

## **Fiscal Year 2011 Application for State Aid to Public Libraries**

**Library System Name** \_\_\_\_\_

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 provided in this report and in the web-survey 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 2011.
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. To the best of our knowledge, all policies of the Library System Board are in full compliance with all applicable laws, rules and regulations.
7. 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.
8. The Library System Board of Trustees maintains a current materials selection policy.
9. 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.
10. The Library System Board maintains a policy on the administration of gifts.
11. The Library System Board maintains a current personnel policy.
12. 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.
13. All librarians whose salaries are paid with state salary grant funds have a current certificate from the State Board for the Certification of Librarians.
14. Each local governmental agency that financially supports the library on a regular basis has at least one representative on the library board.
15. All library board members are appointed by local governmental agencies that financially support the library on a regular basis.
16. In multi-county library systems, each county is represented on the Library System Board.
17. Library trustees are appointed to serve staggered terms.
18. The Fiscal Year 2011 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 2010.
19. The Library System Board of Trustees has adopted a balanced budget for Fiscal Year 2011 and a current copy is maintained at the Library System Office and will be made available upon request.

20. The financial records for Fiscal Year 2011 have been fully reconciled and are officially closed and ready for audit.
21. The Library System Board of Trustees will expend all state and federal grant funds only for the purpose for which they are granted.
22. To the best of our knowledge, the Fiscal Year 2011 Grant Completion Report is true and accurate and is included with this report.
23. If any funds in excess of **\$500.00** were unexpended in any grant category, they have been returned to the Board of Regents. A copy of the Grant Completion Report was attached to the check and a copy of the check is attached to the Grant Completion Reported submitted to GPLS.
24. 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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Type the Name of the Library System Director

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Signature of the Library System Director

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Date of Signature \_\_\_\_\_

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Type the Name of the Chairman of the Library System Board (as of July 1, 2011)

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Signature of the Chairman of the Library System Board (as of July 1, 2011)

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Date of Signature \_\_\_\_\_

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