

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H87	SECTION:	027



Fiscal Year 2015-16
Accountability Report

SUBMISSION FORM

AGENCY MISSION	<p>Vision</p> <p>The South Carolina State Library develops, supports, and sustains a thriving statewide community of learners committed to making South Carolina stronger.</p> <p>Mission</p> <p>We serve the people of South Carolina by supporting state government and libraries to provide opportunities for learning in a changing environment.</p>
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Please identify your agency's preferred contacts for this year's accountability report.

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I have reviewed and approved the enclosed FY 2015-16 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR <i>(SIGN/DATE):</i>	
<i>(TYPE/PRINT NAME):</i>	Leesa M. Aiken, Director

BOARD/CMSN CHAIR <i>(SIGN/DATE):</i>	
<i>(TYPE/PRINT NAME):</i>	Deborah Hyler

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AGENCY’S DISCUSSION AND ANALYSIS



South Carolina citizens of all ages, backgrounds and abilities turn to their libraries for support for creative, academic, personal, and professional interests. Libraries respond with information, collections, productivity tools, and learning experiences thoughtfully planned and professionally delivered. The State Library strives to understand and meet the essential needs of each distinct library audience in addressing local service demands. Our persistent goal is to strategically plan, collaboratively approach, and cost-effectively implement state government solutions that result in outstanding library services for every South Carolinian.

Good Governance - The State Library’s top-notch professional team collects, organizes, and disseminates information through multiple channels. We capture and digitize the work of government and make it available through a user-friendly portal -- the SC State Documents Depository -- that has tripled in size to 18,500 items since its introduction in 2011. In-person and online trainings, and special web pages developed for government workers, provide constant updating on important topics such as grants research, legislation, employment and commerce, and emergency preparation. An expanded legislative research portal puts information at the fingertips of decision makers in the form of easy-to-use and timely guides.

Technology Solutions - Electronic access to library collections means that any South Carolinian with a mobile phone or other handheld device can read books, find information, and connect with any library. State Library collections are accessible as electronic full-text articles or ebooks, or may be searched, requested, and/or delivered online. Public libraries have mastered these new technologies and with the assistance of the State Library are incorporating them into everyday services. Wi-Fi provision is now standard in all libraries along with offerings of user-friendly apps to make it easy to search and retrieve materials.

Talking Book Services - Universal access is the target of libraries striving to reach all community members regardless of physical or developmental challenges. The State Library’s Talking Book Services brings print and digital books to South Carolinians with vision impairments. Our recording booth captures audio versions of all kinds of South Carolina materials read by talented local volunteers. We are proud to note that some of these recordings can be downloaded from the National Library Service website. Personally-tailored services provide telephone consultation and referral as well as delivering materials directly to customers.

In 2016, TBS staff:

- Added 730 new patrons for an active membership of 5898.
- Provided telephone assistance to an average of 60 users each day.
- Provided 221,338 books. This represents a decrease of 53,137 from the previous year due to the discontinuation of cassette books and a move to digital books only.
- Hosted the fifth annual art competition for blind or visually impaired K-12 students.
- Maintained a collection of 170,206 items. This represents a decrease of approximately 69,794 from the previous year due to the discontinuation of cassette books and a move to digital books only.



Discus Resources for Citizens - Discus – South Carolina’s Virtual Library – continues to offer an exemplary set of online books, periodicals, and informational databases for South Carolinians. Now in its 19th year, Discus is the State Library’s premier online information collection, and is provided at no charge for use by all SC citizens. Educators across the state at every grade level introduce students to Discus for homework and research assistance, which continues as students matriculate through the state’s academic libraries. Online products such as BrainPOP Jr, the Britannica suite of products, and the EBSCO collection of research databases enrich and support the learning environment with content that engages students, supports educators, and bolsters academic achievement. Resources are provided for STEM programs, literacy development, career growth, and many other areas. The Discus staff offers onsite and online training throughout the year for educators and also conducts presentations at state-wide conferences. During FY2016 South Carolinians performed over

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40 million retrievals in Discus. Ensuring the State Library provides these resources saves schools and libraries millions of dollars each year by purchasing these products for them at significant statewide discounts. Many Discus resources for K-12 audiences provide access to lesson plans and curriculum standards for use by educators.

Digital Collections - The explosion of digital collections throughout South Carolina epitomizes the melding of library skills and technological advances, as priceless historic documents, books, maps and photos are scanned into digital collections both local and statewide. Previously hidden treasures accessible only to scholars have become available to the ordinary citizen. The State Library, supporting and collaborating with the South Carolina Digital Library (scmemory.org), has simplified the process of preparing historic and cultural images and presenting them online in easy-to-use formats. Public libraries can now create the local collections that are most important to their own county residents. South Carolina historic documents as well as the contemporary digitized output of over 80 state government entities have a place in the State Documents Depository (dc.statelibrary.sc.gov). In FY2016, the Depository’s 18,500 items (an increase of 2,500) were viewed 38,495 times (an increase of 4,303 views).

Resource Sharing - SClends (South Carolina Library Evergreen Network Delivery System) is a universal catalog of books, audio and video materials provided to nearly one-third of the state’s population through the collaboration of 20 county libraries and the State Library. Any citizen (including state government workers and all educators) can request a State Library borrowers’ card for access to 3,578,227 items. The State Library provides technical support for member libraries. The SClends online catalog is open 24/7 for searching and requesting books, audio materials, DVDs, and digital items, using any browser, from any electronic device. Last year, 4,015,807 SClends items were borrowed through a cost-effective inter-county delivery service. Member libraries save the costs of purchasing and processing shared library materials.

Public Libraries - South Carolina’s public libraries are hubs for their communities, providing access to the world’s information in shared physical spaces and online, at no cost to citizens. Supporting and nurturing library staff and services is a primary focus of the State Library. State and federal funding administered by the State Library staffing, collections, Internet resources, and operational support ensuring libraries maintain the institutional capacity to meet residents’ needs. State Library consultants and trainers prepare library staff members to provide the traditional courteous service expected by the public, as well as developing staff skills to pursue the latest trends in information delivery. State Library personnel are well prepared to assist public library staff in day-to-day operations while specialized consultants train and assist in focus areas as assessment, planning and financial management.

Recognizing the cause-effect relationship between early reading, technology literacy and life success, libraries today are expanding in the areas of family literacy and STEM-related programming. To support this development and other library learning, the State Library offers grant funding each year to all public libraries for programs such as the Summer Reading Program. Grants in FY2016 also funded projects to assist juvenile detainees in earning their GEDs, supported local authors through multi-county writing projects, expanded libraries’ ability to protect and maintain local history collections, and provided assistive technology devices to ensure that residents all abilities have access to information and literary resources.



Children and Families - Family literacy has been a long staple of the services that libraries provide. Families that play, read, and learn together are simultaneously developing as individual learners at all levels as well as strengthening the social and emotional skills which often lead to a child’s greater success in school. Libraries show parents the best way to help their preschool children learn to read, modelling techniques that are so important in determining a child’s literacy success. Our libraries are better equipped than ever before to combat low literacy with sophisticated technology tools as well as face-to-face personally delivered services. They are providing more early literacy offerings than ever—continuously promoting the parent/caregiver as the child’s first and best teacher. They support special needs families through creative and unique programs.

Homework assistance services are expanding across the state, as are special areas for teens, developmentally designed spaces for ages 0-5, and co-working opportunities for parents and their young children.

The State Library is a key partner with local libraries and alliances such as TransformSC, an education initiative of the SC Council on Competitiveness (and subcommittee the Early Childhood Education Task Force), the Institute for Child Success,

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and South Carolina First Steps. Through these partnerships the State Library is developing a better infrastructure for learning, and is highlighting ways that parents, community leaders, and educators can make a difference in outcomes using best practices in the early years of life. The cessation of reading in summer months by students, known as the “summer reading slide”, has been well-documented. The State Library vigorously supports programs that combat summer slide and keep families reading and learning together all summer long. Each June, StoryFestSC launches the annual statewide Summer Reading Program conducted in public libraries and supported by school libraries. Using over a hundred volunteers, StoryfestSC 2016 welcomed 2127 attendees from 28 counties to the SC State Museum for a celebration of reading and stories. Children received free books to support their summer reading efforts, families enjoyed storytelling and presentations by award-winning children’s authors, and were provided opportunities to learn about library and community summer programs (such as summer feeding sites), all to spark their learning efforts in off-school months.

In addition to StoryfestSC, the State Library maintains popular services and programs which educate, support, train, and inspire librarians to become the center of their communities. The State Library hosts a variety of trainings to reinforce the mission of reading and education through libraries and their community partners. The South Carolina Day by Day Family Literacy Activity Calendar, which has been distributed across the state since 2010, is an important tool in this endeavor. The calendar is provided to any educational organization or program free of charge, to distribute to families for a year of literacy-building activities. The state’s curriculum standards are emphasized. Both a print version (English or Spanish) and an interactive online version are available. The State Library has distributed over 75,000 Day by Day Calendars since its inception. Additionally, the State Library provides access to Tumblebooks, an online database of read-aloud/read-along children’s stories. Other free resources for families include special STEM-focused booklets for preschool and elementary grade levels, the “Grow With Books” chart for early readers, booklists for all ages, bookmarks, and most uniquely, a special family reading and resource list for those who have come through natural disasters, such as the 2015 floods. All materials are available online in printable formats, or libraries may request materials in bulk to use with their patrons and outreach efforts.



Support for Students - 21st century South Carolina students are accustomed to using electronic tools and online resources to supplement printed texts and classroom instruction. StudySC (studysc.org) is a selected set of academic resources and links using youth-appropriate terminology and design. Images and information are searchable on handheld devices. Staff members review the website to ensure accuracy of information that is utilized in tandem with Discus resources and SC curriculum components. Last year, the website had 143,564 page views. The top three cities in South Carolina using StudySC were Columbia, North Charleston, and Greenville.

Services to Teens - The State Library’s efforts to draw teens and tweens (ages 11-18) into the library community continued steadily in 2016. Libraries aim to encourage civic engagement, improve STEM skills, and instill the habit of using the library. These youth are particularly interested in exploring emerging technologies like robotics and coding and continue to be interested in learning more about electronic resources and mastering social software. Libraries are offering teen job fairs as well as sessions for teens about how to write resumes and how to get a job. Discus continues to support these efforts with Ferguson’s Career Guidance and LearningExpress Library. Of the 26 states participating in the National Summer Reading-themed Teen Video Challenge, SC continues to have a large representation of submissions. To produce video submissions, libraries use equipment provided by the SC State Library as part of our ongoing offering of STEM tools and training.

Filmmaking by teens is growing across the state and offers many opportunities for communication, collaboration, and other 21st century skills training. The State Library also circulated mobile “maker kits” with options for computing, robotics, circuitry, and engineering. Reading continues to be of great importance to this age bracket, encouraged by continuing participation in the National “Teen Lock-In” program co-sponsored by the State Library.



Administration - The State Library continued necessary physical upgrades and renovations in FY2016. The changing nature of our service population and some realignment of priorities are reflected in the current services and programs we deliver, resulting in a more

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functional workspace both in the physical space and in our online offerings. The Library’s streamlined collection and our flexible facilities design are more responsive than ever to the needs of library and government workers, citizens wishing to update their skills and knowledge, educators, and families. We offer meeting spaces and up-to-date presentation technology. Last year, the State Library had 16,305 visitors. We also hosted 5224 citizens in 139 workshops and presentations in 2015.

Key Challenges for the State Library

1. The State Library is increasing its efforts to take services directly to points of need around the state, as the most effective way to assess problems and provide solutions. Our State funds are almost entirely passed through in the form of State Aid to public libraries. Recent restitution of some State Library staff positions still needs to be supplemented with additional positions to address the growing needs in the field – especially in our small and rural communities – to advise on core services such as outreach to early literacy and elderly populations, youth and families especially those with special needs, teen and tween services, and technology assistance at all levels.
2. The State Library’s Talking Book Services department represents one of our largest financial commitments and is enormously popular, yet receives no State support. The State’s total reliance on Federal funding for this vital program is a precarious situation and absorbs dollars that could be spent on other needed services. Currently, the program is operating below the required minimum recommended staffing level.
3. The price of providing Discus online information resources continues to rise, and the proportion of federal funds used to cover these costs grows every year. State funding, not federal, is the appropriate revenue source for these expenditures, as Discus is the primary learning tool for students statewide. We regularly identify additional tools that would be valuable for the K-12 community and observe that usage of our newest additions continue to rise. However, funding limitations prevent us from being able to feel confident that we can provide all of these necessary resources for the long term.
4. Bridging the gap between traditional library services and tomorrow’s library-specific technology needs is a key challenge all libraries are facing. Library leadership is planning new roles for current and future employees. Through a physical public space redesign that continues into the next fiscal year, the Library hopes to begin offering more training opportunities and events for all types of libraries and State Library users, which will address both traditional and future library-related technology needs.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Education, Training, and Human Development	Libraries serve as educational institutions for an informed populace.
S		1.1			Maintained a network of key constituents to continue the work of libraries as educational institutions indispensable to South Carolina's intellectual landscape.
O			1.1.1		To contribute to the development of an educated, engaged, informed South Carolina citizenry
S		1.2			Provided Discus online resources statewide.
O			1.2.1		To ensure that accessible information is available 24/7 to all citizens
S		1.3			Pursued collaborative efforts with K-12 and other institutional partners.
O			1.3.1		To achieve cost savings and keep priorities aligned.
S		1.4			Within active partnerships (such as the SCLENDS consortium and the online documents depository) continue to seek ways of improving functionality and use of resources
O			1.4.1		Realize cost savings and cost avoidance.
O			1.4.2		Make information resources freely available and electronically accessible to a growing audience.
S		1.5		Public Infrastructure and Economic Development	Disburse funds to meet agency objectives for public libraries.
O			1.5.1		Administer State Aid to public libraries to ensure maintenance of library personnel and operations
O			1.5.2		Award federal LSTA funds on a competitive basis to support programs and services in public libraries statewide.
G	2			Healthy and Safe Families	Library services respond to focused needs of South Carolina citizens.
S		2.1			Provided Talking Book Services statewide, improving outreach to local/rural communities to draw more users to the TBS program statewide.
O			2.1.1		To ensure that all citizens with disabilities are aware of the free services available to them.
O			2.1.2		To ensure that citizens with disabilities utilize the free services available to them to the extent possible.
S		2.2			A skills-based development program for library workers is being implemented based on assessment of skill levels and needs.
O			2.2.1		To ensure that all library tasks, and the corresponding skills of library workers, are aligned with the 21st Century skill set recommended by the U.S. Institute of Museum and Library Srv.
G	3			Public Infrastructure and Economic Development	State employees engage in excellent government practice.
S		3.1			Expanded and promoted online services to government workers.
O			3.1.1		High quality, on-point skills training for workers results in improved government operations.
S		3.2			Provided ebooks on management, technology and other pertinent topics to government workers.
O			3.2.1		Easy, convenient access to information resources increases use of up-to-date information.
S		3.3			Continued the collection of born digital State Agency documents and expanded the digitization of print documents of retrospective importance.
O			3.3.1		Allows citizens immediate online access to the work of state government.
S		3.4			Developed additional social media connectivity for sharing news and information.
O			3.4.1		Enabled promotion and highlighting of important news and information through multiple communication channels.
G	4			Education, Training, and Human Development	Young children will be better prepared for school, with pre-reading skills and reading motivation in place, and their families will be supportive and engaged in the child's reading progress.
S		4.1			Family literacy programs were implemented in SC libraries.
O			4.1.1		To fill a service gap in remote and rural area in the provision of reading skills and reading encouragement especially for very young children.
S		4.2			Partnerships and collaborations were developed and maintained
O			4.2.1		To enhance and multiply the effectiveness of all literacy efforts and avoid duplication of effort.
S		4.3			Resources and materials such as the Day by Day early literacy calendar were made available to citizens.
O			4.3.1		To provide cost-free, engaging literacy resources for families, introducing and reinforcing emerging reader skills.
S		4.4			Reading encouragement programs and services incorporating STEM elements were expanded.
O			4.4.1		To provide additional opportunities for local communities to engage in activities to support reading and incorporate STEM concepts.

Item	Performance Measure	Target Value	Actual Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)
1	Usage of Discus online resources is increased (SC total usage)	44,853,229	40,910,556	Usage growth due to promotional efforts and increased interest in resources	July 1, 2015 - June 30, 2016	Calculated by Agency's Director of Information Services	Comparison of annual totals	1.2.1
2	Skills are improved in the use of Discus online resources - Trainings are provided for Discus users	102	81	Correlates with need/requests for training	July 1, 2015 - June 30, 2016	Reported by Discus staff	Report for time period specified	1.2.1
3	Skills are improved in the use of Discus online resources for school and library personnel - Number trained in skills development workshops	2978	2220	Correlates with need/requests for training	July 1, 2015 - June 30, 2016	Reported by Discus staff	Report for time period specified	1.2.1
4	Interest in Talking Book Services - Number of volunteer hours committed to recording for the blind.	1470	1875	Increase as possible	July 1, 2015 - June 30, 2016	Reported by Director of Talking Books Services	Report for time period specified	2.1.1
5	Usage of Talking Books Services is increased - Number of registered patrons	5937	5898	10% annual increase	July 1, 2015 - June 30, 2016	TBS Members, Reported by Director of Talking Books Services	Documentation of registered TBS patrons.	2.1.2
6	The demand for personal assistance provided by Talking Books Services staff is met - Average number served daily	63	60	Maximum that can be handled by staff	July 1, 2015 - June 30, 2016	Reported by Director of Talking Books Services	Simple tally	2.1.2
7	Available TBS resources are used - Number of items used by patrons	277,219	221,338	1% annual increase	July 1, 2015 - June 30, 2016	Reported by Director of Talking Books Services	Report for time period specified	2.1.2
8	Government workers and citizens including educators, library audiences, and agency/organization staff gain knowledge and skills on a variety of topics including technology, cybersafety, and searching skills - Number of SCSL workshops and webinars offered	180	139	Correlates with need/requests for assistance	July 1, 2015 - June 30, 2016	Reported by agency staff engaged in outreach activities	Simple tally	3.1.1
9	Knowledge and skills of government workers and citizens are improved, as demonstrated by participation in SCSL workshops and webinars	5670	5224	Correlates with need/requests for assistance	July 1, 2015 - June 30, 2016	Reported by agency staff engaged in outreach activities	Tally of attendance	3.1.1
10	Professional materials and information are made accessible for South Carolina workers free of charge - Size of electronic collection	160,614	169,013	Downloadable e-books collections increase annually with budget allotment	July 1, 2015 - June 30, 2016	Agency's Director of Information Services	Snapshot report	3.2.1
11	Professional materials and information used by South Carolina workers - Use of electronic collection (number of retrievals)	80,566	56,990	10% annual increase	July 1, 2015 - June 30, 2016	Online vendor report	Report for time period specified	3.2.1
12	Cost savings realized by making downloadable E-books available		\$25,651,103	Constantly seeking ways to maximize savings	July 1, 2015 - June 30, 2016	Calculated by Agency's Director of Information Services	Additional resources purchased. Aggregate cost of individual book titles if purchased by state government employees. (YPB Library Services 2013 New Book Price Report)	3.2.1
13	Young children and families have free access to early literacy opportunities and materials - Number of Day by Day Early Literacy calendars to childcare facilities and families (English language version)		7742	As requested	July 1, 2015 - June 30, 2016	Count of statewide distribution	Simple tally	4.1.1
14	Young children and families have free access to early literacy opportunities and materials - Spanish language version of Day by Day Early Literacy calendars distributed	520	938	As requested	July 1, 2015 - June 30, 2016	Count of statewide distribution	Simple tally	4.1.1
15	Reading skills are improved statewide by participation in the annual Summer Reading Program - Number of people of all ages registered for SRP	119,141	116,323	10% annual increase in all age groups participating	July 1, 2015 - June 30, 2016	Count of SRP program registrants in all public libraries	Documented by registrations entered in Evanced data collection system	4.2.1
16	Promote and increase participation in public library Summer Reading Programs - Documented attendance at StoryfestSC, the annual SRP Kickoff event	2377	2127	10% annual increase	July 1, 2015 - June 30, 2016	Registration at the event	Online registration tally	4.2.1
17	Student skills in use of standards-based online resources are improved - Number of visits to the StudySC website	37,930	34,831	10% annual increase in activity	July 1, 2015 - June 30, 2016	Tracked and reported by Google Analytics	Report for time period specified	4.4.1
18	Library use and reading are encouraged through library programs - Number of library systems receiving Summer Reading Program Grants	42	40	100% of public libraries (42 systems)	July 1, 2015 - June 30, 2016	Documentation of awards	Simple tally	4.4.1
19	Management and operation of public libraries, and service capacity of agencies and organizations, are improved - Number of consultations with State Library staff	490	1166	10% increase	July 1, 2015 - June 30, 2016	Selected State Library staff records of individual telephone, email and on-site counseling with library directors and agency and organization staff statewide	Consultant's tallies	2.3.1
20	Public library community is supported through certification and documenting attainment of professional training - Librarian certifications issued	26	26	Provided in response to demand	July 1, 2015 - June 30, 2016	Recorded by staff	Report for time period specified	2.3.1
21	Value of collaborative approach to provision of online access to library materials is demonstrated - Number of registered cardholders in SLENDS	537,139	808,893	10% increase	July 1, 2015 - June 30, 2016	Agency's Director of Information Services	Report for time period specified. New 3-year averaging formula introduced in 2015 to reduce fluctuation in numbers across member libraries.	1.4.1
22	Improved access to more materials through a collaborative approach - Number of materials available through the SLENDS catalog	2,900,000	3,578,227	10% increase	July 1, 2015 - June 30, 2016	Agency's Director of Information Services	Snapshot report	1.4.2
23	Improved access to more materials through a collaborative approach - Number of materials circulated through the SLENDS catalog	4,441,645	4,015,807	Usage grows with addition of new materials and new users	July 1, 2015 - June 30, 2016	Agency's Director of Information Services	Report for time period specified	1.4.2
24	Access to government publications and information is improved by collecting documents from State Agencies - Number of items in the State Documents Digital Depository	16,800	18,500	100% of State Agencies contributing born digital items	July 1, 2015 - June 30, 2016	Reported by Agency Information Services staff	Snapshot report	1.4.2
25	Access to government publications and information demonstrated by use of the State Documents Digital Depository - Number of visits to the Depository	37,611	38,495	10% annual increase	July 1, 2015 - June 30, 2016	Google Analytics report	Report for time period specified	1.4.2
26	Support for public library activities and operations demonstrated through dispersal of federal dollars to libraries - Number of subgrants to fund local projects designed to meet needs of citizens	42	140	100% of public libraries receive at least one subgrant annually	July 1, 2015 - June 30, 2016	LSTA subgrants awarded to public and academic libraries - LSTA Coordinator	Report for time period specified	1.5.2
27	Support for public library activities and operations demonstrated through dispersal of state dollars to libraries - State funds for core library services	\$10,910,221.00	\$10,910,221.00	Restore matching funds required for federal dollars	July 1, 2015 - June 30, 2016	State Aid and Lottery funds	Per capita allocation and agency funding per annual State legislation	1.5.1

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Program/Title	Purpose	FY 2015-16 Expenditures (Actual)				FY 2016-17 Expenditures (Projected)				Associated Objective(s)		
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL			
I. Administration	Personal services and operating expenses; services to government.	\$ 890,286	0	\$ 950,521	\$ 1,840,807	\$ 1,598,102	\$ -	950,000	\$ 2,548,102	1.1.1,2.2.1,		
II. Talking Books Services	100% of needed funding for TBS personnel and operations. Services to low-vision citizens.	\$ -	\$ -	\$ 125,929	\$ 125,929	\$ 1,500	\$ -	126,000	\$ 127,500	2.1.1,2.1.2		
III. Innovation and Technology	Provision of electronic services to citizens (Discus, SC LENDS)	\$ 2,399,146	\$ -	\$ 39,000	\$ 2,438,146	\$ 2,494,949	\$ -	\$ 156,879	\$ 2,651,828	1.2.1,1.4.1,1.4.2,3.1.1,3.2.1,3.3.1,3.4.1		
IV. Library Services	Support and services to public libraries including State Aid and federal subgrants	6,146,938	\$ -	\$ 1,469,334	\$ 8,333,368	\$ 7,711,338	\$ -	\$ 1,019,403	\$ 8,730,741	1.3.1,1.5.1,1.5.2,2.3.1,4.1.1,4.2.1,4.3.1,4.4.1		
V. Employee Benefits	Fringe benefits	\$ 304,467		\$ 344,587	\$ 649,055	\$ 304,467	\$ -	\$ 258,500	\$ 562,967	all objectives		
VI. Non-recurring Appropriations supplemental - Aid to counties	Non-recurring lottery funds to County Libraries	0	\$ 1,600,849	\$ -	\$ 1,600,849	\$ -	\$ -	\$ -	\$ -	1.5.1		
		\$ 9,740,837	\$ 1,600,849	\$ 2,929,371	\$ 14,271,057	\$ 12,110,356		\$ 2,510,782	\$ 14,621,138			

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Associated Program(s)
1	TITLE 60, CHAPTER 1, SECTION 60-1-10	State	Statute	LIBRARIES, ARCHIVES, MUSEUMS, AND ARTS. SOUTH CAROLINA STATE LIBRARY. Establishment of South Carolina State Library; State Library Board; appointment and terms of office of board members; vacancies.	All activities of the State Library
2	CHAPTER 75.	State	Regulation	State Aid to Public Libraries: Regulations	Distribution of State Aid to county public libraries

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public; Demographics.</i>
Administration	Oversees the Agency's budget, personnel, and other core functions	Ensures appropriate operations of and support for the departments of the State Library	General Public	Age: All ages; Gender: All genders; Income: All income levels; Conditions: All SC residents who benefit from services of the State Library
Information Technology	Operates and maintains the Agency's technology infrastructure	Ensures functions of the Agency's technology infrastructure	General Public	Age: All ages; Gender: All genders; Income: All income levels; Conditions: All SC residents who benefit from electronic and technology-based services of the State Library
Library Development	Consults and provides training and other services to county public libraries statewide	Support, strengthen and develop public library operations and staff	Local Govts.	
Talking Books	Provides services and books in formats for the blind	Statewide delivery of audio and print materials for customers with disabilities	General Public	Age: All ages; Gender: All genders; Income: All income levels; Conditions: Blind or those who are disabled/unable to read conventional print materials
Statewide Services and Programs	Provides programs and services including literacy services for public library clients statewide	Plans and implements targeted services for library personnel to increase capacity for service delivery in county public libraries	Local Govts.	
Discus Services	Provides electronic resources for the public and the K-12 community	Ensures delivery of online databases and other electronic resources providing information for the public, especially students in South Carolina schools	General Public	Age: All ages; Gender: All genders; Income: All income levels; Conditions: All SC residents, but particularly students in K-12 schools

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
Assistive Technology Advisory Committee (ATAC)	State Government	Serve on advisory committee and cross promotes assistive technology to special populations	2.1.1
South Carolina Center for Children's Books and Literacy	Higher Education Institute	Work collaboratively on literacy initiatives for children and adults including the annual Read-In Annual Literacy Leaders awards	4.2
K-12 Technology Committee	K-12 Education Institute	Attend meetings, make decisions related to technology/connectivity and statewide access in libraries and schools	4.2
South Carolina Commission for the Blind	State Government	Cross promotion of services available via Talking Book Services and assistive technology	2.1.1
South Carolina School for the Deaf and the Blind	K-12 Education Institute	Talking Book Services sponsors annual art contest for students and promotes reading/literary services	2.1.1
Humanities Council, South Carolina	Non-Governmental Organization	Cross promotes literary events/programs such as LTAI (Let's Talk About) Book discussion program to libraries statewide, author talks	1.1
Association of Public Library Administrators	Professional Association	Works with library development and statewide services to host workshops and other educational opportunities to the state's public library administrators; Cross promotes events and programs	1.3
Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP)	Non-Governmental Organization	Staff members serve on board and provide guidance and advice on issues related to preservation of materials	1.3
SC Library Evergreen Delivery System (SC LENDS)	Local Government	Serves as coordinating agency for 19 county consortium. SC LENDS libraries share a single catalog, which means that patrons can search for items at any of the libraries as easily as they search for items at their home library. Items are delivered to requesting partner library	1.4
SC Library Association	Professional Association	Staff members serve on board and provide guidance and advice on issues related to all types of libraries	1.3
SC Association of School Librarians	Professional Association	Staff members provide guidance and advice on issues related to school libraries. Partners to provide annual Read-In at the State House	1.3

Partnership Among South Carolina Academic Libraries (PASCAL)	Professional Association	Involved in digitization projects which bring together the significant books, newspapers, images, manuscripts and media that contribute recognition and understanding to the history and culture of state of South Carolina. Digitization provides the availability of a statewide virtual collection of key documents of South Carolina history for K-12 students, college students and faculty, researchers and other citizens.	1.3
University of South Carolina School of Library and Information Science	Higher Education Institute	Provide internship and volunteer opportunities for students from bachelor's to doctoral level; serve on advisory committees	1.3
Archives & History, South Carolina Department of	State Government	Partner on digitization projects (see PASCAL above)	1.3

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Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	South Carolina Annual Public Library Statistics Report	Institute of Museum and Library Services	Federal	Annually	March 1, 2016	Broad range of data submitted by public libraries about budget, personnel, collections, services, and other aspects of library services	Final reports posted on SCSL website: http://statelibrary.sc.libguides.com/c.php?g=11804&p=529530
2	South Carolina State Library LSTA Report	Institute of Museum and Library Services	Federal	Annually	Dec. 30, 2016	Financial report annually and narrative evaluation at five year intervals on the expenditure of Federal funds through the Library Services and Technology Act annual grant	Final reports and Five Year Evaluation reports available on IMLS website: https://www.imls.gov/grants/grants-state/five-year-evaluations

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Oversight Review Template

Item	Name of Entity Conducted Oversight Review	Type of Entity	Oversight Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the Oversight Review Report
1	Annual audit	State	Fiscal year	Contact agency financial officer Paula James, pjames@statelibrary.sc.gov