

Public Reporting Schedule

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 – Three (3) hours minimum <i>All CE must be approved in advance by the Library Commission</i></p>	<p>July 15 Attn: Library Development Email to: Robert.L.Gibson@wv.gov</p>
<p>Annual Report BIBLIOSTAT entry covering previous fiscal year ending June 30 Contact: Susan.P.Hoskins@wv.gov</p>	<p>August 15 ONLINE SUBMISSION</p>
<p>Policies Board adopted policies covering library operations, collection development, personnel and technology <i>(Board adopted revisions must be submitted as approved)</i></p>	<p>December 31 Per schedule devised by WVLC Attn: Library Development Email to: Susan.P.Hoskins@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 Email to: Susan.P.Hoskins@wv.gov</p>
<p>E-Rate Technology Plan Plan must cover three (3) funding years beginning July 1 through June 30 (Only required by libraries on statewide library network supported by WVLC)</p>	<p>April 1 Attn: Administrative Services Email to: Stan.B.Howell@wv.gov</p>
<p>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)</p>	<p>May 15 Attn: Administrative Services Email to: Stan.B.Howell@wv.gov</p>
<p>Annual Grants-In-Aid Application Service Plan Program Expenditure Form Library Budget</p>	<p>June 1 Attn: Administrative Services Email to: Jennifer.L.Johnson2@wv.gov</p>
<p>Copy of Approved Minutes</p>	<p>Within Thirty (30) Days of Board Meeting Attn: Library Development Email to: Susan.P.Hoskins@wv.gov</p>
<p>Copy of Annual Audit Report</p>	<p>Within Thirty (30) Days of Receipt from Auditor Attn: Administrative Services Email to: Jennifer.L.Johnson2@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 Email to: Jennifer.L.Johnson2@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 Email to: Susan.P.Hoskins@wv.gov</p>