



## COVID-19 WAIVER REQUEST FISCAL YEAR 2020-2021

The \_\_\_\_\_ is applying for a COVID-19 Waiver of the Library  
(Library Name)  
Commission Administrative Rule requirement(s) checked below. This form **does not apply** to non-compliance resulting from situations that pre-date the COVID -19 crisis. In the Explanation section state clearly how COVID-19 and the resulting Stay at Home order issued by the Governor resulted in the library being non-compliant. If you need more than the space allowed for explanations, include an additional page.

*Check as many as apply. Provide an explanation for each.*

- Match Requirement.** Local funds received in FY 2020 received in Fiscal Year 2020 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 2019-20 did not equal or exceed the average of local expenditures for the previous three years.
  - Explanation:



## COVID-19 WAIVER REQUEST FISCAL YEAR 2020-2021

- 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:



COVID-19 WAIVER REQUEST  
FISCAL YEAR 2020-2021

**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.
  - Explanation:
  
- **Staff Development Workshop.** The Service Center was unable to meet the requirement for an annual staff development workshop.
  - 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 18, 2020**



**COVID-19 WAIVER REQUEST  
FISCAL YEAR 2020-2021**

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

West Virginia Library Commission

1900 Kanawha Boulevard East

Charleston, WV 25305-0620