



# FY2025 Application for State Aid to Public Libraries

## Library System

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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 (GPLS) of the Board of Regents of the University System of Georgia. We agree that:

### General

- 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.
- 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 their Annual Report and Application for State Aid.

### Library Board

- Each local governmental agency that financially supports the library on a regular basis has at least one representative on the library board.
- All library board members are appointed by local governmental agencies that financially support the library on a regular basis.
- In multi-county library systems, each county is represented on the Library System Board of Trustees.
- Library trustees are appointed to serve staggered terms.

### Board Meetings, Minutes, and Financial Reports

- The Library System Board of Trustees shall hold at least four regularly scheduled meetings during Fiscal Year 2025.
- 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.
- 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.
- Interim financial reports will be presented to the Board of Trustees, with the financial statement and balance sheet presented to the board on a quarterly basis at minimum.

## Required Documents

The Library System Board of Trustees maintains these documents and updates them at least every five years. To the best of our knowledge, all policies of the Library System Board are in full compliance with all applicable laws, rules and regulations. A current copy of each policy of the Library System Board of Trustees is on file at Georgia Public Library Service of the Board of Regents of the University System of Georgia.

- *Library System Constitution and Bylaws.*
- *Collection Development Policy* – A written statement for developing and maintaining the library’s collection of Materials for all libraries within the Library System.
- *Facilities Use Policy* – A policy on the use of the library that, as appropriate, considers any local government policies on the use of public library meeting facilities.
- *Fiduciary Bond/Proof of Insurance-* All required fiduciary bonds and current proof of the bond(s) are submitted with the Annual Report.
- *Gift Policy* – A policy on the administration of gifts and donations of cash, materials, equipment, furniture, art and real estate.
- *Internet Use Policy* – Acceptable Internet use as defined by O.C.G.A. 20.5.5
- *Materials Reconsideration Policy* -- A policy to provide a process for formal requests for reconsideration of a library resource.
- *Personnel Policy* – A comprehensive policy for the personnel of the Library System detailing employment relations.
- *Technology Plan* – A comprehensive plan for all facilities within a Library System showing current and planned deployment of technology and telecommunications.

## Library Staff Evaluations and Certifications

- The Library System Board of Trustees supervises the Library System Director and conducts an annual performance evaluation of the Director.
- All staff members in state reimbursed positions receive an annual performance evaluation.
- All staff members in state reimbursed professional librarian positions have a current certificate from the State Board for the Certification of Librarians.

## Grant Funds and State Rules and Regulations

- The Library System Board of Trustees certifies the library system will expend all state and federal grant funds only for the purpose for which they are granted.
- The Library System will follow all state grant guidelines including ZBB funding formula guidelines, state-reimbursed position guidelines, policies for Public Library State Grants Program, and state of Georgia e-Verify regulations.

## Library Budget

- The Library System Board of Trustees has adopted a balanced budget for Fiscal Year 2025 prior to the beginning of the fiscal year and a current copy is maintained at the Library System Office and will be made available upon request.

- As part of the Fiscal Year 2025 budget, the Library System Board of Trustees has approved the Library Director’s Fiscal Year 2025 salary as a separate action item recorded in the board meeting minutes.
- The Fiscal Year 2025 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 2024.

**Audit/AUP and Grant Funds for FY2024**

- The financial records for Fiscal Year 2024 have been fully reconciled and are officially closed and ready for a financial statement audit or AUP in accordance with GPLS minimum required procedures. 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.
- In addition to a financial statement audit as mentioned above, the Library System agrees that an additional budget certification compliance AUP/attestation engagement will be performed by System’s auditor or other selected Georgia Certified Public Accountant (CPA).
  - *NOTE: This requirement applies only to library systems having a financial statement audit. Any library system AUP that follows the GPLS minimum required procedures meets this requirement as part of the AUP engagement.*
- To the best of our knowledge, the Fiscal Year 2024 State Grant Budget Report is true and accurate and was entered online at [budget.georgialibraries.org](http://budget.georgialibraries.org). We certify the “actual budget” ties to the accounting records in the general ledger.
- If any FY2024 State Grant funds were unexpended in any category, those funds have been returned to the Board of Regents unless prior arrangements were made with the Georgia Public Library Service. Library System contacted GPLS when funds were returned.

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**Library System Director's Name**

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**Library System Director's Signature**

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**Date**

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**Library System Board Chairperson's Name**  
**(Chair as of July 1, 2024)**

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**Library System Board Chairperson's Signature**

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**Date**