West Virginia Library Commission Explore-Discover-Create

## Public Library Reporting Schedule

te Revised: March 24, 2023

Required Reporting – ALL	WVLC Due Date
	Submit to:
Continuing Education	July 14
Must submit library staff listing	Attn: Library & Development Services
Requirements: Director – Eight (8) hours minimum	Mail to: <u>ashley.m.arbaugh@wv.gov</u>
Full time support staff – Three (3) hours minimum	
CE not included on pre-approved lists must be approved two weeks in advance.	
Annual Report	August 15
BIBLIOSTAT entry covering previous fiscal year ending June 30	ONLINE SUBMISSION
	Mait to: <u>donna.b.calvert@wv.gov</u>
Policies	December 29
Board adopted policies covering library operations, collection development, personnel	Per schedule devised by WVLC
and technology	Attn: Library & Development Services
Board adopted revisions must be submitted as approved	Mail to: tandra.j.english@wv.gov
Development Plan	December 29
Plan must cover three (3) to five (5) years, beginning July 1 through June 30	Per schedule devised by WVLC
	Attn: Library & Development Services
	Mail to: donna.b.calvert@wv.gov
E-Rate Universal Service FCC Form 479	March 24
Covers upcoming funding year beginning July 1 through June 30	Attn: Administrative Services
Only required by libraries on the statewide internet contract	Mail to: monica.m.keeney@wv.gov
Annual Grants-In-Aid Application	May 31
Service Plan Program Expenditure Form Library Budget	Attn: Administrative Services
	Mail to: tandra.j.english@wv.gov
Expenditure of State Aid - Final Financial Report	September 29
Profit & Loss Statement or Expenditure of Services to Libraries Grant Final Financial	Attn: Administrative Services
Report with Profit & Loss Statement (for previous year)	Mail to: tandra.j.english@wv.gov
Copy of Approved Minutes	Within thirty (30) days of meeting
	Attn: Library & Development Services
	Mail to: tandra.j.english@wv.gov
Copy of Annual Audit Report	Within thirty (30) days of receipt
ru	Attn: Administrative Services
	Mail to: tandra.j.english@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	June 30 Attn: Administrative Services Mail to: tandra.j.english@wv.gov
Affiliate Evaluations Must include collections, fiscal management and operations	December 29 Per schedule devised by WVLC Attn: Library & Development Services Mail to: donna.b.calvert@wv.gov

Optional - All	WVLC Due Date Submit to:
<b>In-Kind Funding Approval</b> Submit if a governing authority provides a service(s) to a library instead of tax-based cash.	August 15 Attn: Administrative Services Mail to: <u>donna.b.calvert@wv.gov</u>
Waiver Requests See sections 5.1 - 5.5 in the ARs for information to initiate a request	November 15 Attn: Administrative Services Mail to: <u>donna.b.calvert@wv.gov</u>