

# 2021 ANNUAL DOCUMENTS UPLOAD CHECKLIST

**DUE: September 3, 2021**

*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, 2020
- \_\_\_\_\_ Library policies added or updated since July 1, 2020
- \_\_\_\_\_ Current proof of fiduciary bond/liability insurance (held by library or county)  
**\*Letters of exemption not acceptable**
- \_\_\_\_\_ FY2022 Roster of Boards of Trustees (**Upload GPLS Excel Spreadsheet—\*not PDF**)
- \_\_\_\_\_ FY2022 Application for State Aid to Public Libraries **Board Chair Signs** **GPLS Form**
- \_\_\_\_\_ FY2022 Director Salary Approval Form **Board Approves/Chair Signs** **GPLS Form**
- \_\_\_\_\_ FY2022 Signature Authority **Board Approves/Chair Signs** **GPLS Form**
- \_\_\_\_\_ Certifications Regarding Debarment, Suspension and other responsibility matters;  
Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and  
Nondiscrimination **Director Only Signs** **GPLS Form**

\_\_\_\_\_  
Library System Director's Name

\_\_\_\_\_  
Library System Director's Signature

\_\_\_\_\_  
Date