



# south carolina **STATE LIBRARY**

August 5, 2011

Dear Library Directors:

The South Carolina State Library is in receipt of the FY 2012 State Aid appropriation to county and regional libraries totaling \$4,370,976.00, which includes a minimum of \$60,000.00 per county.

County libraries are advised of their obligation to comply with all regulations pertaining to State Aid as set forth in the South Carolina Code of Laws, Section 60-1-90, and the South Carolina Code of Regulations, Vol. 26, Chapter 75 1-2 (Supp. 2005.) The regulations and requirements for libraries are posted on the South Carolina State Library website, <http://www.statelibrary.sc.gov/state-aid.html>.

This year, the State Library has made a few internal changes which will affect your contacts at the State Library and some reporting procedures. Kathy Sheppard, Grants Manager, will no longer handle State Aid but will shift her focus to statistical data collection and analysis, and grants management. Paula James, Director of Finance, will serve as the contact person for all State Aid related questions or concerns. Paula James can be reached at (803) 734-8917 or by email at [pjames@statelibrary.sc.gov](mailto:pjames@statelibrary.sc.gov). This transition will allow for the State Library to analyze statistical data and trends more closely which have an impact on libraries across the State and nation. This change will also better align the financial side of State Aid by placing it in the Finance Department.

State Aid is released to the County Treasurer's Office quarterly with the first payment being distributed in July, second quarter distribution in October, third quarter distribution in January, and fourth quarter distribution in April. The first quarter payment is released in anticipation of the required documents for State Aid from the county libraries. Only the first quarter payments can be released without receipt of the required documents listed below. A waiver may be requested by the county library and approved by me, the Agency Director.

In application of State Aid:

1. Please have your County Manager/Administrator complete and sign the Maintenance of Effort Certification form indicating local dollars committed for library operations for FY 2012 and demonstrating MOE compliance.
2. Please submit one copy of the Library's audit (or the county's audit if no separate audit is prepared) corroborating local support for the second preceding fiscal year (FY 2010.)

3. Complete, sign, and retain the "State aid Agreement and Library Budget Form" for FY 2012. This form should be retained in the event that the State Library should have questions or concerns. (This form no longer needs to be submitted to the State library unless requested.)
4. Quarterly, please submit the "Review of State Aid Expenditures" form for the State Library. This is a new form and requirement. State Aid should be completely expended in the fiscal year in which it is received. This form will help monitor any unexpended funds or problems in the fiscal year before the year ends.

In addition to the requirements stated above, State Aid legislation requires the Library Board to invite the South Carolina State Library Director or his designee to one Board meeting annually. While it is probably not possible for me to visit a Board meeting in each county this year, I would like to see how many I can fit into my schedule. It is extremely helpful for me to understand the environment you work in (board, local community, library system) when making decisions at the State Library, and these meetings are a great way for me to stay abreast of your concerns. You or your Board representative can call me any time to schedule a visit, at (803)734-8656.

The State Library welcomes your comments as we continue to revise and improve SCSL operations in service to South Carolina's libraries. Please contact Paula James in Finance with any questions or suggestions about the State Aid process.

Sincerely,



David S. Goble  
Director