Checklist of Important Information
Items should be placed in readily accessible files/binders for easy access.

- ☐ Corporate Records
  - ☐ Bylaws
  - ☐ Current roster of board members, term years, contact information
  - ☐ List of board committees /duties and members
  - ☐ Articles of Incorporation (if applicable)
  - ☐ 501(c)(3) documents (if applicable)
    - ☐ Form 1023 Application
    - ☐ IRS Determination Letter
    - ☐ Recent 990
  - ☐ Agreements
    - ☐ System member agreements (if applicable)
    - ☐ Local Government Service agreements
    - ☐ District Negotiated agreement
    - ☐ Lease agreement (if applicable)
  - ☐ FEIN information
  - ☐ DUNs information
  - ☐ Proof of Sales Tax Exemption
  - ☐ Financial Documents
    - ☐ List of library's financial accounts
    - ☐ Current Annual Budget
    - ☐ Recent Audit
  - ☐ Corporate policies (whistleblower, conflict of interest, code of ethics, records, retention, etc.)
  - ☐ Insurance policies
  - ☐ Board Meeting minutes
  - ☐ Library's attorney/solicitor and contact information

- ☐ Administration Records
  - ☐ Library's organizational chart
  - ☐ Library policies
  - ☐ Current Strategic & Business Plans
  - ☐ Current PA State Data Collection Annual Report
  - ☐ Job descriptions
  - ☐ Handbook for employees
  - ☐ Emergency Contact Information (plumber, electrician, security system, non-emergency police, etc.)
  - ☐ District/System Contact Information
  - ☐ PA Public Library Code
  - ☐ Union Negotiated Agreement (if applicable)

- ☐ Items not needed in hard copy form, but should have ready access online
  - ☐ Current Demographic Profiles - link to website:http://www.powerlibrary.org/librarians/special-projects-office-of-commonwealth-libraries/pennsylvania-demographic-profiles/demographic-profiles-by-district/demographic-profiles-for-library-jurisdictions-a-z/#M
  - ☐ Governor's Advisory Council Policies - link to website: http://www.statelibrary.pa.gov/Libraries/LawsRegulations/GovernmentAdvisory/Pages/Approved-Policies.aspx#.VqD9dPkrIdV