

Required State Aid Documents to Be Submitted

Charter, Resolution

*Submit no later than August 1 **only** if there has been a change in the past year.*

Examples: Change of name of library system, new regional contract signed, library that had been a corporation changes status to that of a county/city department.

By-Laws

Submit annually in electronic format no later than August 1.

List of Trustees

Submit annually in electronic format no later than August 1, and as changes occur.

Five Year Plan and Annual Revision

New plans and/or annual revision due no later than August 1 and submitted electronically. Another due date can be negotiated by contacting the Library Development and Networking Division.

Policy Statements

Due annually no later than August 1 and as changes occur, submit electronically. If your total policy manual is not in electronic format, contact the Library Development and Networking Division for further instructions.

Financial Statements, etc.

This is your Bibliostat Annual Report. You will be notified of due dates and given specific instructions for submission.

Certified Budget of Local Income and Operating Expenditures

Due no later than August 1 with State Aid Budget. Form will be sent to you with the State Aid Budget.