



# Public Library Reporting Schedule

Revised: May 10, 2021

Required Reporting – ALL	WVLC Due Date Submit to:
<p><b>Continuing Education</b>            Must submit library staff listing            Requirements: Director – Eight (8) hours minimum                                        Full-time support staff – 3 hours minimum</p> <p>CE not included on pre-approved lists must be approved two weeks in advance.  <b>Contact:</b> <a href="mailto:heather.s.campbell@wv.gov">heather.s.campbell@wv.gov</a></p>	<p><b>July 15</b>            Attn: Library &amp; Development Services</p> <p><b>Mail to:</b> <a href="mailto:heather.s.campbell@wv.gov">heather.s.campbell@wv.gov</a></p>
<p><b>Annual Report</b>            BIBLIOSTAT entry covering the previous fiscal year ending June 30  <b>Contact:</b> <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></p>	<p><b>August 15</b>  <b>ONLINE SUBMISSION</b></p>
<p><b>Policies</b>            Board adopted policies covering library operations, collection development, personnel, and technology            (Board adopted revisions must be submitted as approved)</p>	<p><b>December 31</b>            Per schedule devised by WVLC            Attn: Library &amp; Development Services  <b>Mail to:</b> <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></p>
<p><b>Development Plan</b>            The plan must cover three (3) to five (5) years, beginning July 1 through June 30</p>	<p><b>December 31</b>            Per schedule devised by WVLC            Attn: Library &amp; Development Services  <b>Mail to:</b> <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></p>
<p><b>E-Rate Universal Service Form 479</b>            Covers upcoming funding year - July 1 through June 30            (Only required by libraries on statewide library network supported by WVLC)</p>	<p><b>May 15</b>            Attn: Administrative Services  <b>Mail to:</b> <a href="mailto:tandra.j.english@wv.gov">tandra.j.english@wv.gov</a></p>
<p><b>Annual Grants-In-Aid Application</b>  <b>Service Plan Program Expenditure Form</b>  <b>Library Budget</b></p>	<p><b>June 1</b>            Attn: Administrative Services  <b>Mail to:</b> <a href="mailto:tandra.j.english@wv.gov">tandra.j.english@wv.gov</a></p>
<p><b>Copy of Approved Minutes</b></p>	<p><b>Within thirty (30) days of Board meeting</b>            Attn: Library &amp; Development Services  <b>Mail to:</b> <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a></p>
<p><b>Copy of Annual Audit Report</b></p>	<p><b>Within thirty (30) days of receipt from Auditor</b>            Attn: Administrative Services  <b>Mail to:</b> <a href="mailto:tandra.j.english@wv.gov">tandra.j.english@wv.gov</a></p>

<b>Required Reporting – SERVICE CENTER</b>		<b>WVLC Due Date Submit to:</b>
<b>Service Plan for Affiliate Support</b> The plan is based on a formal service center/affiliate agreement	<b>July 1</b> Attn: Administrative Services <b>Mail to:</b> <a href="mailto:tandra.j.english@wv.gov">tandra.j.english@wv.gov</a>	
<b>Affiliate Evaluations</b> Must include collections, fiscal management, and operations	<b>December 31</b> Per schedule devised by WVLC Attn: Library & Development Services <b>Mail to:</b> <a href="mailto:susan.p.bailey@wv.gov">susan.p.bailey@wv.gov</a>	
<b>Optional – All</b>		<b>WVLC Due Date Submit to:</b>
<b>In-Kind Funding Approval</b> Submit if a governing authority provides a service(s) to a library instead of tax-based cash.	<b>August 15</b> Attn: Administrative Services <b>Mail to:</b> <a href="mailto:karen.e.goff@wv.gov">karen.e.goff@wv.gov</a>	
<b>Waiver Requests</b> See section 5.1-5.5 in the ARs for information to initiate a request.	<b>November 15</b> Attn: Administrative Services <b>Mail to:</b> <a href="mailto:karen.e.goff@wv.gov">karen.e.goff@wv.gov</a>	