



## COVID WAIVER REQUEST FISCAL YEAR 2021

(Library Name)

The \_\_\_\_\_ is applying for a COVID Waiver of the Library Commission Administrative Rule requirement(s) checked below. This form **does not apply** to non-compliance resulting from situations that pre-date the COVID crisis. In the Explanation section state clearly how COVID resulted in the library being non-compliant.

*Check as many as apply. Provide an explanation for each. Use additional page if necessary.*

**Match Requirement.** Local funds received in Fiscal Year 2021 did not equal or exceed the maximum Grant-in-Aid established for the library.

Explanation:

**Maintenance of Effort (MOE) Requirement.** Total local operating expenditures in FY 2021 did not equal or exceed the average of local expenditures for the previous three years.

Explanation:

**Hours Open.** The library did not meet the requirement for hours open to the public.

Explanation:



- **Board Meetings.** The library board did not meet the required minimum of four meetings annually.
  - Explanation:
  
- **Other**
  - Explanation:

### ***SERVICE CENTER LIBRARIES ONLY***

- **Affiliate Visits:** The Service Center was unable to meet the requirement to visit each Affiliate four times a year including one Board meeting, or the variation of that schedule approved by the Library Commission. For FY202, virtual visits are applicable.
  - Explanation:



- **Staff Development Workshop.** The Service Center was unable to meet the requirement for an annual staff development workshop. For FY2021, virtual staff development workshops are applicable if presented to Service Center Affiliates.
  - Explanation:
  
- **Affiliate Evaluations.** The Service Center was unable to complete the scheduled Affiliate evaluations.
  - Explanation:

By signing below, I certify that the information on this form is true and correct.

-----  
Library Director (Blue Ink)

-----  
Board Member (Blue Ink)

**DUE DATE: September 30, 2021**

Email, Fax, or Surface Mail Completed Form to:

Tandra English, [tandra.j.english@wv.gov](mailto:tandra.j.english@wv.gov)

Fax:304-558-2044