

Annual Report Support Documents Instructions

2022 Reporting Year

Who Submits

- **Independent Libraries** – Submit directly to your District Consultant
- **System Member Libraries** – Submit to your System Headquarters, who will then submit to your District Consultant (Unless instructed otherwise by your DC or system Administrator)
- **District Consultants** will then forward the documents to the State Aid Team

What To Submit

All documents can be found at the Annual Report page on [LibPAS \(pa.countingopinions.com\)](http://pa.countingopinions.com)

Required to be submitted by all libraries:

- **Annual Report Approval Signature Page** – Signatures required of library director, library's board president, and library's board treasurer to signify that the data has been reviewed and approved for submission. This can be digitally signed with Adobe
- **Library Fiscal Year End Profit and Loss Financial Statement**- Any type of year-end financial statement reflecting revenue and expenditures for the fiscal year

Required to be submitted, if applicable:

- **Certification of Estimated Costs** – Completed by municipalities to report the cost of shared services paid for by the municipality on behalf of the library.
- **Letter of Actual Costs** - Must be on official Municipal Letterhead and signed.
- **Librarian Certification Extension Request** – Completed by new library directors that do not have the proper certification for the size of their library. Sent in Separately.
- **Librarian Certification Progress Report** – Completed by library directors that have a certification extension on file. Sent in Separately.
- **Employment Verification Letters** – **DO NOT INCLUDE W2s**. These letters are to be sent from/for an outside agency employee.
- **Documentation for County Appropriation** - Documentation should be on County letterhead and signed by a county official.
- **System Distribution Amounts to Member Libraries** for State Aid and County appropriations documentation (System Headquarters Only).

Optional:

- **Annual Report Collection Checklist** – Checklist for libraries to use to ensure that all required documents are submitted

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How To Submit

District Consultants should combine all documents (except director certification docs) into a single pdf or a portfolio pdf for each library.

Naming Structure of Portfolio/PDFs for Support Documents

- AR SD District Library 2022.pdf
 - **Example: AR SD Johnstown Hastings PL 2022.pdf**
- If you use an abbreviated short name for the district, please keep it consistent across all documents provided.
- **If you do not have access to make a pdf portfolio**, all items should be converted to pdfs and named as requested below.
 - Please add a suffix that explains the contents of the document
 - Example: AR SD Johnstown Hastings PL 2022 SigPage.pdf
or AR SD Johnstown Hastings PL 2022 CEC.pdf

Naming Structure of Portfolio/PDFs for Director Certification

- Dir Cert Ext Name Library.pdf or Dir Cert PR Name Library.pdf
 - **Example: Dir Cert Ext Reilly, Mike OCL.pdf**

Where to Submit

Please send all Support Documents to RA-StateAid@pa.gov

When to Submit

You can send them in periodically as they are completed/received or all at once. I will leave this up to you, but keep in mind that email systems usually have a 20MB attachment limit.