



Public Library Reporting Schedule

Required Reporting – ALL	WVLC Due Date Submit to:
Continuing Education 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>	July 15 Attn: Library Development Mail to: melissa.j.brown@wv.gov
Annual Report BIBLIOSTAT entry covering previous fiscal year ending June 30 Contact: susan.p.bailey@wv.gov	August 15 ONLINE SUBMISSION
Policies Board adopted policies covering library operations, collection development, personnel and technology <i>(Board adopted revisions must be submitted as approved)</i>	December 31 Per schedule devised by WVLC Attn: Library Development Mail to: susan.p.bailey@wv.gov
Development Plan Plan must cover three (3) to five (5) years beginning July 1 through June 30	December 31 Per schedule devised by WVLC Attn: Library Development Mail to: susan.p.bailey@wv.gov
E- Rate Technology Plan Plan must cover three (3) funding years beginning July 1 through June 30 <i>(Only required by libraries on statewide library network supported by WVLC)</i>	April 1, 2018 Attn: Administrative Services Mail to: stan.b.howell@wv.gov
E-Rate Universal Service Form 479 Covers upcoming funding year beginning July 1 through June 30 <i>(Only required by libraries on statewide library network supported by WVLC)</i>	May 15 Attn: Administrative Services Mail to: stan.b.howell@wv.gov
Annual Grants-In-Aid Application Service Plan Program Expenditure Form Library Budget	June 1 Attn: Administrative Services Mail to: jennifer.l.johnson2@wv.gov
Copy of Approved Minutes	Within thirty (30) days of Board meeting Attn: Library Development Mail to: susan.p.bailey@wv.gov
Copy of Annual Audit Report	Within thirty (30) days of receipt from Auditor Attn: Administrative Services Mail to: jennifer.l.johnson2@wv.gov

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