

**FY2024 STATE AID TO PUBLIC LIBRARIES**

**NOTIFICATION of REQUEST for HEARING**

Pursuant to 801 C.M.R. 1.02, *Informal Fair Hearing Rules*

* This completed notification **must be received** in the Board of Library Commissioners Office **within seven business days of the Board action being appealed.**
* The hearing of the appeal will be placed on the agenda of the next regularly scheduled meeting of the Board of Library Commissioners.
* The Board will act on the appeal at the next Board meeting following the appeal hearing.

The municipality of Choose an item. is formally requesting a hearing to appeal one of the following:

[ ]  Denial of waiver of FY2024 Municipal Appropriation Requirement on February 2, 2024—appeal due February 17, 2024.

[ ]  Board action of Click here to enter a date. (date) regarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature, Library Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

**Signature, Library Trustee Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

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| ***Important* *Dates in the FY2024 State Aid to Public Libraries Program:*** |
| July 1, 2023 | Online submission of Annual Report Information Survey (ARIS) opens |
| August 2023  | State Aid to Public Libraries forms posted on website |
| August 7, 2023 | Online submission of the Financial Report opens |
| August 18, 2023  | Online submission of Annual Report Information Survey (ARIS) closesARIS due (signed pdf/print form) |
| Aug-Sept 2023  | State Aid workshops online. Waiver workshop online held separately |
| October 6, 2023  | Online submission of Financial Report closesFinancial Report dueState Aid Application and Compliance Form due (print form) for all libraries – including Multiple IndependentsMAR waiver petition due, if necessary (print form) |
| November 2, 2023 | First group of municipalities meeting requirements presented to Board for certification and state aid awards are made |
| November 3, 2023 | Supporting documentation for MAR waiver petition due |
| December 7, 2023  | Second group of municipalities meeting requirements presented to Board for certification and state aid awards are made |
| January 1, 2024  | List of non-certified communities posted (updated later if MAR waiver applicants are denied certification)  |
| January 4, 2024  | FY2024 MAR waiver applicants presented to the Board (includes in-person presentations) |
| February 1, 2024  | Board acts on FY2024 MAR waiver petitions |
| March 7, 2024  | Board hears any appeals of denial of FY2024 MAR |
| April 4, 2024  | Board acts on any appeals of denial of FY2024 MAR/FY2024 State Aid to Public Libraries program officially concludes |