In-Aid and certifies that: (Check all boxes that apply.)

Please indicate library designation:

- Affiliate Library
- Designate Library
- Service Center Library

### **ALL LIBRARIES COMPLETE ITEMS 1-20**

1.  The library is organized and operates in accordance with West Virginia Code § 10-1-1 et seq. or a special library law that meets the minimum requirements in the code.
2.  The library complies with all applicable provisions of state law pertaining generally and specifically to public libraries.
3.  Local funds received in the previous fiscal year equal or exceed the maximum Grant-in-Aid established for the library. Local non-tax based funds used as matching funds do not exceed the amount of local tax based funds.
4.  In FY2017, the library director completed at least eight (8) hours of continuing education per year. All other full time library support staff completed at least three (3) hours of continuing education.
5.  The library is open to the public at least six hours per week that are either before 9 a.m., after 5 p.m., or on Saturdays or Sundays and is open a minimum number of hours weekly based on the legal service population ranges below.
  - a. Fewer than 6,000 – 25 hours
  - b. 6,000-15,000 – 30 hours
  - c. More than 15,000 – 40 hours
6.  The library provides free service to residents except as provided for in the West Virginia Code § 10-1-9a.
7.  The library receives local funding to support its operations.

**WVLC 2018 GIA**

**Authorization: West Virginia Library Commission Administrative Rule 173-1-3.9**

8.  The library provides public access to informational services and programs provided by the Library Commission at no cost to libraries.
9.  The library agrees to share resources with other libraries in the state, according to local interlibrary loan policy and guidelines endorsed by the Library Commission.
10.  The library designates National Library Week and Children's Book Week or any other two weeks as grace periods during which no fines or penalties are assessed for overdue materials.
11.  The library submits all reports, forms, etc. required by the State of West Virginia, the Federal Government, or the Library Commission, and makes available records and accounts for review to any representative of the above agencies.
12.  The library arranges for audits or reviews of the library's financial records annually in accordance with State Auditor's Office and Department of Tax and Revenue regulations.
13.  The board of library directors is the disbursing agent for appropriations received from governing authorities as described in West Virginia Code §10-1-2.
14.  The accounting and fiscal procedures of the library are conducted under the management, direction and control of the board of library directors and, unless otherwise provided for in a special library law, include the following:
  - a. The fiscal year of the State of West Virginia is used for reporting to the Library Commission.
  - b. The board of library directors annually elects a treasurer to perform or oversee all financial operations.
  - c. Provision is made for at least two signatures, one of which is a library trustee, on all checks used in payment of library financial obligations. All those with signature authority are bonded at the expense of the board of library directors.
  - d. The board of library directors approves all adjustments to the budget.
  - e. All accounts of the library are settled within thirty (30) days after the close of the fiscal year.

- f. Library funds are disbursed based on itemized invoices verified by the party duly authorized by the board of library directors.
  - g. The payroll is prepared in accordance with budgeted amounts approved by the board of library directors.
  - h. All accounting records are readily available in a form which can be audited or reviewed by the Library Commission or authorized representatives of the State of West Virginia or United States Government.
  - i. The annual audit or review is filed with the Library Commission within 30 days of the receipt of the audit.
  - j. A financial report of the preceding year is filed within 45 days from the end of that year on forms provided by the Library Commission.
15.  The board of library directors meets at least four times annually with a quorum present and approved minutes are forwarded within thirty (30) days to the Library Commission, or if applicable, to the Service Center Library.
16.  At all regular meetings, the board of library directors, or board finance committee, reviews and approves a report showing the status of all accounts, funds and expenditures.
17.  No member of a board of library directors is involved in any claim or contract with the public library. This does not mean that a library trustee may not be a stockholder, officer, or director of a bank designated as a depository for the public library.
18.  The board of library directors reimburses travel expenses for members in accordance with its formally adopted policies.
19.  The library formally adopts policies covering library operations, collection development, personnel, and technology and forwards them to the Library Commission.
20.  The library regularly submits to the Library Commission a development plan covering a period of at least three years and no more than five years.

**ONLY AFFILIATE LIBRARIES COMPLETE ITEMS 21-22**

- 21.  The library is assigned by the Library Commission to a Service Center Library.
- 22.  In FY2017, library staff attended the annual staff development workshop sponsored by the Service Center.

**ONLY DESIGNATE LIBRARIES COMPLETE ITEM 23**

- 23.  The library is directed by a full-time professional librarian.

**SERVICES CENTERS COMPLETE ITEMS 24-32.**

**AFFILIATE LIBRARIES AND DESIGNATE LIBRARIES SKIP TO ITEM 32**

- 24.  The Service Center Library has a formal agreement with each consortium member regarding assistance provided with the Services to Libraries Grant or administrative fee.
- 25.  The Service Center Library files, by the beginning of each fiscal year on forms provided by the Library Commission, a plan for assisting each assigned library, based on the formal agreement between the libraries.
- 26.  The Service Center Library presents an annual staff development workshop that staffs of all Affiliate Libraries are required to attend.
- 27.  The Service Center Library employs a full-time professional librarian in addition to the director.
- 28.  The Service Center Library visits each assigned library four times a year, including one board meeting.
- 29.  The Service Center Library evaluates the collections, fiscal management, and operations of each assigned library and reports the results annually to the library with a copy to the Library Commission.
- 30.  The Service Center Library accounts for funds used to assist assigned libraries.
- 31.  The Service Center Library verifies that Affiliate libraries have submitted minutes for at least four meetings during FY2017. List below any Affiliates who have not submitted required minutes.

32. By signing here, I certify that I have reviewed this 2017-2018 Grants-in-Aid Application and that all the information contained within the application is true and correct.

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Authorized Signature (Board Member) (Blue Ink)

Date

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Authorized Signature (West Virginia Library Commission)

Date

**Affiliate Libraries return to Service Center by:** \_\_\_\_\_

**Designate and Service Center Libraries return form by June 1, 2016 to:**

**Jennifer Johnson  
West Virginia Library Commission  
1900 Kanawha Blvd. E.  
Culture Center  
Charleston, WV 25305**