

# Fiscal Year 2019 Application for State Aid to Public Libraries

## Library System ---

We, the undersigned, as duly authorized representatives of this public library system, make this application for state aid to public library systems to Georgia Public Library Service of the Board of Regents of the University System of Georgia.

We agree that:

1. All information, to the best of our knowledge, that is included on this form and provided through the online annual report is correct, complete, and a true reflection of the current status of this library system.
2. The Library System Board of Trustees shall maintain all required fiduciary bonds and current proof of the bond(s) is attached to this report.
3. The Library System Board of Trustees shall hold at least four regularly scheduled meetings during Fiscal Year 2019.
4. The Library System Director will be notified, in advance of all committee and board meetings of both the system and any affiliated boards and the director will attend each meeting or send a representative.
5. The minutes of all library system board meetings and all meetings of affiliated library boards and committees will be kept on file at the library system office and will be available upon request.
6. The Library System Board of Trustees maintains a Constitution and Bylaws and a current copy is on file at Georgia Public Library Service of the Board of Regents of the University System of Georgia.
7. To the best of our knowledge, all policies of the Library System Board are in full compliance with all applicable laws, rules and regulations.
8. A current copy of each policy of the Library System Board is on file at Georgia Public Library Service of the Board of Regents of the University System of Georgia.
9. The Library System Board of Trustees maintains a current materials selection policy.
10. The Library System Board of Trustees maintains a current policy on the use of the library that includes any local policies on the use of public library meeting facilities.
11. The Library System Board maintains a policy on the administration of gifts.
12. The Library System Board maintains a current personnel policy.
13. The Library System Board has a current policy defining the availability of library services beyond the physical facility and provides that library services are available to all citizens of the legal service area.
14. All state reimbursed professional positions have a current certificate from the State Board for the Certification of Librarians.
15. All state reimbursed positions receive an annual performance evaluation.
16. The Library System Board of Trustees supervises the library director and does an annual performance evaluation.
17. Each local governmental agency that financially supports the library on a regular basis has at least one representative on the library board.
18. All library board members are appointed by local governmental agencies that financially support the library on a regular basis.
19. In multi-county library systems, each county is represented on the Library System Board.

20. Library trustees are appointed to serve staggered terms.
21. The Fiscal Year 2019 maintenance of effort (total of all regular local financial support) equals or exceeds the amount that was received by the Library System for Fiscal Year 2018.
22. The Library System Board of Trustees has adopted a balanced budget for Fiscal Year 2019 and a current copy is maintained at the Library System Office and will be made available upon request.
23. The financial records for Fiscal Year 2018 have been fully reconciled and are officially closed and ready for audit. If Library System funds are audited in conjunction with city/county audit, the Library System Board of Trustees certifies funds from all sources are included in audit.
24. The Library System Board of Trustees certifies the library will expend all state and federal grant funds only for the purpose for which they are granted.
25. To the best of our knowledge, the Fiscal Year 2018 State Grant Budget Report is true and accurate and is entered online @ budget.georgialibraries.org.
26. If any funds were unexpended in any grant category, they have been returned to the Board of Regents unless prior arrangements have been made with GPLS. GPLS has also been contacted if funds are returned. The online budget sheet has been completed and we acknowledge it ties to the accounting records in the general ledger.
27. If requested, the Library System Director and/or staff shall reply to any requests for clarification, further information and/or needed data to complete the timely review of this annual report and application for state aid.

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**Library System Director's Name**

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**Library System Director's Signature**

\_\_\_\_\_  
**Date**

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**Library System Board Chairman's Name**  
**(Chair as of July 1, 2018)**

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**Library System Board Chairman's Signature**

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**Date**