COMMONWEALTH LIBRARIES
MANDATORY TIMELINES

TO RECEIVE STATE AID:

ANNUAL REPORT

January through March

- **Collect statistical and financial data from previous year**
- **Complete PA Public Library Annual Report on Online**
- **Obtain required original signatures of trustee officers.**

March 31st

- **Submission due in the District Consultant's Office**
- **Submission including—**
    1. **Original signature page of trustee officers**
    2. **Completed online report**
    3. **Supply supporting documentation**
    4. **Optional a paper copy of the online report**

COUNTY COORINATION PLANS

September 30th Due to District Consultant and to the State

- **A written plan for use of County Coordination Funds that has be discussed and decide upon by all of the State Aided Libraries in the County.**
- **Original signatures of all librarians in the County.**

AUDIT

October 1st

- **Independent audit of library and/or system's prior year financials.**

PLAN FOR USE OF STATE

October

- **Current year Plan for Use of State Aid released by the State.**
- **Completed Online**
- **Obtain original signature of trustee officers.**

November ~~30th~~ [remove day, it does vary at times]

- **Submission due in the District Consultant's Office.**
- **Original signature page for trustee officers.**
- **Optional paper copy of online submission.**

ACCESS PA

Quarterly---February, May, August and October

- **Sample period of 14 days released by State. [14, not 15 days in sample period]**
- **Quarterly reports due in District Consultant's office on date designated by State at the time of they release the Sample Period.**

Participating public libraries receive partial reimbursement for directly circulating materials to resident outside their direct service area at no charge to the borrower.

Internal (In County) Rate is about $0.29 per item.
External (Out of County) Rate is about $0.44 per item.