



2020 ANNUAL DOCUMENTS UPLOAD CHECKLIST

DUE: September 4, 2020

Upload this signed checklist along with the items listed below at

<https://georgialibraries.org/statistics/>

Library System _____

The following items are included in this upload:

- _____ Library constitution and bylaws updated since July 1, 2019 **Scan**
- _____ Library policies added or updated since July 1, 2019 **Scan**
- _____ Current proof of fiduciary bond/liability insurance (held by library or county) **Scan**
***Letters of exemption not acceptable**
- _____ FY2021 Roster of Boards of Trustees (**Upload Excel Spreadsheet—*not PDF**)
- _____ FY2021 Application for State Aid to Public Libraries **Board Chair Signs Form**
- _____ FY2021 Director Salary Approval Form **Board Approves/Chair Signs Form**
- _____ FY2021 Signature Authority **Board Approves/Chair Signs Form**
- _____ Certifications Regarding Debarment, Suspension and other responsibility matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination **Director Only Signs Form**

Library System Director's Name

Library System Director's Signature

Date