



Public Library Reporting Schedule

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



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Affiliate Evaluations	December 31
Must include collections, fiscal management and operations	Per schedule devised by WVLC Attn: Library & Development Services Mail to: susan.p.bailey@wv.gov