



## Fiscal Year 2025 Grants-In-Aid Application Part 1 of 2

The \_\_\_\_\_ applies for Fiscal Year  
2024-2025 State Grants-In-Aid and certifies that: **(Check all boxes that apply.)**

**Please indicate library designation:** \_\_\_\_\_

### ALL LIBRARIES COMPLETE ITEMS 1-22

1.  The library is organized and operates in accordance with West Virginia Code § 10-1-1 et seq. or a special library law that meets the minimum requirements in the code.
2.  The library complies with all applicable provisions of state law pertaining generally and specifically to public libraries.
3.  Local funds received in the previous fiscal year equal or exceed the maximum Grant-in-Aid established for the library. Local non-tax-based funds used as matching funds do not exceed the amount of local tax-based funds.
4.  In FY2024, the library director completed at least eight (8) hours of continuing education per year. All other full-time library support staff completed at least three (3) hours of continuing education.
5.  The library is open to the public at least six hours per week that are either before 9 a.m., after 5 p.m., or on Saturdays or Sundays and is open a minimum number of hours weekly based on the legal service population ranges below.
  - a. Fewer than 6,000 – 25 hours
  - b. 6,000-15,000 – 30 hours
  - c. More than 15,000 – 40 hours
6.  The library provides free service to residents except as provided for in the West Virginia Code § 10-1-9a.
7.  The library receives local funding to support its operations.

8.  The library provides public access to informational services and programs provided by the Library Section at no cost to libraries.
9.  The library shares resources with other libraries in the state, according to local interlibrary loan policy and guidelines endorsed by the Library Section.
10.  The library designates National Library Week and Children's Book Week or any other two weeks as grace periods during which no fines or penalties are assessed for overdue materials.
11.  The library submits all reports, forms, minutes, etc. required by the State of West Virginia, the Federal Government, or the Library Section, and makes available records and accounts for review to any representative of the above agencies.
12.  The library arranges for audits or reviews of the library's financial records annually in accordance with State Auditor's Office and Department of Tax and Revenue regulations.
13.  The board of library directors is the disbursing agent for appropriations received from governing authorities as described in West Virginia Code §10-1-2.
14.  The accounting and fiscal procedures of the library are conducted under the management, direction and control of the board of library directors and, unless otherwise provided for in a special library law, include the following:
  - a. The fiscal year of the State of West Virginia is used for reporting to the Library Section.
  - b. The board of library directors annually elects a treasurer to perform or oversee all financial operations.
  - c. Provision is made for at least two signatures, one of which is a library trustee, on all checks used in payment of library financial obligations. All those with signature authority are bonded at the expense of the board of library directors.
  - d. The board of library directors approves all adjustments to the budget.
  - e. All accounts of the library are settled within thirty (30) days after the close of the fiscal year.
  - f. Library funds are disbursed based on itemized invoices verified by the party duly by the board of library directors.
  - g. The payroll is prepared in accordance with budgeted amounts approved by the Board of Library Trustees.

- h. All accounting records are readily available in a form which can be audited or reviewed by the Library Section or authorized representatives of the State of West Virginia or United States Government.
  - i. The annual audit or review is filed with the Library Section within 30 days of the receipt of the audit.
  - j. A financial report of the preceding year is filed within 45 days from the end of that year on forms provided by the Library Section.
15.  The board of library directors meets at least four times annually with a quorum present and approved minutes are forwarded within thirty (30) days to the Library Section, or if applicable, to the Service Center Library.
  16.  At all regular meetings, the board of library directors, or board finance committee, reviews and approves a report showing the status of all accounts, funds and expenditures.
  17.  No member of a board of library directors is involved in any claim or contract with the public library. This does not mean that a library trustee may not be a stockholder, officer, or director of a bank designated as a depository for the public library.
  18.  The board of library directors reimburses travel expenses for members in accordance with its formally adopted policies.
  19.  The library formally adopts policies covering library operations, collection development, personnel, and technology and forwards them to the Library Section.
  20.  The library regularly submits to the Library Section a development plan covering a period of at least three years and no more than five years.
  21. The library estimates compliance with the FY 2025 Maintenance of Effort requirement.
  22. The library has included an approved or proposed fiscal year 2025 budget to this application

### **ONLY AFFILIATE LIBRARIES COMPLETE ITEMS 23-24**

23. The library is assigned by the Library Section to a Service Center Library or Library Cooperative.

24. In FY2024, library staff attended the annual staff development workshop sponsored by the Service Center or approved substitute.

### **ONLY DESIGNATE LIBRARIES COMPLETE ITEM 25**

25. The library is directed by a full-time professional librarian.

### **SERVICE CENTERS COMPLETE ITEMS 26-33.**

26. The Service Center Library files with the Library Section, by the beginning of each fiscal year, a formal agreement with each Affiliate member regarding assistance provided with the Services to Libraries Grant or administrative fee.

27. The Service Center Library files, by the beginning of each fiscal year on forms provided by the Library Section, a plan for assisting each assigned library, based on the formal agreement between the libraries.

28. The Service Center Library presents an annual staff development workshop that staffs of all Affiliate Libraries are required to attend.

29. The Service Center Library employs a full-time professional librarian in addition to the director.

30. The Service Center Library visits each assigned library four times a year, including one board meeting.

31. The Service Center Library evaluates the collections, fiscal management, and operations of each assigned library and reports the results annually to the library with a copy to the Library Section.

32. The Service Center Library accounts for funds used to assist assigned libraries.

33. The Service Center Library verifies that Affiliate libraries have submitted minutes for at least four meetings during FY2024. Attach separately a list of any Affiliates that have not submitted required minutes.



**Fiscal Year 2025  
Annual Service Plan Expenditure of State Aid  
Part 2 of 2**

**Please indicate library designation:**

**Library / Service Population / GIA:**

**USE OF STATE GIA FUNDS**

Line Item	GIA
A. Personnel	\$
B. Books & Other Library Materials	\$
C. Audit	\$
D. Building Maintenance	\$
E. Continuing Education	\$
F. Insurance	\$
G. Programming	\$
H. Utilities	\$
I. Other (Please list below)	
	\$
	\$
<b>TOTAL:</b>	

**Description Of Services Provided By Library with State GIA Funds:**

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Be specific. For example, if GIA is used for wages and benefits, how many positions, how many hours, etc. If used for materials, indicate the percentage of materials budget paid for with GIA funds.

By signing here, I certify that I have reviewed this Fiscal Year 2025 Grants-in-Aid Application and that all the information contained within the application is true and correct.

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Authorized Signature (Board Member) **(Blue Ink)**

Date

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Authorized Signature (Library Director) **(Blue Ink)**

Date

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Authorized Signature: Secretary Randall Reid-Smith  
West Virginia Dept. of Arts, Culture, & History

Date

**Submission Information:**

Applications must be submitted using the wvOASIS Vendor Self-Service Portal located at <https://prd311.wvoasis.gov/PRDVSS1X1/Advantage4>. **The deadline to submit applications is May 31, 2024.**

**Contact Information:**

For questions concerning the application or grant process, contact the West Virginia Library Section at (304) 558-2041.