



State Aid Checklist

Please mail this checklist with your other State Aid documents with the boxes checked to show that your application for State Aid is complete.

Name of Library: Haywood County Public

The following documents must be included in all State Aid Application packets:

- Application for State Aid to Public Libraries
- Average Maintenance of Effort Form with total MOE amount
- Maintenance of Effort and Declaration Form(s) from all local funders
- Maintenance of Effort Worksheet
- Assurance of Professional Salaries Funded with State Aid
- Current Long-Range Plan
- Bylaws for Library Board(s) of Trustees
- Current Roster(s) for Library Board(s) of Trustees
- N/A* Current Interlocal Agreement (regional libraries and other joint library systems only)
- Checklist

Submit application to:

State Aid
Library Development Section
State Library of North Carolina
4640 Mail Service Center
Raleigh, NC 27699-4600

**Deadline for Submission:
Postmarked on or before September 15, 2016**





APPLICATION FOR STATE AID TO PUBLIC LIBRARIES
State Fiscal Year 2016 - 2017
(Submit one form only)

The type of library and its governance determine the signature required on this document:

County Library: Chair of County Commissioners

Regional Library: Chair of Regional Board of Trustees

Municipal Library: Chair of Town/City Council

Independent County Library: Chair of Board of Trustees

I, Mark Swanger
Print Name

Signature

Chair, County Commissioners certify that
Print Title

Haywood County Public
Name of Library

meets the following requirements and hereby applies for funding from the Aid to Public Libraries Fund.

07 NCAC 021 .0201

QUALIFICATIONS FOR GRANT ELIGIBILITY

Libraries requesting funding from the Aid to Public Libraries Fund shall submit annually to the State Library of North Carolina an application for State Aid and supporting documentation including financial and statistical reports and shall meet the following eligibility requirements:

- (1) Be established consistent with the provisions of Article 14, Chapter 153A of the North Carolina General Statutes.
- (2) Provide library services in compliance with applicable State and Federal law to all residents of the political subdivision(s) supporting the library. Public library services shall be provided from at least one designated facility with a catalogued collection that is open to the public a minimum of 40 hours per week.
- (3) Employ a full-time library director having or eligible for North Carolina public librarian certification. Full-time means working a minimum of 35 hours per week.
- (4) Secure operational funds from local government sources at least equal to the average amount budgeted and available for expenditure for the previous three years. A grant to a local library system from the Aid to Public Libraries Fund shall not be terminated but shall be reduced proportionately by the Department if the amount budgeted and available for expenditure by local government is below the average of the previous three fiscal years. State funds shall not replace local funds budgeted and available for expenditure for public library operations.
- (5) Secure aggregate operational funds from local sources at least equaling state aid.
- (6) Expend funds as authorized in the budget adopted by the Board of Trustees of a Regional Library, a County, or a Municipality. Any library having an unencumbered operational balance of more than 17 percent of the previous year's operating receipts shall have the difference deducted from its state allocation.
- (7) Pay salaries for professional positions funded from the Aid to Public Libraries Fund at least at the minimum rate of a salary grade of 69 as established by the Office of State Personnel.
- (8) Provide to the State Library of North Carolina an annual audit of the political subdivision(s) funding the library consistent with generally accepted accounting principles.
- (9) Submit annually to the State Library of North Carolina a copy of the bylaws of the library system's Board(s) of Trustees.
- (10) Submit annually a current long-range plan of service to the State Library of North Carolina. A long-range plan of service is a plan of at least five years. Upon request, submit an assessment of a community's library needs to the State Library of North Carolina.
- (11) Submit a copy of the agreement establishing the library system, if composed of more than one local governmental unit.
- (12) Meet the following stipulations when establishing a new library or re-establishing eligibility for the Aid to Public Libraries Fund:
 - (a) meet all qualifications for the state aid to public libraries program on July 1 of the year prior to the fiscal year that the library plans to receive State Aid,
 - (b) continue to meet all qualifications for the state aid to public libraries program from July 1 to June 30 of that year, which shall be known as the demonstration year,
 - (c) file a full application for state aid by the June 30 deadline at the close of the demonstration year in order to receive state aid in the next fiscal year.

Application Reviewed and Accepted: _____

Date: _____

Caroline Shepard, State Librarian of North Carolina

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Raleigh, NC 27699-4600

Deadline for submission of FY
July 1, 2016 - June 30, 2017
application is:

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Natural and
Cultural Resources



AVERAGE MAINTENANCE OF EFFORT REPORT AND DECLARATION
State Fiscal Year 2016 - 2017
(Submit one form only)

Please submit this average summary form for the library system **in addition** to the individual Maintenance of Effort forms from your local funding entities. This sheet shows the library system's average appropriation from **all** of its local funding sources from the last three years. Please place the **total** of all Maintenance of Effort forms for FY 2016-2017 in the FY 2016-2017 box.

In order to meet Maintenance of Effort, the total appropriation for FY 2016-2017 must equal or exceed the average figure of the last three fiscal years.

This summary form requires **only** the library director's signature.

The other Maintenance of Effort forms for each funding entity must be completed and signed as usual.

Haywood County Public Library
Name of Library

AVERAGE County and/or City Appropriations Budgeted and Available for Expenditure	TOTAL County and/or City Appropriations Budgeted and Available for Expenditure
FY 2013-2014 FY 2014-2015 FY 2015-2016	FY 2016-2017
<i>(Excluding capital outlay and State Aid appropriations)</i>	<i>(Excluding capital outlay and State Aid appropriations)</i>
\$ <u>1,254,555</u>	\$ <u>1,264,966</u>

Signed: Sharon L Woodrow
Library Director

Date: 7-21-16

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STATE LIBRARY
of NORTH CAROLINA

**MAINTENANCE OF EFFORT REPORT AND
DECLARATION State Fiscal Year 2016 - 2017**

(Submit one form for each city/county local funder)

The Haywood County Public Library
Name of Library

will maintain its local governmental support in order to receive State Aid funds in accordance with North Carolina Administrative Code, Chapter 7, Subchapter 2I, Section .0200.

Budgeted and Available for Expenditure FY 2016-2017

TOTAL County or City Appropriations(Excluding capital outlay and State Aid appropriations)

Total \$ 1,204,900

Date the budget was approved by the Board of Commissioners / City Council

6-20-16

Haywood

Name of County / City

I certify that the appropriation for FY 2016-2017 has been approved by _____
Board of Commissioners / City Council

is supported by official records, and is available for expenditure by the Library.

Signed: _____
County / City Manager

Date: _____

for: Haywood
County / City

Signed: Sharon Woodrow
Library Director

Date: 7-21-16

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MAINTENANCE OF EFFORT WORKSHEET
State Fiscal Year 2016 -2017

The Haywood County Public Library
Name of Library

Budgeted and Available for Expenditure FY 2016-2017			
TOTAL County or City In-kind Contributions and Appropriations			
County / City	In-kind Contributions	Local Appropriations	Total
Haywood County	\$ 40,000	\$ 1,224,900	\$ 1,264,900
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

The total for each line should reflect the amount declared on the Maintenance and Effort Report for each local funder. The final total of all contributions and allocations is the number submitted on the Average Report for the library.

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STATE LIBRARY
of NORTH CAROLINA

**ASSURANCE OF PROFESSIONAL LIBRARIANS
WHOSE SALARIES ARE FUNDED WITH STATE AID MONEY
State Fiscal Year 2016 - 2017**

(Submit one form only)

The Haywood County Public Library
Name of Library

Choose one:

Does **not** pay any professional salaries from State Aid funds

Does pay the following salaries in whole or in part from State Aid funds

Signed: Sharon Wood
Library Director

1-21-16
Date

The following professional librarians* (minimum annual salary \$37,125**) will be paid in full or in part from State Aid funds:

Name: _____

Position: _____

Salary: _____

Name: _____

Position: _____

Salary: _____

Name: _____

Position: _____

Salary: _____

* Professional librarians have received a Masters Degree in Library and Information Science.

** Pay salaries for professional positions funded from the Aid to Public Libraries Fund at least at the minimum rate of a salary grade of 69 as established by the Office of State Personnel. *Administrative Code, Title 7, Subchapter 2I, Section .0201, Rule 7.*

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Natural and
Cultural Resources

Haywood County Public Library
Five Year Plan
2016

2016-2017

- 1. Finalize campaign plans with Haywood County Board of Commissioners**
- 1. Establish literary events using NC authors**
- 2. Continue to build stronger community relationships**
- 3. Assess library infrastructure to assure that it meets the demands of the future**

2017-2018

- 1. Possible Construction/Renovation beginning**
- 2. Re-evaluate library collection to stay relevant in changing society**
- 3. Continue working with Board of Trustees, Foundation Board, Friends Board and county administration to keep renovation project active**
- 4. Explore possible sites for the main branch to operate while facility is under construction**

2018-2019

- 1. Continue Renovation**
- 2. Explore new technologies**
- 3. Continue to implement innovative programming relevant to our communities**
- 4. Grow community outreach programs**

2019-2020

- 1. Move into renovated main branch**
- 2. Request additional staff to improve library services and hours**
- 3. Transition collection and programming into new library space**

2020-2021

- 1. Continue to grow programs and outreach with emphasis on pre-school age children**
- 2. Develop plan for a library in Cruso community**
- 3. Continue to develop community relations and organizational partnerships**

**BY-LAWS of the HAYWOOD COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 20, 2005**

MEMBERSHIP

The Board of Trustees shall consist of six members appointed by the County Commissioners. The initial appointments shall be staggered in 2, 4, 6-year terms. Thereafter appointments shall be for six years. No commercial enterprise nor candidate for office shall be endorsed by the Board. The name of the group nor its chairman in its official capacity shall not be used in any connection with a commercial concern or with any political interest, or for any other than the regular work of the group.

The tenure of office of any Board member shall be automatically terminated and the Board of County Commissioners shall be requested to make a new appointment for the unexpired term upon the following conditions:

1. Upon absence of four consecutive monthly meetings of the Board of Trustees.
2. Upon moving place of residence outside the geographical boundaries of Haywood County.

MEETINGS

The regular monthly meeting of the Library Board shall be held on the third Wednesday of each month at 4:00 p.m. at the library.

Special meetings may be called by the Chairman, or upon the request of 3 members, for the transaction of business stated in the call for the meeting. Notices of meetings may be made by phone or mail at least 6 hours before the meeting.

OFFICERS

Officers of the Board shall be chosen at the regular meeting in June on odd years and shall be as follows: Chairman, Vice-Chairman, and Secretary. Immediately following the occurrence of a vacancy of an officer, the unexpired term will be filled at the next meeting.

The *Chairman* of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman from a Board meeting, the *Vice-Chairman* shall serve as Chairman.

The *Secretary* of the Board shall keep a true and accurate account of all Board proceedings and shall bring to the attention of the Board any vacancies on the Board.

COMMITTEES

Special committees for the study and investigation of special problems may be appointed by the Chairman. Such Committees shall serve until the completion of the work for which they were appointed.

QUORUM

A quorum for the transaction of business shall consist of a majority of members of the Board.

CHIEF COUNTY LIBRARIAN

The Chief County Librarian shall be considered Executive Officer of the Board and have sole charge of the administration of the Library under the direction and review of the Board. The Chief County Librarian shall be held responsible for the employment and direction of the non-professional staff, for the recommendation to the Board of professional staff and for supervision and direction of the professional staff, efficiency of the library's service to the public, for the preparation of the annual budget for consideration by the Board, for the operation of the Library under financial conditions set forth in the annual budget. The Chief County Librarian shall attend all Board meetings except those at which his or her appointment is to be discussed or decided.

ORDER OF BUSINESS

Call to order
Approval of minutes of last meeting and special meeting if any
Review of library use statistics
Approval of financial statement
Report of Librarian
Old business
New business
Adjournment

AMENDMENTS

These By-Laws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

Haywood County Public Library
Board of Trustees Roster
2016-2017

Length of Terms 6 yrs.

Current Board	Terms	Number of Terms Served	Expiration Date
David Felmet, Jr. 324 Balsam Dr Waynesville, NC 28786 828-456-8285 dfelmet@bellsouth.net	2006-2018	2	July 1 2018
Elaine Stewart 325 Balsam Dr Waynesville, NC 2876 828-456-3306 estewart50@hotmail.com	2015-2021	0	July 1 2021
James W. Kirkpatrick III 37 Branner Ave. Waynesville, NC 28786 828-452-0801 Kirk@jwkllaw.net	2016-2022	0	July 1 2022
Lorinda Whaley 27 Dolphin Dr. Waynesville NC 28786 828-231-7497 wv2wnc@gmail.com	2011-2017	Partial	July 1 2017
Lynda Self 140 Banjo Hollow Ln Waynesville NC 28786 828-454-5499 selflynda@ymail.com	2013-2019	0	July 1 2019
David McCracken 103 Montrose Ln Waynesville NC 28785 828-550-5980 dem32415@aol.com	2014-2020	0	July 1 2020