MEMORANDUM

TO: Library Directors
FROM: Paula M. James, Director of Finance and Administration
DATE: July 02, 2018
SUBJECT: FY2019 State Aid

Good Afternoon Library Directors:

The South Carolina State Library is charged with distribution of state aid to County Libraries. The South Carolina State Library is also charged with making sure those funds distributed are spent within the fiscal year in which the funds are received and the funds are spent in compliance with the South Carolina Code of Laws, South Carolina Code of Regulations.

Before the 2nd quarter state aid will be disbursed to your County Treasurer, each Library Director will need to certify the State Aid Compliance Certification form and return it to me. This form certifies that: 1) The library is in compliance with Section 60-1-90 of the South Carolina Code of laws and Vol. 26 Chapter 75-1-2 of the South Carolina Code of Regulations. 2) The funds received will be spent in the funding year in which they were given by the South Carolina State Library. 3) If noncompliance is recognized the Library Director or Board will notify the State Library Agency Director or Deputy Director within fourteen days and will request a waiver, if applicable.

In application of state aid, you will need to provide the following in addition to the certification form:

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 2019 and demonstrating MOE compliance.
2. Please submit one copy or electronic file 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 2017).
3. Complete, sign, and return the “State Aid Agreement and Library Budget Form” for Fy 2019.

All of the required forms will be available on the South Carolina State Library website for fiscal year 2019. Only the 1st quarter state aid payment will be distributed without receipt of the above documents or a waiver requested by the county library and approved by the Agency Director or Deputy Director. Please let me know of any questions or concerns that you may have.