

2019 PENNSYLVANIA PUBLIC LIBRARY DATA COLLECTION
COVER SHEET FOR SUPPORTING DOCUMENTATION

Library Name: _____

Check the box for all items submitted. Independent libraries submit directly to District Library Consultant. System member libraries submit to system headquarters, who then submit to District Consultant.

For all libraries:

- Signature page for Annual Report containing original signatures.
- Audit or financial review.
- Certification of Estimated Costs (green sheet) form containing original signatures and municipal seal, if applicable.
- Letter of Actual Costs on municipal letterhead and containing original signatures.
- Employment verification letters from agencies, if applicable.
- Librarian annual report.

Director certification (NEW for directors currently on extension):

- 'Director Certification Progress Report' (located in 'Documents and Forms Folder' folder on LibPAS Welcome page).
- Updated 'Certification Plan for Library Director Currently on Extension' (Located in 'Documents and Forms' folder on LibPAS Welcome page).

For all county libraries:

- Documentation for County appropriation, if applicable. This documentation should be on county letterhead and signed.

For all systems:

- (*System Headquarters Only*) Documentation on distributions to member libraries for State Aid and County appropriations.

For all district centers:

- Copy of the District Center 5-year Plan.
- District Center Collection Development Policy.

District Library Consultants mail documents to:

State Aid to Public Libraries
Office of Commonwealth Libraries
Pennsylvania Department of Education
333 Market St.
14th Floor
Harrisburg, PA 17126