

October 7, 2015

Daria Bossman  
State Librarian  
South Dakota State Library  
MacKay Building  
800 Governors Drive  
Pierre, SD 57501-2294

Dear Daria,

Thank you for coordinating my recent site visit to the South Dakota State Library. I enjoyed meeting with staff and learning how the State Library is carrying out the goals of the Grants to States program. I also appreciated your efforts in arranging opportunities to meet with members of the library community to learn how South Dakota's Grants to States Program develops and carries out the Five-Year Plan.

Enclosed is the final report. It provides findings and recommendations for improving the management of the Grants to States Program. Please review the report and send your response to your program officer.

### **Legal Authority and Compliance**

- Certifications and assurances are up-to-date. Property is appropriately inventoried and acquired.

### **Administrative Items**

- It is recommended that a grant procedures and policy manual be developed to reflect the latest federal laws and regulations. It would assist in the training of project directors and would include information on how match and maintenance of effort funds are identified. A permanent, complete file on each grant project should be maintained for the required period to meet federal regulations.
- Recommend that a review process be put in place to assure that prior to printing or posting, IMLS is acknowledged on publications, flyers, websites, etc.

## **Financial Items and Personnel**

- The Finance Office should have files documenting how the federal grant program are being expended including invoices and be able to validate cost items identified by the State Librarian. The Finance Office should be able to validate any maintenance of effort and matching fund cost items identified by the Department of Libraries.
- Currently the State Librarian is handling the management of the State Library as well as the duties of the LSTA Coordinator's position. It is recommended that the Department of Libraries consider filling the coordinator's position so that the program has someone to oversee all the projects.
- Currently the Talking Books project has a staff person who is a temporary appointment. This is an ongoing project with many different activities that can't be easily shared among staff. Therefore, it is recommended that a permanent staff person be assigned to this project.

## **Five Year Plan and Program**

- State Library is making progress toward the goals listed in the plan.

I met with residents from all over the state and with professionals from school, public, and academic libraries. There was strong support for the projects the Department of Libraries is funding. The State Library has made numerous changes in space allocation, collections, services, and staffing to meet the Department of Education's goals. Overall the Department of Libraries has no compliance issues. However, the Department of Libraries should have adequate staff to handle the LSTA grant program. From my travels across the state it is clear that the coordination of efforts for technology support, continuing education for library personnel, and services to those with disabilities are key services provided by the Department of Libraries. Upon receipt and review of your response, I will work with you regarding technical assistance requirements.

Best regards,

Michele Farrell  
Senior Program Officer