



## Public Library Reporting Schedule

Required Reporting – ALL	WVLC Due Date Submit to:
<b>Continuing Education</b> Must submit library staff listing Requirements: Director – Eight (8) hours minimum Full time support staff – Three (3) hours minimum <i>All CE must be approved in advance by the Library Commission</i>	<b>July 15</b> <b>Attn: Library Development</b> <b>Mail to: <a href="mailto:tandra.j.english@wv.gov">tandra.j.english@wv.gov</a></b>
<b>Annual Report</b> BIBLIOSTAT entry covering previous fiscal year ending June 30 <b>Contact: <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></b>	<b>August 15</b> <b>ONLINE SUBMISSION</b>
<b>Policies</b> Board adopted policies covering library operations, collection development, personnel and technology <i>(Board adopted revisions must be submitted as approved)</i>	<b>December 31</b> Per schedule devised by WVLC <b>Attn: Library Development</b> <b>Mail to: <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></b>
<b>Development Plan</b> Plan must cover three (3) to five (5) years beginning July 1 through June 30	<b>December 31</b> Per schedule devised by WVLC <b>Attn: Library Development</b> <b>Mail to: <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></b>
<b>E-Rate Universal Service Form 479</b> Covers upcoming funding year beginning July 1 through June 30 <i>(Only required by libraries on statewide library network supported by WVLC)</i>	<b>May 15</b> <b>Attn: Administrative Services</b> <b>Mail to: <a href="mailto:stan.b.howell@wv.gov">stan.b.howell@wv.gov</a></b>
<b>Annual Grants-In-Aid Application</b> <b>Service Plan Program Expenditure Form</b> <b>Library Budget</b>	<b>June 1</b> <b>Attn: Administrative Services</b> <b>Mail to: <a href="mailto:jennifer.l.johnson2@wv.gov">jennifer.l.johnson2@wv.gov</a></b>
<b>Copy of Approved Minutes</b>	<b>Within thirty (30) days of Board meeting</b> <b>Attn: Library Development</b> <b>Mail to: <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></b>
<b>Copy of Annual Audit Report</b>	<b>Within thirty (30) days of receipt from Auditor</b> <b>Attn: Administrative Services</b> <b>Mail to: <a href="mailto:jennifer.l.johnson2@wv.gov">jennifer.l.johnson2@wv.gov</a></b>

Required Reporting – SERVICE CENTER	WVLC Due Date Submit to:
<b>Service Plan for Affiliate Support</b> Plan is based on formal service center/affiliate agreement	<b>July 1</b> <b>Attn: Administrative Services</b> <b>Mail to: <a href="mailto:jennifer.l.johnson2@wv.gov">jennifer.l.johnson2@wv.gov</a></b>
<b>Affiliate Evaluations</b> Must include collections, fiscal management and operations	<b>December 31</b> Per schedule devised by WVLC <b>Attn: Library Development</b> <b>Mail to: <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></b>