



Public Library Reporting Schedule

Revised: July 23, 2019

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

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