To: Public Library Directors

From: Tanya Prokrym, Director of Library Development

Date: June 6, 2018

Re: Application for State Aid, FY2018-2019

FY2018-19 application documents for State Aid are finalized and ready for your completion. The State Aid forms and accompanying documents must be submitted on or before Friday, September 14, 2018. The State Aid packet includes six (6) components:

- Application for State Aid to Public Libraries
- Maintenance of Effort form: report, declaration form, and worksheet
- Average Maintenance of Effort form: report, declaration form
- Assurance of Professional Salaries form
- Long-range plan
- Bylaws of the Library Board of Trustees

A checklist is included in the packet to assist you in this process. The omission of any of the above documents or a late submission of Public Library Survey may delay State Aid payments.

Application Submission Instructions

It is preferred that State Aid applications be submitted electronically. However, State Aid documents may be mailed.

Email:
Submit your documents to SLADMIN@ncder.gov.
Subject Line: State Aid

US Postal Service:
State Aid Library Development Section
State Library of North Carolina
4640 Mail Service Center
Raleigh, NC 27699-4600
**State Aid Payments, 2018-2019**

For FY2018-2019, State Aid payments will be deposited or mailed monthly. Once MOE forms are received from all libraries, each library's total State Aid allocation will be calculated and final monthly payment amounts determined. Until final payments are determined, State Aid payments will be based upon the previous year’s state aid total allocation.

Your library’s State Aid allocation depends upon:

- Adjustments made once the certified budget from the General Assembly is received by the Department of Natural and Cultural Resources.
- Adjustments made based on the most recent certified population and per capita income figures.
- Adjustments made if any libraries are unable to meet the maintenance of effort requirement.
- Adjustments made if any library’s match is lower than their State Aid allocation.
- Adjustments made if any libraries had an unencumbered operational balance of more than 17 percent of the previous year's operating receipts.

If I can be of any assistance as you begin work on the State Aid Application Packet, do not hesitate to contact me at tanya.prokrym@ncdcr.gov or 919-807-7415.
Application Details

Application for State Aid Form:
By signing this form, the appropriate official indicates that the library is applying for State Aid and that the library is in compliance with State Aid Eligibility Rules. The type of library and its governance determines who is required to sign this form.

Average Maintenance of Effort Form
Meeting Maintenance of Effort is determined by comparing the current year’s appropriations (FY2018-2019) with the average of the last three years. Your library’s average maintenance of effort should be entered into the box on the left-hand side of this form. The total of all local appropriations for your library for this fiscal year should be entered in the box on the right-hand side of the form. Only the Director’s signature is required on this form.

Maintenance of Effort Form(s):
Please submit one form for each funding entity. The amount of the local government appropriation for FY 2018-2019 needs to be listed along with the date the budget was adopted by the County Commissioners or City Council. Documented in-kind contributions from the local funder may be included, but do not include State Aid or capital outlay in these amounts. In-kind contributions are funds allocated by local governments, on behalf of a library, within the budget of a different department of the local government.

Please note that the certification statement on the MOE form requires the signature of the County or City Manager, not the County or City Finance Officer

Maintenance of Effort Worksheet:
This form is intended to help you calculate total local support. The total for each line should match the total on that local funder’s MOE form. The total of all lines should be the total entered in the box on the right side of the Average MOE Form.

Assurance of Professional Salaries Paid with State Aid:
If professional salaries are partially or fully paid from the Aid to Public Libraries fund, your library must complete the Assurance of Professional Salaries form. Please fill in the library name, check the appropriate box, then sign and date the form.

Document Retention:
If you scan and electronically submit your State Aid documents, you do not need to send us the original documents with original signatures. The scanned copy is acceptable. However, please retain any documents with original signatures in case they are needed.

Other Documents Due to Complete your State Aid Application:
• Long-range plan.
• Bylaws of the Library Board of Trustees.

To complete the State Aid application, libraries must submit an annual financial report. For the report, please advise your auditors that the State Aid amount must be listed on its own line, not combined with other grants. Once completed, please have your financial report emailed to sladmin@ncdcr.gov.