

## Library Development & Networking Division State Aid FAQ

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**Q: When are state aid applications due to the Library Development and Networking Division and how many copies should be sent?**

A: Two hard (2) copies of your completed state aid application with original signatures in blue ink are due to the Library Development and Networking Virginia no later than June 1. Libraries who do not submit state aid applications by June 1 will not receive state aid. **Do not miss this deadline.**

§ 42.1-50. Limitation of grants; proration of funds. The total amount of grants under §§ [42.1-48](#) and [42.1-49](#) shall not exceed the amount expended, exclusive of state and federal aid, by the political subdivision or subdivisions operating the library. If the state appropriations provided for grants under §§ [42.1-48](#) and [42.1-49](#) are not sufficient to meet approved applications, the Library Board shall prorate the available funds in such manner that each application shall receive its proportionate share of each type of grant. Applications must be received prior to June one of each calendar year.

**Q: When will approved state aid applications be returned to libraries?**

A: Approved state aid applications will be returned to libraries no later than July 1. First quarter state aid payments will be released to libraries the second week of July.

**Q: When are state aid budget forms due to the Library Development and Networking Division and how many copies should be sent?**

A: Two hard copies (2) copies of your completed state aid budget form with original signatures in blue ink are due to the Library Development and Networking Division no later than August 1. Please check your math before submission. Note: The figure that you should use in calculating your state aid budget is the figure that will be on your approved state aid application as well as your state aid award letter. Libraries that fail to submit their state aid budget forms by August 1 will not receive their second quarter state aid payment until the hard copy of the forms have been received by the Library Development and Networking Division.

**Q: When will approved state aid budget forms be returned to libraries?**

A: Approved state aid budget forms will be returned to libraries no later than September 1. Second quarter state aid payments will be released to libraries the second week of October.

**Q: When is the *Certified Statement of Budgeted Local Operating Income and Expenditures* due to the Library Development and Networking Division and how many copies should be sent?**

A: One (1) notarized hard copy of the *Certified Statement of Budgeted Local Operating Income and Expenditures* form with original signatures is due to the Library Development and Networking Division no later than August 1.

**Q: When is the audit (or CAFR) due to the Library Development and Networking Division and is an electronic copy acceptable and how many copies should be sent?**

A: One (1) copy of the audit is due to the Library Development and Networking Division as soon as it is available in electronic or hard copy format. Section 15.2-2510 of the [Code of Virginia](#) requires local governments to submit Comparative Report Transmittal forms and their audited Annual Financial Reports to the APA **no later than November 30 each year**. Accordingly, the Auditor will list localities submitting financial reports and transmittals after this date as delinquent in the APA's Comparative Report footnotes. The Auditor of Public Accounts now requires a written statement from the [local government officials](#) stating the reason for submitting any financial reports and transmittals after the November 30 deadline.

**Q: When is the Certification of Bibliostat Financial Data form due to the Library Development and Networking Division and how many copies should be sent?**

A: One notarized hard copy of The Certification of Bibliostat Data form is due to the Library Development and Networking Division after your Bibliostat data has been submitted and approved by Nelson Worley or by someone in the Library Development and Networking Division. You will be notified when you can begin entering your data in Bibliostat as well as the final deadline for submission.

**Q: When should the *Contract Between Virginia State Library Board and Board of Trustees of Library Accepting Supervisory Service* form be submitted to the Library Development and Networking Division?**

A: The *Contract Between Virginia State Library Board and Board of Trustees of Library Accepting Supervisory Service* form should be submitted to the Library Development and Networking Division along with your state aid application, due no later than June 1.

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**Q: When should a copy of your library's charter and/or resolution be sent to the Library Development and Networking Division and how many copies should be sent?**

A: One (1) hard copy of your library's charter and/or resolution should be sent no later than August 1 to the Library Development and Networking Division 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. Documents should also be sent in electronic format whenever possible.

**Q: When should a copy of your library's By-Laws be sent to the Library Development and Networking Division and how many copies should be sent?**

A: One (1) hard copy of your library's By-Laws should be sent to the Library Development and Networking Division no later than August 1 to the Library Development and Networking Division only if there has been a change in the past year. Documents should also be sent in electronic format whenever possible.

**Q: When should a copy of your library's Trustee List be sent to the Library Development and Networking Division and how many copies should be sent?**

A: One (1) hard copy of your library's Trustee List should be sent to the Library Development and Networking Division annually no later than August 1, and as changes occur. Documents should also be sent in electronic format whenever possible.

LIST GUIDELINES: At the very least, your list must contain a mailing address for your board chair. Your list must contain at least one of the following means of contacting all members of your library board: valid e-mail address, phone number, mailing address, or fax number. The list must also note the positions of your board members : chair, vice-chair/vice president, secretary, treasurer, etc. Names only is not acceptable.

**Q: When should a copy of your library's Five Year Plan and/or annual revision be sent to the Library Development and Networking Division and how many copies should be sent?**

A: One (1) hard copy of your library's Five Year Plan and/or annual revision must be sent to the Library Development and Networking Division no later than August 1. Documents should also be sent in electronic format whenever possible. An alternate due date can be discussed by contacting the Library Development and Networking Division.

**Q: When should a copy of your library's policy statements be sent to the Library Development and Networking Division and how many copies should be sent?**

A: One (1) hard copy of your library's policy statements must be sent to the Library Development and Networking Division no later than August 1, and as policy statements are revised. Documents should also be sent in electronic format whenever possible.

**Send documents to:**

ATTN: Paranita Carpenter  
The Library of Virginia  
Library Development & Networking Division  
800 East Broad Street  
Richmond, VA 23219-8000

[paranita.carpenter@lva.virginia.gov](mailto:paranita.carpenter@lva.virginia.gov)

**Questions? Contact, Paranita, Kim, or Carol . . .**

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