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WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Library Commission

Chapter 10-1
Series I
(1967)

OBSOLETE

8-2-72

CFG

valid April 14, 1967

to Aug 1, 1972

Subject: Regulations for the allocation and administration of all library funds and for the establishment of an adequate system of auditing and reporting such disbursements.

Section 1. General

1.01 Scope. --Regulations for administration of funds to be used for Public Library Service, Public Library Construction, Interlibrary Cooperation, Library Service to State Institutions and Library Service to the Physically handicapped.

1.02 Authority. --These regulations are issued under authority of West Virginia Code, Chapter 18, Article 10, Section 12, and Chapter 10, Article 1, Sections 12-21.

1.03 Effective Date. --These regulations are promulgated on March 4, 1967 and become effective April 14, 1967.

1.04 Filing Date. --These regulations were filed in the Office of The Secretary of State on March 14, 1967.

1.05 Certification. --These regulations are certified authentic by the Secretary of State by certificate number 53.

Section 2. Regulations for use of funds for Public Library Service.

2.01A. Basic Grants-in-Aid.---Will be determined annually by the West Virginia Library Commission from State and Federal appropriations and will be made to Regional Libraries and Public Library Service Centers (Library Systems). These libraries must have a plan approved annually by the West Virginia Library Commission. Such grants-in-aid may be used for any public library in the area covered in the approved plan, but may be used only for the following purposes:

1. salaries of professional librarians;
2. salaries of library assistants who hold a bachelor's degree from an accredited college or university;
3. salaries for bookmobile drivers;
4. books and other library materials;
5. equipment;
6. travel expenses for staff and library board members to attend planning meetings, workshops, and conferences called by the West Virginia Library Commission;
7. audits required by the State Plan under Library Services and Construction Act, when performed by the State Tax Commissioner, or any accountant appointed by the State Tax Commissioner.

B. Minimum requirements for Public Libraries to earn Grants-in-Aid.--The West Virginia Library Commission shall determine by evaluation visits and required reports whether public libraries meet the requirements of the West Virginia State Plan. Any library failing to meet such requirements shall not be eligible for grants-in-aid.

1. Requirements for public libraries to qualify as Regional Libraries and Public Library Service Centers (Library Systems).

a. The public library must be organized and must operate under a legally-appointed library board in accordance with West Virginia Code, Chapter 10, Article 1, Sections 1 through 11.

- (1) Public library boards receiving appropriations from governing authorities must serve as the disbursing agent, as described in West Virginia Code, Chapter 10, Article 1, Section 2, Paragraph 2.
- (2) A public library organized under Chapter 10, Article 1, is defined in Section 9 as a corporation. As such, if the Service Center library board of directors desires coverage under Social Security the library board of directors must submit a plan for coverage of employees, which designates the

library board of directors as the coverage group, to the State Auditor.

For coverage under the Public Employees Retirement System, the library board of directors must apply to the Public Employees Retirement System.

- b. If the public library is organized and operating under a special law, that law must provide that:
- (1) the library board members are appointed by one or more of the following governing authorities: county court, governing body of any municipality, county board of education;
 - (2) the library board members are appointed for specific terms and elect officers annually;
 - (3) the library board is governed by by-laws, rules and regulations which it has adopted for the administration, supervision and protection of the library and all property belonging thereto;
 - (4) the library board shall deposit and disburse through its designated bonded officer from the library board's bank account all funds appropriated and collected for public

library purposes; libraries designated by the West Virginia Library Commission as Service Centers prior to January 1, 1969 excepted; and

- (5) the library board is empowered to erect upon ground secured through gift or purchase an appropriate building for use of the library.

- c. The public library, any regional library in operation prior to January 1967 excepted, must assure the West Virginia Library Commission that it has an annual operating budget from local funds (exclusive of capital expense) of \$1.00 per capita or \$25,000, whichever is greater. Through interim steps developed in consultation with the West Virginia Library Commission, the public library must have an annual operating budget from local funds of \$2.00 per capita for the county population in which the library is located or \$75,000, whichever is greater, by 1975. A Regional library must have an annual operating budget from local funds of \$1.00 per capita or \$50,000, whichever is greater, by 1975.
- d. At least 66-2/3 per cent of the operating budget must be available from tax funds.

- e. The public library must be managed by a full-time professionally-trained librarian. A Service Center or Regional library not now meeting this requirement must meet such requirement by July 1, 1972. Such librarian must hold a degree in library science from a library school accredited by the American Library Association. Incumbent Regional librarians as of July 1, 1967 will be considered professionally trained if they hold a bachelor's degree from an accredited college or university, have at least 30 hours in library science and have been a Regional librarian in West Virginia for at least five years. All Service Center libraries and all Regional libraries must have at least two full-time professional librarians by July 1, 1975.
- f. The librarian for the public library will be required to attend planning meetings, workshops and conferences called by the West Virginia Library Commission.
- g. The public library must provide free service to all residents of the area included in the Plan submitted by the Regional library or Service Center and approved by the West Virginia Library

Commission; and must provide advisory service and book credits to public libraries eligible under the plan.

- h. Only one public library in a county, or a library system (Regional or Service Center), will be designated as a Service Center. The West Virginia Library Commission will officially designate Service Centers. All funds appropriated for library purposes must be administered and disbursed by the public library board designated as a Service Center board.

2. Requirements for Public Libraries which are not Regional or Service Centers.

- a. The public library must be organized and must operate under a legally-appointed library board, in accordance with West Virginia Code, Chapter 10, Article 1, Sections 1 through 11, or if the public library is organized and operates under a special law, that law must have the same provisions as are enumerated under B 1. b. of this section of the regulations.
- b. The public library must have a minimum annual operating expenditure of \$1,000.
- c. The public library must have a minimum annual operating budget of \$5,000 by July 1, 1975.
- d. The public library must be open at least 15

hours per week. Effective July 1, 1972, the public library must be open at least 20 hours per week.

- e. The public library must purchase 200 recently published books per year, or pay personnel.
- f. The library must, in addition to buying 200 currently published books per year, pay personnel at least minimum State wages by July 1, 1972.
- g. The public library must be open free to all residents of the county.
- h. The public library must be a member of a system which meets requirements under 1 of this section of the regulations.

3. Requirements for Community Libraries service the public and organized prior to January 1967.

- a. In order to receive book credits, on the basis of population served, the library must agree to be a part of a system which meets requirements under 1 of this section of the regulations.
- b. Service must be free to the public.
- c. All communities must meet requirements of Section 2.01B 2. by July 1, 1975.

4. Provisions for direct public library service from the West Virginia Library Commission.

- a. Book credits may be earned by public libraries

not meeting the requirements for Regional or Service Centers, and not a part of a system, if the library meets requirements under 2 of this section of the regulations. The West Virginia Library Commission staff will serve in the same capacity as a public librarian who manages a Regional Library or Service Center.

(See 1. e. of this section of the regulations.)

- b. Book credits may be earned by community libraries which serve the public and which were organized prior to January 1967 until July 1, 1975, in the same manner as described under (a) above.
- c. Books purchased for Mobile Branch Service will be considered book credits for areas served by trailer units.

C. Financial Accounting, Regional Libraries and Library Service Centers (Library Systems).

All accounting and fiscal procedures must include provisions and/or records, in a form acceptable to the West Virginia Library Commission, to substantiate the following:

1. The fiscal year begins with the first day of July and ends with the thirtieth day of June.
2. No member of a public library board of directors is

interested directly or indirectly in any claim or contact with the public library except for lawful compensation or expenses incurred. (This should not mean that a board member may not be a stockholder, officer, or director of a bank designated as a depository for the public library.)

3. The board of directors of the public library has designated an officer to perform the duties of the treasurer and has designated the professional librarian who manages the system as the financial clerk. The financial clerk has been authorized to delegate a staff member to perform the actual accounting. In the event either is temporarily incapacitated, the board may appoint one of its members to serve temporarily in either capacity.
4. A satisfactory minute book is used for recording minutes of meetings of the board. Minutes show board action on all expenditure schedules.
5. The financial clerk maintains a distribution ledger which records receipts and itemized payments by classification, as may be required for reporting to the West Virginia Library Commission.
6. Provision is made for the signature of the treasurer and as many additional signatures as the library board may require on all voucher checks used in

payment of all obligations of the library.

7. At least 30 days prior to ensuing fiscal year, an estimate of the receipts and appropriations (annual budget) has been prepared on forms prescribed by the West Virginia Library Commission.
8. Amendments to the budget at any time during the fiscal year provide for appropriations from additional revenues received.
9. All incurred obligations in each fiscal year are within the amount authorized by the budget and amendments thereto.
10. All accounts of the library system are settled on or before July 31.
11. Library funds are disbursed only on basis of itemized invoices submitted by claimants, and audited by the board, or the board has designated the financial clerk to audit all invoices before payment.
12. The payroll is duly certified by the financial clerk in accordance with rates approved by the library board.
13. If library board members are reimbursed for travel expenses, such reimbursement is in accordance with rules adopted by the library board.
14. The treasurer's monthly report shows balance on hand at beginning of month, receipts during month, withdrawals during month, and reconciliation with

bank statement.

15. A quarterly report has been filed with the West Virginia Library Commission by the 15th day of October, January, April and July, showing receipts and expenditures for the preceding quarter.
16. All Regional and Service Center library boards must maintain accounting records in the library business office, in a form which can be audited, and make them available to the Library Commission or authorized representative of the State of West Virginia or United States Government on request.
17. An annual audit of the financial records of the library either by the State Tax Commissioner or any accountant appointed by the Tax Commissioner as required in Section 1.75 of the State Plan, under the Library Services and Construction Act. A copy of the audit report has been filed with the West Virginia Library Commission on or before September 30, or any extension of time approved by the West Virginia Library Commission.

The library board must provide adequate filing equipment for the protection, preservation and systematic arrangement of all paid and unpaid bills, cancelled checks, bank statements, debit charge slips, contracts and other financial records.

The library board will be required to file with the West Virginia Library Commission, on forms prescribed by the Library Commission, a financial report of the preceding fiscal year within 45 days of the close of such fiscal year.

Application for grants-in-aid will be made on forms prescribed by the West Virginia Library Commission and must be signed by the president of the library board and the Chairman of the West Virginia Library Commission, when officially approved by the State Agency.

2.02 Supplementary Grants-in-Aid to Regional Libraries and Library Service Centers (Library Systems).--After basic grants-in-aid have been made, supplementary grants-in-aid may be made to Regional Libraries and Service System Centers for the following purposes:

A. For Educational Programs

1. Training public librarians for West Virginia public library service.

Supplementary grants-in-aid to public libraries may be used specifically by public library boards to send staff members, or staff members of libraries within the system, to a library school accredited by the American Library Association. These staff members must have been employed by the public library for at least one year, and must hold a bachelor's degree from an accredited college or university. The grant will be equal to the beginning annual salary for Library Assistant I, which has been approved by the West Virginia Civil Service Commission, at the time the grant is awarded.

- a. Application for supplementary grants-in-aid will be made by the public library board on forms prescribed by the West Virginia Library Commission. The application form

must be signed by the president of the public library board and the Chairman of the West Virginia Library Commission, when officially approved by the State Agency.

- b. The trainee applicant will submit application to the public library board on forms prescribed by the West Virginia Library Commission, and a copy of the application must be attached to the board's application for the supplementary grant.
- c. The training grant described here will be made on condition that the trainee agrees to return to West Virginia public library service for at least two years, otherwise the amount allotted the trainee must be paid to the library board by the trainee, which in turn will pay the West Virginia Library Commission. Federal equity will be credited to the United States Government by the West Virginia Library Commission in proportionate share for the year in which the expenditure was made by filing an amended expenditure report for the year in which the grant was made. Salary payments may not exceed 18 months and the trainee

must receive a degree from the library school, absent reason accepted by the West Virginia Library Commission. For example, illness or illness in the family, may make it impossible to receive a degree. Payment will be waived if there is a reason which is acceptable to the West Virginia Library Commission.

2. Training for State Agency staff.

A portion of the sum available in supplementary grants-in-aid may be expended directly by the State Agency to provide graduate training for Library Assistants I, II and III on its staff.

The State Agency will award the grant directly to the staff member. The grant shall be at the beginning salary for Library Assistant I. The same conditions as those outlined previously will be required, except Civil Service Regulations relating to West Virginia Library Commission staff shall also apply:

Civil Service Regulations, Appendix A, Section 9
Educational Leave

"An agency which subsidizes advanced educational training for state employees may grant educational leave to an employee selected for such training subject to conditions stipulated by the agency concerned. Such leave shall be considered as continuous employment, except that employees while on educational leave shall not accrue sick or annual leave."

- a. The applicant will file application with the Executive Secretary. The application must be approved at an official meeting of the Library Commission and signed by the Chairman of the Library Commission.
 - b. A training grant to a Library Commission staff member will be made on the condition that the trainee will return to West Virginia public library service for at least two years. This may include the State Agency. If these conditions are not met, the amount allotted to the trainee shall be paid to the West Virginia Library Commission. Federal equity will be credited to the United States Government by the West Virginia Library Commission in proportionate share for the year in which the expenditure was made by filing an amended expenditure report for the fiscal year in which the grant was made. The total grant for all trainees shall be the monthly salary rate for the total number of months required to earn the degree, but the maximum period of time shall not exceed 18 months.
3. Training for other Library Personnel.
- Public library board may make application for supplementary grants-in-aid to be used for library

personnel and board members to attend workshops, refresher courses and to visit outstanding library systems.

Workshops may be sponsored by the West Virginia Library Commission or other professional library organizations. Grants may be used to pay tuition and actual travel expenses for courses or workshops.

B. For other Programs and Purposes

Supplementary grants will be made by the West Virginia Library Commission for other special purposes and needs as determined by the Library Commission to further the development of public libraries.

Section 3. Regulations for use of funds for Public Library Construction.

3.01 Eligibility.--Library shall be defined as a "public library" in accordance with the definition of "public library services" in Federal Regulations Title 45 - Public Welfare - Chapter I, Office of Education, Department of Health, Education, and Welfare: "Public library services...means library services provided by or on behalf of a public library. The term does not include those library services that are properly the responsibility of the schools."

3.02 Priorities and Procedures.--Priorities set by the West Virginia Library Commission are as follows:

1. Construction to strengthen units within a library system.
2. Construction which meets minimum American Library Association standards for space and location.
3. Construction in population growth area.
4. Construction in potential economic growth area.
5. Remodeling which is accompanied by a program statement prepared by a professional librarian.

Procedures:

1. Certification will be required on forms prescribed by the West Virginia Library Commission that the public library board has been appointed by one or more governing authorities and in such manner as to permit the West Virginia Library Commission to enter into an

agreement with the library board.

- a. Provisions must be made for the library to operate under West Virginia Code, Chapter 10, Article 1, Sections 1 through 11; or
 - b. if the library is organized and operating under a special law, that law must include all the provisions listed in Section 2.01 B 1. b. of these regulations.
2. Certification will be required, of the library board, of an operating budget to comply with West Virginia Library Commission Regulations governing standards of service:
- a. when total construction project costs as approved by the West Virginia Library Commission are \$400,000 or more, the library must be managed by a professionally-trained librarian; must be open 60 hours per week; must add by purchase at least 3,000 volumes a year; and must agree to serve as a Service Center library for at least a county area, if so designated by the Commission;
 - b. when total construction project costs as approved by the West Virginia Library Commission are \$200,000 to \$399,000, the library must be managed by a college graduate with some library training or experience; must be open to the public 40 hours per week;

- must add by purchase at least 1,500 volumes per year; and must agree to operate as an integral member of a Regional or Service Center system;
- c. when total project costs as approved by the West Virginia Library Commission are \$100,000 to \$199,000, the library must be managed by a staff member with at least two years of special training after high school; must be open to the public at least 30 hours per week; and must add by purchase at least 750 volumes per year. The board must agree to operate the library as an integral part of a Regional or Service Center system;
- d. all workers staffing the hours indicated in these standards must be paid no less than the State minimum wage scale.
3. A copy of the feasibility study is to be filed with the West Virginia Library Commission if proposed construction is the expansion, remodeling and alteration of an existing building. Such study is to be done by a professional librarian or a registered architect.
4. A program statement must be prepared by the professional librarian for the system and submitted to the West Virginia Library Commission with the project application.

5. Preliminary estimates of construction costs including architect's fees, site acquisition, new construction, expansion, remodeling or alteration of existing building, initial equipment, and contingency, are to be filed with the West Virginia Library Commission.
6. An estimate of total project cost and a statement as to the method to be used in providing additional funds, if needed, must be filed with the West Virginia Library Commission.
7. A list of initial equipment is to be filed with the West Virginia Library Commission.
8. There must be certification by the library board to the West Virginia Library Commission of all local funds available from tax levy, bonds, and other sources for matching a grant from the Library Commission for this project, including the anticipated date of receipt of funds. An estimate and verification of all local funds available from tax levy, bonds, and other sources must be filed with the West Virginia Library Commission.
9. A survey and description of the site is to be filed with and approved by the West Virginia Library Commission.

10. The local library board must agree that construction contracts will be entered into within 365 days following State Agency's approval of project. Since all of West Virginia is eligible for assistance under Section 214 of the Appalachian Act, additional time may be granted to complete application for funds under the Appalachian Act. Copies of all contracts for all work under the approved project must be filed with the West Virginia Library Commission.

3.03 Opportunity for hearing.--A local library whose application has been denied by the West Virginia Library Commission will have an opportunity for a fair hearing before the State Agency. Written notice of disapproval will be forwarded to the local library board within 10 days following the West Virginia Library Commission's action. Review of denied application will be made in the following manner:

Within 60 days after receiving notice of the West Virginia Library Commission's action, a library board may request a review by a mediation committee composed of three professionally-trained librarians employed in West Virginia, one to be appointed by the West Virginia Library Commission, one to be appointed by the president of the West Virginia Library Association, and one to be appointed by the library board making the request. No member of the mediation committee can be a member of the regular staff of the West Virginia Library Commission, nor connected in any way with the library board making the request. The mediation committee will make such recommendations as deemed proper to the West Virginia Library Commission. The West Virginia Library Commission will review the denied application and the recommendations of the mediation committee. Written notice of its decision on the application under review will be forwarded to the library board concerned within a reasonable time. This decision shall be final.

3.04 Conformance with the requirements of pertinent Federal Wage and Contract Work Hours Standards Acts.--The West Virginia Library Commission will require assurance that all laborers and mechanics employed by contractors or subcontractors on all construction projects assisted under the Library Services and Construction Act, will be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, and will receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours Standards Act.

3.05 Financial Accounting.

1. Local matching funds for construction will be deposited in an account separate from all other funds. A certification by the bank as to the amount of these funds and certification that these funds are free from encumbrances must be furnished to the West Virginia Library Commission.
2. Payment of Federal and State matching funds on a construction project will be made to local library boards after approval of invoices by the West Virginia Library Commission and the State Auditor. All contracts should specify that bills will be paid 30 days after invoice. However, local library board must be prepared to meet payments.

3. A request for a Federal and State share will be made on forms prescribed by the West Virginia Library Commission.
4. A retainage of 10% will be withheld from the Federal and State share of each construction project. The creditor's invoice should reflect the total amount due in order to prevent duplication of the retainage.
5. A copy of weekly payrolls with the required certification in regard to anti-kickback provisions of the Copeland Act must be kept on file by the owner. These payrolls will be checked by the owner against the minimum wage determination for the project and will be reviewed periodically by the West Virginia Library Commission. Periodic on-the-job interviews will be made by the West Virginia Library Commission to assure compliance with Federal Regulations. A copy of this interview will be at the West Virginia Library Commission. Copies of weekly payrolls will be filed by the owner. A copy of the labor interview will be forwarded to owner for filing with the payroll for the week.
6. The portion of the architect's fee, which is paid for supervision, must be based on that portion of the "contract completed" at the date of the request.

7. Any change from the original construction contract must be made by a formal "change order" accompanied by a letter of authorization by the library board's president. If the change or addition requires additional funds over and above the approved budget, the local library board must certify that the additional funds are available.
8. All initial equipment purchased under the project must be put on inventory, and a copy of the inventory must be filed with the West Virginia Library Commission.
9. The 10% retainage from Federal and State share will be paid only after local architect's certification of completion of the construction contract and after an audit report by the State Tax Commissioner, an independent C.P.A. or registered Public Accountant is filed with the West Virginia Library Commission. This audit will be made at the expense of the library board and may be a part of the total project cost.
10. All records pertaining to a construction project must be kept by the owner for at least three years after completion of the project, or until notification that the Office of Education has made a fiscal audit, whichever is later. These records must be made available to the West Virginia Library Commission or authorized representative of the State of West Virginia or United States Government on request.

FILING OF ADMINISTRATIVE REGULATIONS

References are to Sections in West Virginia Adm. Reg. 10-1, Series I

Authority, 1.02

Basic Grants-in-Aid, 2.01A

Certification by Secretary of State, 1.05

Davis Bacon and Contract Work Hours Standards Act, Conformance with, 3.04

Effective Date, 1.03

Eligibility, Public Library Construction, 3.01

Filing Date, 1.04

Financial Accounting:

 Regional Libraries and Library Service Centers (Library Systems) 2.01C

 Construction, 3.05

Minimum Requirements for Public Libraries to earn Grants-in-Aid, 2.01B

Opportunity for Hearing on Denied Application, Public Library Constuction,
3.03

Priorities and Procedures - Public Library Construction, 3.02

Scope, 1.01

Supplementary Grants-in-Aid to Regional Libraries and Library Service
Centers (Library Systems):

 For Educational Programs, 2.02A

 Supplementary Grants-in-Aid for other Programs and Purposes, 2.02B

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Library Commission

Chapter 10-1
Series I
(1967)

Subject: Forms to be used in allocation and administration of library funds - under Series I, Chapter 10-1, West Virginia Administrative Regulations.

1. This regulation is filed in the odd size file as items number 1 - 14.

2. This regulation is certified authentic by certification number _____.

APPENDIX A

DEFINITIONS

- (a) "Basic Grants-in-Aid" means grants awarded on a per capita basis for public library service.
- (b) "Supplementary Grants-in-Aid" means additional grants awarded to public libraries meeting requirements for basic grants-in-aid but after such basic grants have been made.
- (c) "A Library System" is a coordinated group of public libraries. A main library, or regional library center, managed by a professional librarian, offers services, usually under an approved plan, to neighboring communities and libraries. These libraries in turn reciprocate through contractual arrangements or co-operative projects.
- (d) "Service Center" is a public library managed by a professional librarian. The service center has a minimum operating budget of \$1.00 per capita or \$25,000, whichever is greater, two-thirds of which is from tax sources, and provides free service to residents of the area included in the plan submitted to the West Virginia Library Commission.
- (e) "Book Credits" means the number of new books available to a public library or community library when meeting minimum requirements in State regulations.

- (f) A "Community Library" is a library which is operated by a community organization, does not operate under a board of directors in accordance with requirements in West Virginia Administrative Regulations - Library Commission, Chapter 10-1, Series I (1967), Section 2.01B, 3, but still offers free service to the public.
- (g) "Direct Service" means service performed by the State Agency which ordinarily would be performed by a public library. The term also means service to an individual or community without public library service.
- (h) A "Regional Area" is a geographical area in which library service is performed. A service center or regional center usually coordinates a service. A "regional area" may also be interstate as well as intrastate in emphasis. For example, regional service to the blind is performed for West Virginia from regional centers in Pennsylvania. A regional area may mean the whole state when a specific project is conducted which involves several types of libraries.

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Filing Date, 1.04

Financial Accounting -

Regional Libraries, Regional Areas, and Library Service Centers (Library Systems), 2.01C

Construction, 3.05

Minimum Requirements for Public Libraries to earn Grants-In-Aid, 2.01B

Opportunity for Hearing on Denied Application, Public Library Construction, 3.03

Priorities and Procedures - Public Library Construction, 3.02

Scope, 1.01

Supplementary Grants-In-Aid to Regional Libraries, Regional Areas, and Library Service Centers (Library Systems) -

For Educational Programs, 2.02A

To Regional Libraries and other Areas, 2.02B

Assignment of Supplementary Grants-In-Aid, 2.02C