

2018 ANNUAL DOCUMENTS UPLOAD CHECKLIST

Scan and upload this signed checklist along with the items listed below at georgialibraries.org/lib/publiclibinfo

Library System _____

Date that 2018 Annual Report online survey was submitted _____

The following items are included in this upload:

- _____ ALL current library policies
- _____ The library constitution and/or bylaws if updated since July 1, 2017
- _____ Current proof of fiduciary bond (whether held by library or county)
***Letters of exemption are not acceptable**
- _____ FY2019 Roster of Boards of Trustees (Upload [Excel Spreadsheet](#))
- _____ FY2019 Signature Authority (must be Board approved annually) [Form](#)
- _____ FY2019 Application for State Aid to Public Libraries [Form](#)
- _____ Certifications Regarding Debarment, Suspension and other responsibility matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination [Form](#)
- _____ 2018 Annual Documents Upload Checklist (this document) [Form](#)

Library System Director's Name

Library System Director's Signature

Date