

**2022 PENNSYLVANIA PUBLIC LIBRARY DATA SURVEY  
CHECKLIST FOR SUPPORT DOCUMENTATION**

**Library Name:** \_\_\_\_\_

**Instructions:**

- *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 (Unless instructed otherwise by your district consultant or system administrator)*
- *Crif qeu'ecp'dg'hqwpf'qp'NkdRAS \*rcQqwpkpi qr lpkqpuQgo +*
- *All support documents should be emailed to **RA-StateAid@PA.gov** as one pdf portfolio per library with the **Filename - AR SD (District) (Library) 2022.pdf***

**For all Libraries:**

- Signature page for Annual Report - PA Public Library Data Survey
- Certification of Estimated Costs form containing original signatures and "municipal seal" \*if applicable+
- Letter of Actual Costs on municipal letterhead and containing original" signatures" \*if applicable+
- Employment verification letters from/for outside agencies (if applicable) **(F q'P qv'twdo k'Y 4u)**
- Year End Profit and Loss Statement
- Librarian Annual Report (optional, if applicable)

**Director Certification:**

- 'Director Certification Progress Report'
- 'F kt gevqt' Certification Gz vgpukqp'Tgs wguv'  
" \*Hkm'qw'h'h'j gtg'ku'pqv'qpg"qp'hkg'y kj "QEN+

**For all County Libraries and System Admin Units:**

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

**For all System Admin Units:**

- (System Headquarters Only) Documentation of system distribution amounts to member libraries for State Aid and County appropriations.