



# Important Documents

## Checklist

Questions? E-mail the district consultants at [consultant@snoelibraries.org](mailto:consultant@snoelibraries.org)

*These documents should be gathered and retained in both digital and print and essential to be backed up.*

*Ask the Board Secretary to review this list and inform you of other documents and policies approved by the Board.*

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### Corporate Records

- 501(c)(3) documents (if applicable)
  - Form 1023 application
  - IRS determination or affirmation Letter
  - Recent 990s
- Agreements
  - District negotiated agreement
  - Deed or Lease agreement
  - Local government service agreements
  - System member agreements (if applicable)
- Articles of Incorporation (if applicable)
  - If not applicable, relevant documents describing your business classification (eg municipal department, unincorporated association, etc.)
- Board bylaws
- FEIN information
- AUN number
- UEI Number (SAM.gov)
- Sales Tax Exemption proof (if applicable)
- State Vendor ID # (if applicable)
- Small Games of Chance certificate (if applicable)
- Attorney/Solicitor for library with contact information

Last Updated on 08/17/2023 | This information is provided to the best of our knowledge as of the date provided. Information is subject to change without notice. While authoritative, it is not guaranteed for accuracy or legalities. If there are questions, please reach out to your district consultant, who may encourage your library to ask a local solicitor/lawyer for further guidance.

# Important Documents Checklist - 2

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## Operations Documents

- Board Operations
  - Board names and contact information with term years and job descriptions
  - Committee list with names, duties, and job descriptions
  - Officer list with terms and job descriptions
  - Board meeting minutes
- Corporate policies
  - Cash management policy
  - Conflict of interest
  - Document retention and destruction policy
  - Gift acceptance policy
  - Whistleblower policy
  - Others\_\_\_\_\_
- Financial documents
  - Annual budget (current year)
  - Audit (most recent)
  - Financial accounts list of library (with login information)
  - Sales Tax exemption application (most recent)
  - Small Games of Chance application (most recent)
  - Payroll Tax Filings
  - Multi-Year Contracts
  - Endowment/Investment founding documents
  - Gift Agreements
- Insurance policies and bonding
  - Board and Director Liability
  - Bonding for treasurer
  - Facilities and content coverage
  - Agency Contact information & Procedures
  - Other\_\_\_\_\_

# Important Documents Checklist - 3

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## Administration Records

- History of library
- [Demographic profile](#) (current)
- District and System (if applicable) contact information
- Emergency contact information
  - Police emergency and non-emergency contact numbers
  - Staff emergency contact information
  - Others\_\_\_\_\_
- Facilities layout/map
- [PA Public Library Code](#)
- [Governor's Advisory Council Policies](#)
- Grant contracts and related reports and obligations (eg. disposal procedures, attribution paperwork, life of project timelines)
- PA State Data Collection Annual Report (LibPAS)
- Personnel
  - Clearances for employees and volunteers
  - Handbook for employees
  - Document differentiating duties between board, director & staff
  - Job descriptions
  - Organizational chart of library
  - Union negotiated agreement (if applicable)
  - Other\_\_\_\_\_
- Policies and procedures of library
  - Circulation policy
  - Collection development policy/challenge procedure
  - Fines policy
  - Internet Acceptable Use Policy
  - Behavior Policy
  - Procedural manuals
  - Others\_\_\_\_\_
- Strategic & business plans
- Vendors/professional services contact information as well as their contracts/maintenance agreements/policies
- What else did you find?

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