**Legislative Oversight Committee**
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211
Telephone: (803) 212-6810 • Fax: (803) 212-6811

# 2016 Annual Restructuring Report Guidelines

**PLEASE NOTE:**

**The information included in the agency's report will appear online for all legislators and the public to view.**

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| Agency Name: | **South Carolina State Library** |
| Date Report Submitted: | **January 11, 2016** |
| Agency Head | |
| First Name | Leesa |
| Last Name: | Aiken |
| Email Address: | laiken@statelibrary.sc.gov |
| Phone Number: | 803-734-8668 |

# General Instructions

| SUBMISSIONS | |
|---|---|
| What to submit? | Please submit this document in electronically only in both the original format (Excel) as well as in a PDF document. Save the document as “2016 - Agency ARR (*insert date agency submits report* ).” |
| When to submit? | The deadline for submission is by the first day of session, January 12, 2016. |
| Where to submit? | Email all electronic copies to HCommLegOv@schouse.gov. |

NOTE: If the agency enters its Name and the Date of Submission in the "Cover Page" tab, it should automatically populate at the top of each tab in this report.

| WHERE INFORMATION WILL APPEAR | |
|---|---|
| Where will submissions appear? | The information included in the agency's report will appear online for all legislators and the public to view. On the South Carolina Statehouse Website it will appear on the Publications page as well as on the individual agency page, which can be accessed from the House Legislative Oversight Page. |

| QUESTIONS | |
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| Who to contact? | House Legislative Oversight at 803-212-6810. |

| OTHER INFORMATION | |
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| | *House Legislative Oversight* |
| Mailing | Post Office Box 11867 |
| Phone | 803-212-6810 |
| Fax | 803-212-6811 |
| Email | HCommLegOv@schouse.gov |
| Web | The agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on "Citizens’ Interest" then click on "House Legislative Oversight Committee Postings and Reports." |

# Legal Standards

## This is the first chart in the report because the legal standards which apply to the agency should serve as the basis for the agency's mission, vision and strategic plan.

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| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |

*Instructions* : List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. If the agency grouped Laws together last year, they can continue to do so this year. However, please be aware that when the agency goes under study, the House Legislative Oversight Committee will ask it to list each Law individually. The Committee makes this request so the agency can then analyze each of the Laws to determine which current Laws may need to be modified or eliminated, as well as any new Laws possibly needed, to allow the agency to be more effective and efficient or to ensure the Law matches current practices and systems. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Item # | Statute, Regulation, or Proviso Number | State or Federal | Summary of Statutory Requirement and/or Authority Granted | Is the law a Statute, Proviso or Regulation? |
|---|---|---|---|---|
| **1** | **Section 60-1-10** | **State** | **SECTION 60-1-10**. Establishment of South Carolina **State Library** **State Library** Board; appointment and terms of office of board members; vacancies. | Statute |
| **2** | **Section 60-1-20** | **State** | **SECTION 60-1-20**. Chairman and vice-chairman of board; other officers; board meetings; compensation of board members. | Statute |
| **3** | **Section 60-1-30** | **State** | **SECTION 60-1-30**. Director of **State Library**; qualifications; evaluation and term of office. | Statute |
| **4** | **Section 60-1-40** | **State** | **SECTION 60-1-40**. Duties and authority of board. | Statute |
| **5** | **Section 60-1-50** | **State** | **SECTION 60-1-50**. Duties of director. | Statute |
| 6 | **Section 60-1-60** | **State** | **SECTION 60-1-60**. Duties of **State Library** in executing library policy | Statute |
| 7 | **Section 60-1-70** | **State** | **SECTION 60-1-70**. **State Library** to provide research services to General Assembly and others. | Statute |
| 8 | **Section 60-1-80** | **State** | **SECTION 60-1-80**. **State Library** to provide assistance to public libraries and county governments. | Statute |

# Legal Standards

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| 9 | **Section 60-1-90** | **State** | **SECTION 60-1-90**. Administration of state and federal grants to public libraries; eligibility for grants. | Statute |
| 10 | **Section 60-1-110** | **State** | **SECTION 60-1-110**. **State Library** to assist libraries of state institutions. | Statute |
| 11 | **Section 60-1-120** | **State** | **SECTION 60-1-120**. Library services to be rendered to blind and physically handicapped readers. | Statute |
| 12 | **Section 60-1-130** | **State** | **SECTION 60-1-130**. **State Library** to promote cooperation among governmental bodies and libraries for the sharing of resources. | Statute |
| 13 | **Section 60-1-140** | **State** | **SECTION 60-1-140**. **State Library** to establish statewide library network. | Statute |
| 14 | **Section 60-1-150** | **State** | **SECTION 60-1-150**. Authority of public libraries to participate in statewide library network; authority of director to allow participation. | Statute |
| 15 | **Section 60-1-160** | **State** | **SECTION 60-1-160**. **State Library** to receive statistical reports from libraries. | Statute |
| 16 | **Section 60-1-170** | **State** | **SECTION 60-1-170**. Authority of director to cooperate with United States Department of Education and other agencies in the administration of funds. | Statute |
| 17 | **Section 60-2-20** | **State** | **SECTION 60-2-20**. **State library** as official state depository of all state publications. | Statute |
| 18 | **Section 60-2-30** | **State** | **SECTION 60-2-30**. State agencies, departments and state-supported institutions to provide copies of state publications; exceptions. | Statute |
| 19 | 27.1 | **State** | **27.1.** (LIB: Aid to Counties Libraries Allotment) The amount appropriated in this section for "Aid to County Libraries" shall be allotted to each county on a per capita basis according to the official United States Census For 2010, as aid to the County Library. No county shall be allocated less than$75,000 under this provision. To receive this aid, local library support shall not be less than the amount actually expended for library operations from local sources in the second preceding year. | Proviso |
| 20 | 27.2 | **State** | **27.2.** (LIB: Information Service Fees) The **State Library** may charge a fee for costs associated with information delivery and retain such funds to offset the costs of maintaining, promoting and improving information delivery services. | Proviso |
| 21 | 27.3 | **State** | **27.3.** (LIB: Continuing Education Fees) The **State Library** may charge a fee for costs associated with continuing education and retain such funds to offset the costs of providing continuing education opportunities. | Proviso |

# Legal Standards

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| 22 | 27.4 | **State** | **27.4.** (LIB: Books and Materials Disposal) The **State Library** may sell or otherwise dispose of books and other library materials that are deemed by the **State Library** as no longer of value to the State of South Carolina and the **State Library**'s collection. Funds received from the sale of books and materials shall be retained and expended to purchase new materials for the collection. Unexpended funds may be carried forward from the prior fiscal year into the current fiscal year and be used for the same purpose. | Proviso |
| 23 | 27.5 | **State** | **27.5.** (LIB: SCLENDS) The **State Library** may accept money for the South Carolina Library Evergreen Network Delivery System (SCLENDS), a consortium providing patrons access to more library materials. The consortium shall allow South Carolina libraries the ability to share resources and provide a forum for sharing expertise in technical areas such as systems administration and cataloging. Funds received by the **State Library** for SCLENDS shall be placed in a special account and shall only be utilized to pay for items related to SCLENDS. Unexpended funds may be carried forward from the prior fiscal year into the current fiscal year and be used for the same purpose. | Proviso |
| 24 | 27.6 | **State** | **27.6.** (LIB: Donations) The **State Library** may accept donation funds to be used for administration, operation, and programs from any donor source. Unexpended funds shall be carried forward from the prior fiscal year into the current fiscal year. | Proviso |
| 25 | 27.7 | **State** | **27.7.** (LIB: Sale of Promotional Items) The **State Library** shall be allowed to sell promotional items with the South Carolina **State Library** brand and logo for the purpose of generating funds for the **State Library**. Unexpended funds shall be carried forward from the prior fiscal year into the current fiscal year. | Proviso |
| 26 | 27.8 | **State** | **27.8.** (LIB: Consortium Purchasing) The **State Library** shall be authorized to accept funds to be used for consortium purchasing between libraries (public, academic, special) that serve South Carolina residents. Funds received by the **State Library** for consortium purchasing agreements shall be placed in a designated account and shall only be used to pay for items related to specific consortium purchasing agreements. These funds may be retained, expended, and carried forward from the prior fiscal year into the current fiscal year and used for the same purpose. | Proviso |

# Mission, Vision and Goals

**This is the second chart because the agency's mission and vision should have a basis in the legal standards, which the agency provided in the previous chart. After the agency knows the laws it must satisfy, along with its mission and vision, it can then set goals to satisfy those laws and achieve that vision (and the strategy and objectives to accomplish each goal - see next chart). To ensure accountability, one person below the head of the agency should be responsible for each goal. The same person is not required to be responsible for all of the goals.**

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|---|---|
| **Agency Responding** | South Carolina State Library |
| **Date of Submission** | 11-Jan-16 |
| **Fiscal Year for which information below pertains** | 2015-16 |

*Instructions* : Provide the agency's mission, vision and laws (i.e. state and/or federal statutes) which serve as the basis for the agency's mission and vision.

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|---|---|
| **Mission** | We serve the people of South Carolina by supporting state government and libraries to provide opportunities for learning in a changing environment. |
| **Legal Basis for agency's mission** | Purpose:60-1-10,60-1-20,60-1-30,60-1-40,60-1-50,60-1-60,60-1-170,60-2-20,60-2-30,Proviso 27.1,27.2,27.3,27.4,27.5,27.6<br>Mission:60-1-70,60-1-80,60-1-90,60-1-110,60-1-120,60-1-130,60-1-140,60-1-150,60-1-160<br>Vision:60-1-70,60-1-80,60-1-90,60-1-110,60-1-120,60-1-130,60-1-140,60-1-150,60-1-160 |
| | The South Carolina State Library is the primary administrator of federal and state support for the state's libraries. In 1969, as the result of action by the General Assembly, the State Library Board was redesignated as the South Carolina State Library and assumed responsibility for public library development, library service for state institutions, service for the blind and physically handicapped, and library service to state government agencies. Headquartered in Columbia, S.C., the Library is funded by the state of South Carolina, by the federal government through the Institute of Museum and Library Services, and donations. |
| **Vision** | The South Carolina State Library develops, supports, and sustains a thriving statewide community of learners committed to making South Carolina stronger. |
| **Legal Basis for agency's vision** | Purpose:60-1-10,60-1-20,60-1-30,60-1-40,60-1-50,60-1-60,60-1-170,60-2-20,60-2-30,Proviso 27.1,27.2,27.3,27.4,27.5,27.6<br>Mission:60-1-70,60-1-80,60-1-90,60-1-110,60-1-120,60-1-130,60-1-140,60-1-150,60-1-160<br>Vision:60-1-70,60-1-80,60-1-90,60-1-110,60-1-120,60-1-130,60-1-140,60-1-150,60-1-160 |
| | The South Carolina State Library is the primary administrator of federal and state support for the state's libraries. In 1969, as the result of action by the General Assembly, the State Library Board was redesignated as the South Carolina State Library and assumed responsibility for public library development, library service for state institutions, service for the blind and physically handicapped, and library service to state government agencies. Headquartered in Columbia, S.C., the Library is funded by the state of South Carolina, by the federal government through the Institute of Museum and Library Services, and donations. |

*Instructions* :
1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal is satisfying. All of the laws mentioned in the previous chart (i.e. Legal Standards Chart) should be included next to one of the agency's goals. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. SC Code 63-19-320 thru 63-19-450). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Goals and Description" column, enter the number and description of the goal which will help the agency achieve its vision (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). The agency should have 3-4 high level goals.
3) Under the "Describe how the Goal is SMART" column, enter the information which shows the goal is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing the goal.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal. The Responsible Person has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives to accomplish the goal. In addition, this is the person who monitors the progress and makes any changes needed to the strategies and objectives to ensure the goal is accomplished. Under the "Position" column, enter the Responsible Person's position/title at the agency.

| **Legal Responsibilities Satisfied** | **Goals & Description** | **Describe how the Goal is S.M.A.R.T.** | **Public Benefit/Intended Outcome** | **Responsible Person Name:** | **Number of months person has been responsible for the goal or objective:** | **Position:** |
|---|---|---|---|---|---|---|
| (i.e. state and federal statutes or provisos the goal is satisfying) | (i.e. Goal 1 - insert description) | **S**pecific<br>**M**easurable<br>**A**ttainable<br>**R**elevant<br>**T**ime-bound | (Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome | | | |
| Section 60-1-70;Section 60-1-80; Section 60-1-110; Section 60-1-130; Section 60-1-170 | The South Carolina State Library sustains and enhances its relationships with partners and those we serve. | It is pertinent that the State Library maintain relationships with partners and those whom we serve so that we can most effectively spend the State's funds and reach the intended audiences. | Increases services to patrons and partners through partnering and collaborative purchases and agreements. | various | ongoing | various |
| Section 60-1-90; Section 60-1-110;Section 60-2-20 | The South Carolina State Library implements and promotes a strong technological environment statewide. | Relevant, current technology is used to deliver information and to train users on current technology. | Increase equity of access to information and competitive capabilities of South Carolinians. | various | ongoing | various |
| Section 60-1-70;Section 60-1-80; Section 60-1-110; Section 60-1-120;Section 60-2-30; Proviso 27.5; Proviso 27.6; Section 27.8 | The South Carolina State Library provides equitable access to information. | Information is provided to citizens equally across South Carolina. Achieved through geo-authentication, availability of resources at libraries and through home internet access. | All South Carolinians have access to the same information regardless of income, race, geographic location, etc. | various | ongoing | various |
| Section 60-1-80; Section 60-1-90; Section 60-1-130; Section 60-1-140; Section 60-1-150; Section 60-1-160; Proviso 27.1 | The South Carolina State Library creates standards and provides guidance for excellence in library services. | The standards are created based on best practices and national recommendations. | Establishes a professional environment, ensuring quality products and programs. | various | ongoing | various |
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# Strategy, Objectives and Responsibility

This is the next chart because once the agency determines its goals, and those responsible for each goal, it then needs to determine the strategy and objectives to accomplish each goal. To ensure accountability, one person should be responsible for each objective. This can be the same person responsible for the goal, if it is a small agency, or, for larger agencies, a person who reports to the person responsible for the goal. The same person is not required to be responsible for all of the objectives.

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|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions :*
1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal or objective is satisfying. For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. All of the legal standards mentioned for a particular goal should be included next to one of the objectives under that goal. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. 63-19-320 thru 63-19-370). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. If the agency is still utilizing the same strategies and objectives it submitted as part of the Accountability Report, it can copy and paste those into this chart, then fill in the remainder of the columns. However, if the agency has trouble explaining how each objective is SMART, it may need to revise its objectives. In addition, if the agency has revised its strategic plan since submitting its last Accountability Report, please provide information from the most current strategic plan.
3) Under the "Describe how it is SMART" column, enter the information which shows how each goal and objective is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

| Legal Responsibilities Satisfied: | Strategic Plan Part and Description | How it is S.M.A.R.T.: | Public Benefit/Intended Outcome: | Responsible Person Name: | Number of months person has been responsible for the goal or objective: | Position: | Office Address: | Department or Division: | Department or Division Summary: |
|---|---|---|---|---|---|---|---|---|---|
| (i.e. state and federal statutes or provisos the goal or objective is satisfying) | (i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description) | Describe how each goal and objective is... Specific; Measurable; Attainable; Relevant; and Time-bound | (Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome | | | | | | |
| Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; | **Goal 1 - Libraries serve as educational institutions for an informed populace.** | Educational institutions provide material which increases the intellecutal ability of individuals demonstrated by defined output measures. | Lower high school dropout rate; higher test scores; lower unemployment rate demonstrated through equal access to educational materials which increase the standard of living for individuals. | Various Staff | *Ongoing* | Various | *1500 Senate Street, Columbia, SC 29211* | *Various* | *See Agency Mission* |
| | *Strategy 1.1 - The State Library maintained a network of key constituents to continue the work of libraries as educational institutions indispensable to South Carolina's intellectual landscape.* | | | | | | | | |
| | Objective 1.1.1 - To contribute to the development of an educated, engaged, informed South Carolina citizenry | | | | | | | | |
| | *Strategy 1.2 - Provided Discus online resources statewide.* | | | | | | | | |
| | Objective 1.2.1 -To ensure that accessible information is available 24/7 to all citizens | | | | | | | | |
| | *Strategy 1.3 - Pursued collaborative efforts with our K-12 and other institutional partners.* | | | | | | | | |
| | Objective 1.3.1 -To achieve cost savings and keep priorities aligned. | | | | | | | | |

# Strategy, Objectives and Responsibility

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| | *Strategy 1.4 -Within our active partnerships in the SCLENDS consortium and the online documents depository, continue to seek ways of improving functionality and use of this resources.* | | | | | | | | | |
| | Objective 1.4.1 -Realize cost savings and cost avoidance. | | | | | | | | | |
| | Objective 1.4.2 -Make information resources freely available and electronically accessible to an growing audience. | | | | | | | | | |
| | *Strategy 1.5 -Disburse funds to meet agency objectives for public libraries.* | | | | | | | | | |
| | Objective 1.5.1 -Administer State Aid to public libraries to ensure maintenance of library personnel and operations | | | | | | | | | |
| | Objective 1.5.2 - Award federal LSTA funds on a competitive basis to support programs and services in public libraries statewide. | | | | | | | | | |
| Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; Proviso 27.1; Proviso 27.5; Proviso 27.8 | **Goal 2 -Library services respond to focused needs of South Carolina citizens.** | Provide services to individuals which meet their specific needs, ex. Workforce development, talking book services to the blind or physically disabled. | South Carolinians receive services which aid them in finding and applying for work; South Carolinians who are disabled utilize resources which enable them to read. | Various Staff | *Ongoing* | Various | *1500 Senate Street, Columbia, SC 29211* | *Various* | *See Agency Mission* | |
| | *Strategy 2.1 - Provided Talking Book Services statewide, improving outreach to local/rural communities to draw more users to the TBS program statewide.* | | | | | | | | | |
| | Objective 2.1.1 -To ensure that all citizens with disabilities are aware of the free services available to them. | | | | | | | | | |
| | Objective 2.1.2 - To ensure that citizens with disabilities utilize the free services available to them to the extent possible. | | | | | | | | | |
| | *Strategy 2.2 - Conducted Workforce Development outreach to citizens in need of training in job-related skills, including resume writing and job seeking. Maintained partnerships with state and local service providers in aid of the unemployed.* | | | | | | | | | |
| | Objective 2.2.1 -To enable unemployed citizens to increase their knowledge and skills to prepare them to join the workforce. | | | | | | | | | |
| | *Strategy 2.3 -A skills-based development program for library workers is being implemented based on assessment of skill levels and needs.* | | | | | | | | | |
| | Objective 2.3.1 -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 Services. | | | | | | | | | |
| Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; | **Goal 3 -State employees engage in excellent government practice.** | Increase in usage of online material; high evaluation of material by users. | Access to and use of online resources and information. | Various Staff | *Ongoing* | Various | *1500 Senate Street, Columbia, SC 29211* | *Various* | *See Agency Mission* | |
| | *Strategy 3.1 - Expanded and promoted online services to government workers such as the "South Carolina State Government Bit by Bit" webinar training series* | | | | | | | | | |
| | Objective 3.1.1 -High quality, on-point skills training for workers results in improved government operations. | | | | | | | | | |
| | *Strategy 3.2 -Provided ebooks on management, technology and other pertinent topics to government workers.* | | | | | | | | | |
| | Objective 3.2.1 - Easy, convenient access to information resources increases use of up-to-date information. | | | | | | | | | |
| | *Strategy 3.3 - Continued the collection of born digital State Agency documents and expanded the digitization of print documents of retrospective importance.* | | | | | | | | | |
| | Objective 3.3.1 -Allows citizens immediate online access to the work of state government. | | | | | | | | | |

# Strategy, Objectives and Responsibility

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| | *Strategy 3.4 -Developed additional social media connectivity for sharing news and information.* | | | | | | | | | |
| | Objective 3.4.1 -Enabled promotion and highlighting of important news and information through multiple communication channels. | | | | | | | | | |
| Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; Proviso 27.1; Proviso 27.5; Proviso 27.8 | **Goal 4 -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.** | Academic engagement and achievement of students and interest in learning. | Increase in test scores; increase in intellectual abilities; decrease in retaining rate in schools. | Various Staff | *Ongoing* | Various | *1500 Senate Street, Columbia, SC 29211* | *Various* | *See Agency Mission* | |
| | *Strategy 4.1 -Family literacy programs were implemented in SC libraries.* | | | | | | | | | |
| | Objective 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. | | | | | | | | | |
| | *Strategy 4.2 -Partnerships and collaborations were developed and maintained* | | | | | | | | | |
| | Objective 4.2.1 -To enhance and multiply the effectiveness of all literacy efforts and avoid duplication of effort. | | | | | | | | | |
| | *Strategy 4.3 -Resources and materials such as the Day by Day early literacy calendar were made available to citizens.* | | | | | | | | | |
| | Objective 4.3.1 -To provide a cost-free, engaging literacy resource for families, introducing and reinforcing emerging reader skills. | | | | | | | | | |
| | *Strategy 4.4 -Reading encouragement programs and services incorporating STEM elements were expanded.* | | | | | | | | | |
| | Objective 4.4.1 - To provide additional opportunities for local communities to engage in activities to support reading and incorporate STEM concepts. | | | | | | | | | |
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# Associated Programs

This is the next chart because once the agency has determined its goals, strategies and objectives, the agency needs to determine which of its programs will help achieve those objectives and goals and which programs may need to be curtailed or eliminated. If one program is helping accomplish an objective that a lot of other programs are also helping accomplish, the agency should consider whether the resources needed for that program could be better utilized (i.e. so the agency can most effectively and efficiently accomplish all of its goals and objectives) if they were distributed among the other programs that are helping accomplish the same objective or among programs that are helping accomplish other objectives.

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|---|---|
| Agency Responding | The South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions* :
1) Under the "Name of Agency Program" column, enter the name of every program at the agency on a separate row.
2) Under the "Description of Program" column, enter a 1-3 sentence description of the agency program.
3) Under the "Legal Statute Requiring Program" column, enter the legal statute which requires (this is different than allows) the program, if the program is required by a state or federal statute or proviso. Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute. If the program is not required by a state or federal statute or proviso, enter "none."
3) Under the "Objective the Program Helps Accomplish" column, enter the strategic plan objective number and description. The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart. Enter ONLY ONE objective per row. If an agency program helps accomplish multiple objectives, insert additional rows with that agency program information and enter each different objective it helps accomplish on a separate row.

| Name of Agency Program | Description of Program | Legal Statute or Proviso Requiring the Program | Objective the Program Helps Accomplish<br>(The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart)<br><br>List ONLY ONE strategic objective per row. |
|---|---|---|---|
| I. Administration | To support the Agency's operations and services to all constituents by funding appropriate infrastructure, staffing, and needed resources at the State Library facility | Section 60-1-10,60-1-20,60-1-30,60-1-40,60-1-50,60-1-170 Proviso 27.3, 27.6,27.7,27.8 | Objective 1.1.1 - To contribute to the development of an educated, engaged, informed South Carolina citizenry |
| | | | Objective 1.3.1 -To achieve cost savings and keep priorities aligned. |
| | | | Objective 1.4.1 -Realize cost savings and cost avoidance. |
| II.Talking Books Services | To support the goals and objectives of the Talking Books Services statewide programs for South Carolina citizens who are blind or otherwise unable to utilize traditional library resources and materials | Section 60-1-120 | Objective 1.2.1 -To ensure that accessible information is available 24/7 to all citizens |
| | | | Objective 2.1.1 -To ensure that all citizens with disabilities are aware of the free services available to them. |

# Associated Programs

| | | | |
|---|---|---|---|
| | | | Objective 2.1.2 - To ensure that citizens with disabilities utilize the free services available to them to the extent possible. |
| III. Library Resources and Services | To provide resources in multiple formats for 24/7 access to information and materials needed for academic, workforce, and personal achievement | Section 60-1-60,60-1-70,60-1-110,60-1-130,60-1-140,60-1-150,60-2-20,60-2-30 Proviso 27.4,27.5 | Objective 1.5.2 - Award federal LSTA funds on a competitive basis to support programs and services in public libraries statewide. |
| | | | Objective 3.1.1 -High quality, on-point skills training for workers results in improved government operations. |
| | | | Objective 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. |
| | | | Objective 4.3.1 -To provide a cost-free, engaging literacy resource for families, introducing and reinforcing emerging reader skills. |
| | | | Objective 4.2.1 -To enhance and multiply the effectiveness of all literacy efforts and avoid duplication of effort. |
| IV. Statewide Development | To support public library services and operations to citizens statewide, including staff development and technology infrastructure | Section 60-1-80,60-1-90,60-1-160 | Objective 1.4.2 -Make information resources freely available and electronically accessible to an growing audience. |
| | | | Objective 2.2.1 -To enable unemployed citizens to increase their knowledge and skills to prepare them to join the workforce. |
| | | | Objective 2.3.1 -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 Services. |
| | | | Objective 3.2.1 - Easy, convenient access to information resources increases use of up-to-date information. |
| | | | Objective 3.3.1 -Allows citizens immediate online access to the work of state government. |
| | | | Objective 4.4.1 - To provide additional opportunities for local communities to engage in activities to support reading and incorporate STEM concepts. |
| V.Pass Through | Funding for public libraries to maintain and grow local library services to county populations | Proviso 27.1 | Objective 1.5.1 -Administer State Aid to public libraries to ensure maintenance of library personnel and operations |
| | | | |

# Strategic Budgeting

This is the next chart because once the agency determines its goals, strategies and objectives, as well as the programs that will best allow the agency to accomplish its objectives, the agency needs to determine how to allocate its funds to most effectively and efficiently accomplish the objectives. After allocating the funds to the objectives, the agency may decide to go back and revise which associated programs it will continue, curtail or eliminate in order to most effectively and efficiently accomplish its goals and objectives.

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-2016 |

IMPORTANT TIME SAVING NOTE: Please note that only one year of budgeted funds is requested. Once an agency is under study with the House Legislative Oversight Committee, the Committee may request information on how the agency budgeted and spent money for the previous five years. If an agency is chosen for study five years from now, the agency can quickly and easily combine the information from this chart for each of the last five years.

*Part A Instructions* : Estimated Funds Available this Fiscal Year (2015-16)

1) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e. general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e. state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns below so please delete or add as many as needed. **However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency estimates it has available to spend and where the agency has budgeted the funds it has available to spend.**

*Part B Instructions* : How Agency Budgeted Funds this Fiscal Year (2015-16)

1) Enter each agency objective and description (i.e. Objective 1.1.1 - insert description of objective). The agency can insert as many rows as necessary so that all objectives are included.

2) After entering all of the objectives, enter each "unrelated purpose" for which money received by the agency will go (i.e. Unrelated Purpose #1 - insert description of unrelated purpose) on a separate row. An "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e. pass through, carry forward, etc.).

3) Enter how much money from each source of funds the agency budgets to spend on each objective and unrelated purpose. The "Total budgeted to spend on objectives and unrelated purposes" for each source of funds in Part B should equal the "Amount estimated to have available to spend this fiscal year" in Part A.

Explanations from the Agency regarding Part A: *Insert any additional explanations the agency would like to provide related to the information it provides below.*

## PART A
Estimated Funds Available this Fiscal Year (2015-16)

| Source of Funds: | Totals | *State Appropriations* | *Federal Grant* | *Donations* | *Cost Recovery* | *Lottery* | *State Aid* |
|---|---|---|---|---|---|---|---|
| Is the source state, other or federal funding: | Totals | *state* | *Federal* | *other* | *other* | *state* | *state* |
| Is funding recurring or one-time? | Totals | *recurring* | *recurring* | *one-time* | *one-time* | *one-time* | *recurring* |
| **$ From Last Year Available to Spend this Year** | | | | | | | |
| Amount available at end of previous fiscal year | | $ - | $ - | $ 186,377.86 | $ 27,060.93 | $ - | $ - |
| **Amount available at end of previous fiscal year that agency can actually use this fiscal year:** | | $ - | $ - | $ 186,377.86 | $ 27,060.93 | $ - | $ - |
| If the amounts in the two rows above are not the same, explain why : | Enter explanation for each fund to the right | n/a | n/a | n/a | n/a | n/a | n/a |
| **$ Estimated to Receive this Year** | | $ 4,209,330.40 | $ 2,701,146.00 | $ 10,000.00 | $ 5,000.00 | $ 1,600,849.31 | $ 6,706,976.00 |
| Amount budgeted/estimated to receive in this fiscal year: | | | | | | | |
| **Total Actually Available this Year** | | $ 4,209,330.40 | $ 2,701,146.00 | $ 186,377.86 | $ 27,060.93 | $ 1,600,849.31 | $ 6,706,976.00 |
| **Amount estimated to have available to spend this fiscal year** (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year): | | $ 4,209,330.40 | $ 2,469,980.00 | $ 196,377.86 | $ 32,060.93 | $ 1,600,849.31 | $ 6,706,976.00 |

# Strategic Budgeting

Explanations from the Agency regarding Part B: *Insert any additional explanations the agency would like to provide related to the information it provides below.*

## PART B
How Agency Budgeted Funds this Fiscal Year (2015-16)

| | Totals | State Appropriations | Federal Grant | Donations | Cost Recovery | Lottery | State Aid |
|---|---|---|---|---|---|---|---|
| Source of Funds: (the rows to the left should populate automatically from what the agency entered in Part A) | Totals | State Appropriations | Federal Grant | Donations | Cost Recovery | Lottery | State Aid |
| Is source state, other or federal funding: (the rows to the left should populate automatically from what the agency entered in Part A) | Totals | state | Federal | other | other | state | state |
| Restrictions on how agency is able to spend the funds from this source: | n/a | | | | | | |
| **Amount estimated to have available to spend this fiscal year:** (the rows to the left should populate automatically from what the agency entered in Part A) | $0 | $4,209,330 | $2,469,980 | $196,378 | $32,061 | $1,600,849 | $6,706,976 |
| Are expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed) | n/a | | | | | | |
| Where Agency Budgeted to Spend Money this Year | | | | | | | |
| The South Carolina State Library sustains and enhances its relationships with partners and those we serve. | | $ 1,892,347.74 | $ 300,000.00 | | | $ 1,600,849.00 | $ 6,706,976.00 |
| The South Carolina State Library implements and promotes a strong technological environment statewide. | | $ 2,226,666.21 | $ 487,752.05 | | | | |
| The South Carolina State Library provides equitable access to information. | | $ 1,196.97 | $ 64,370.75 | $ 196,378.00 | | | |
| The South Carolina State Library creates standards and provides guidance for excellence in library services. | | $ 89,119.08 | $ 1,617,857.21 | | | | |
| **Total Budgeted to Spend on Objectives and Unrelated Purposes:** (this should be the same as Amount estimated to have available to spend this fiscal year) | $ - | $ 4,209,330.00 | $ 2,469,980.01 | $ 196,378.00 | $ - | $ 1,600,849.00 | $ 6,706,976.00 |

# Objective Details

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions:* Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

| | | |
|---|---|---|
| **Strategic Plan Context** | | |
| # and description of Goal the Objective is helping accomplish: | The South Carolina State Library sustains and enhances its relationships with partners and those we serve. | Copy and paste this from the second column of the Mission, Vision and Goals Chart |
| Legal responsibilities satisfied by Goal: | Section 60-1-70;Section 60-1-80; Section 60-1-110; Section 60-1-130; Section 60-1-170 | Copy and paste this from the first column of the Mission, Vision and Goals Chart |
| # and description of Strategy the Objective is under: | **Goal 1 - Libraries serve as educational institutions for an informed populace.** | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| **Objective** | | |
| Objective # and Description: | Objective 1.1.1 - To contribute to the development of an educated, engaged, informed South Carolina citizenry | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| Legal responsibilities satisfied by Objective: | Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; | Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart |
| Public Benefit/Intended Outcome: | Lower high school dropout rate; higher test scores; lower unemployment rate demonstrated through equal access to educational materials which increase the standard of living for individuals. | Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart |
| **Agency Programs Associated with Objective** | | |
| Program Names: | *Talking Book Services, DISCUS, Electronic Resources, Library Development, Library Services, Information Technology* | Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column |
| **Responsible Person** | | |
| Name: | Various Staff | Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart |
| Number of Months Responsible: | Ongoing | |
| Position: | *Various* | |
| Office Address: | *1500 Senate Street, Columbia, SC 29211* | |
| Department or Division: | *Administration, Library Services, Talking Book Services, Statewide Development* | |
| Department or Division Summary: | *See Associated Programs Tab* | |
| **Amount Budgeted and Spent To Accomplish Objective** | | |
| Total Budgeted for this fiscal year: | | Copy and paste this information from the Strategic Budgeting Chart |
| Total Actually Spent: | *Agency will provide next year* | |

PERFORMANCE MEASURES

# Objective Details

*Instructions* : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.
1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:
***Outcome Measure*** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.
***Efficiency Measure*** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection
***Output Measure*** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.
***Input/Explanatory/Activity Measure*** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

| How the Agency is Measuring its Performance | | |
|---|---|---|
| Objective Number and Description | Objective 1.1.1 - To contribute to the development of an educated, engaged, informed South Carolina citizenry | |
| Performance Measure: | | |
| Type of Measure: | | |
| Results | | |
| 2013-14 Actual Results (as of 6/30/14): | | |
| 2014-15 Target Results: | | |
| 2014-15 Actual Results (as of 6/30/15): | | |
| 2015-16 Minimum Acceptable Results: | | |
| 2015-16 Target Results: | | |
| Details | | |
| Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over) | | Insert any further explanation, if needed |
| What are the names and titles of the individuals who chose this as a performance measure? | | |
| Why was this performance measure chosen? | | |
| If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached? | | |
| What are the names and titles of the individuals who chose the target value for 2015-16? | | |
| What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set? | | |
| Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16? | | |
| If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached? | | |

POTENTIAL NEGATIVE IMPACT

*Instructions* : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

| | |
|---|---|
| Most Potential Negative Impact | |
| Level Requires Outside Help | |
| Outside Help to Request | |
| Level Requires Inform General Assembly | |

# Objective Details

| | |
|---|---|
| 3 General Assembly Options | |

REVIEWS/AUDITS

*Instructions* : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

| Matter(s) or Issue(s) Under Review | Reason Review was Initiated (outside request, internal policy, etc.) | Entity Performing the Review and Whether Reviewing Entity External or Internal | Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY) |
|---|---|---|---|
| | | | |
| | | | |

PARTNERS

*Instructions* : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

| Current Partner Entity | Ways Agency Works with Current Partner | Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual? |
|---|---|---|
| | | |
| | | |

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions:* Below is a template to **complete for each Objective** listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable

| Strategic Plan Context | | |
|---|---|---|
| # and description of Goal the Objective is helping accomplish: | The South Carolina State Library implements and promotes a strong technological environment statewide. | Copy and paste this from the second column of the Mission, Vision and Goals Chart |
| Legal responsibilities satisfied by Goal: | Section 60-1-90; Section 60-1-110;Section 60-2-20 | Copy and paste this from the first column of the Mission, Vision and Goals Chart |
| # and description of Strategy the Objective is under: | **Goal 2 -Library services respond to focused needs of South Carolina citizens.** | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |

| Objective | | |
|---|---|---|
| Objective # and Description: | Objective 2.1.1 -To ensure that all citizens with disabilities are aware of the free services available to them. | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| Legal responsibilities satisfied by Objective: | Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; Proviso 27.1; Proviso 27.5; Proviso 27.8 | Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart |
| Public Benefit/Intended Outcome: | South Carolinians receive services which aid them in finding and applying for work; South Carolinians who are disabled utilize resources which enable them to read. | Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart |
| **Agency Programs Associated with Objective** | | |
| Program Names: | *Talking Book Services, DISCUS, Electronic Resources, Library Development, Library Services, Information Technology* | Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column |
| **Responsible Person** | | |
| Name: | Various Staff | Copy and paste this information from the fifth column of the |
| Number of Months Responsible: | *Ongoing* | |
| Position: | *Various* | |
| Office Address: | *1500 Senate Street, Columbia, SC 29211* | |
| Department or Division: | *Administration, Library Services, Talking Book Services, Statewide Development* | |
| Department or Division Summary: | *See Associated Programs Tab* | |

| Amount Budgeted and Spent To Accomplish Objective | | |
|---|---|---|
| Total Budgeted for this fiscal year: | | Copy and paste this information from the Strategic Budgeting |
| Total Actually Spent: | *Agency will provide next year* | |

PERFORMANCE MEASURES

<u>*Instructions*</u> : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for <u>each</u> Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

<u>Types of Performance Measures</u>:

***Outcome Measure*** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

***Efficiency Measure*** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

***Output Measure*** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

***Input/Explanatory/Activity Measure*** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do

| How the Agency is Measuring its Performance | |
|---|---|
| Objective Number and Description | Objective 2.1.1 -To ensure that all citizens with disabilities are aware of the free services available to them. |
| **Performance Measure:** | |
| **Type of Measure:** | |
| Results | |
| 2013-14 Actual Results (as of 6/30/14): | |
| 2014-15 Target Results: | |
| 2014-15 Actual Results (as of 6/30/15): | |
| 2015-16 Minimum Acceptable Results: | |
| 2015-16 Target Results: | |

| Details | | |
|---|---|---|
| Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over) | | Insert any further explanation, if needed |
| What are the names and titles of the individuals who chose this as a performance | | |
| Why was this performance measure chosen? | | |
| If the target value was not reached in 2014-15, what changes were made to try and | | |
| What are the names and titles of the individuals who chose the target value for 2015- | | |
| What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set? | | |
| Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16? | | |
| If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached? | | |

POTENTIAL NEGATIVE IMPACT

*Instructions* :  Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective.  Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective.  Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help.  Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level.  Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen.  Next to, "3 General Assembly Options," enter

| | |
|---|---|
| Most Potential Negative Impact | |
| Level Requires Outside Help | |
| Outside Help to Request | |
| Level Requires Inform General Assembly | |
| 3 General Assembly Options | |

REVIEWS/AUDITS

*Instructions* :   Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective.  Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study.  NOTE:  Responses

| Matter(s) or Issue(s) Under Review | Reason Review was Initiated (outside request, internal policy, etc.) | Entity Performing the Review and Whether Reviewing Entity External or Internal | Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY) |
|---|---|---|---|
| | | | |
| | | | |

PARTNERS

*Instructions :*   Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective.  Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective.  List only one partner per row and insert as many rows as necessary to list all of the partners.  Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually.  For example, if the agency works with every middle school in the state, the agency can list SC Middle

| Current Partner Entity | Ways Agency Works with Current Partner | Is the Partner a State/Local Government Entity; College, University; or Other Business, |
|---|---|---|
| | | |
| | | |

[redacted]

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated.  The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions:* Below is a template to **complete for each Objective** listed in the Strategy, Objectives and Responsibility Chart.   It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank.  The agency will then have a blank version to complete for each separate Objective.  The agency needs to provide information in all the cells that are highlighted.  Please save the information related to each Objective as a separate tab in the excel document.  Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1").  NOTE:  Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context

| | | |
|---|---|---|
| # and description of Goal the Objective is helping accomplish: | The South Carolina State Library provides equitable access to information. | Copy and paste this from the second column of the Mission, Vision and Goals Chart |
| Legal responsibilities satisfied by Goal: | Section 60-1-70;Section 60-1-80; Section 60-1-110; Section 60-1-120;Section 60-2-30; Proviso 27.5; Proviso 27.6; Section 27.8 | Copy and paste this from the first column of the Mission, Vision and Goals Chart |
| # and description of Strategy the Objective is under: | **Goal 3 -State employees engage in excellent government practice.** | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| **Objective** | | |
| Objective # and Description: | Objective 3.1.1 -High quality, on-point skills training for workers results in improved government operations. | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| Legal responsibilities satisfied by Objective: | Section 60-1-70; Section 60-1-80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60-1-170; | Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart |
| Public Benefit/Intended Outcome: | Access to and use of online resources and information. | Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart |
| **Agency Programs Associated with Objective** | | |
| Program Names: | *DISCUS, Electronic Resources, Library Services, Information Technology* | Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column |
| **Responsible Person** | | |
| Name: | Various Staff | Copy and paste this information from the fifth column of the Strategy, |
| Number of Months Responsible: | Ongoing | |

| | | |
|---|---|---|
| Position: | *Various* | |
| Office Address: | *1500 Senate Street, Columbia, SC 29211* | |
| Department or Division: | *Administration, Library Services, Talking Book Services, Statewide Development* | |
| Department or Division Summary: | *See Associated Programs Tab* | |
| **Amount Budgeted and Spent To Accomplish Objective** | | |
| Total Budgeted for this fiscal year: | | Copy and paste this information from the Strategic Budgeting Chart |
| Total Actually Spent: | *Agency will provide next year* | |

PERFORMANCE MEASURES

*Instructions* : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for

Types of Performance Measures:

***Outcome Measure*** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

***Efficiency Measure*** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

***Output Measure*** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed

**How the Agency is Measuring its Performance**

| | |
|---|---|
| Objective Number and Description | Objective 3.1.1 -High quality, on-point skills training for workers results in improved government operations. |
| **Performance Measure:** | |
| **Type of Measure:** | |

| Results | |
|---|---|
| 2013-14 Actual Results (as of 6/30/14): | |
| 2014-15 Target Results: | |
| 2014-15 Actual Results (as of 6/30/15): | |
| 2015-16 Minimum Acceptable Results: | |
| 2015-16 Target Results: | |

| Details | | |
|---|---|---|
| Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over) | | Insert any further explanation, if needed |
| What are the names and titles of the individuals who chose this as a | | |
| Why was this performance measure chosen? | | |
| If the target value was not reached in 2014-15, what changes were | | |
| What are the names and titles of the individuals who chose the target | | |
| What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the | | |
| Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16? | | |
| If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more | | |

POTENTIAL NEGATIVE IMPACT

*Instructions* : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General

| | |
|---|---|
| Most Potential Negative Impact | |
| Level Requires Outside Help | |

| | |
|---|---|
| Outside Help to Request | |
| Level Requires Inform General Assembly | |
| 3 General Assembly Options | |

## REVIEWS/AUDITS

*Instructions* : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE:

| Matter(s) or Issue(s) Under Review | Reason Review was Initiated (outside request, internal policy, etc.) | Entity Performing the Review and Whether Reviewing Entity External or Internal | Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY) |
|---|---|---|---|
| | | | |
| | | | |

## PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle

| **Current Partner Entity** | **Ways Agency Works with Current Partner** | **Is the Partner a State/Local Government Entity; College, University; or Other Business,** |
|---|---|---|
| | | |
| | | |

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated.  The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions:* Below is a template to **complete for each Objective** listed in the Strategy, Objectives and Responsibility Chart.   It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank.  The agency will then have a blank version to complete for each separate Objective.  The agency needs to provide information in all the cells that are highlighted.  Please save the information related to each Objective as a separate tab in the excel document.  Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1").  NOTE:  Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context

| | | |
|---|---|---|
| # and description of Goal the Objective is helping accomplish: | The South Carolina State Library creates standards and provides guidance for excellence in library services. | Copy and paste this from the second column of the Mission, Vision and Goals Chart |
| Legal responsibilities satisfied by Goal: | 90; Section 60-1-130; Section 60-1-140; Section 60-1-150; Section 60-1-160; Proviso 27.1 | Copy and paste this from the first column of the Mission, Vision and Goals Chart |
| # and description of Strategy the Objective is under: | **Goal 4 -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.** | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| **Objective** | | |
| Objective # and Description: | Objective 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. | Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart |
| Legal responsibilities satisfied by Objective: | 80; Section 60-1-90; Section 60-1-110; Section 60-1-120; Section 60-1-130; Section 60-1-140; section 60-1-150; Section 60-1160; Section 60- | Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart |
| Public Benefit/Intended Outcome: | Increase in test scores; increase in intellectual abilities; decrease in retaining rate in schools. | Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart |

| | | |
|---|---|---|
| **Agency Programs Associated with Objective** | | |
| Program Names: | *Talking Book Services, Library Development, Library Services, Information Technology* | Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column |
| **Responsible Person** | | |
| Name: | Various Staff | Copy and paste this information from the fifth column of the Strategy, Objectives |
| Number of Months Responsible: | Ongoing | |
| Position: | *Various* | |
| Office Address: | *1500 Senate Street, Columbia, SC 29211* | |
| Department or Division: | *Administration, Library Services, Talking Book Services, Statewide Development* | |
| Department or Division Summary: | *See Associated Programs Tab* | |
| **Amount Budgeted and Spent To Accomplish Objective** | | |
| Total Budgeted for this fiscal year: | | Copy and paste this information from the Strategic Budgeting Chart |
| Total Actually Spent: | *Agency will provide next year* | |

PERFORMANCE MEASURES

*Instructions* : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.
1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results." "Agency did not use PM during this year."

Types of Performance Measures:
***Outcome Measure*** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.
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| How the Agency is Measuring its Performance | |
|---|---|
| Objective Number and Description | Objective 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. |
| Performance Measure: | |
| Type of Measure: | |

| Results | |
|---|---|
| 2013-14 Actual Results (as of 6/30/14): | |
| 2014-15 Target Results: | |
| 2014-15 Actual Results (as of 6/30/15): | |
| 2015-16 Minimum Acceptable Results: | |
| 2015-16 Target Results: | |

| Details | | |
|---|---|---|
| Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over) | | Insert any further explanation, if needed |
| What are the names and titles of the individuals who chose this as | | |
| Why was this performance measure chosen? | | |
| If the target value was not reached in 2014-15, what changes | | |
| What are the names and titles of the individuals who chose the | | |
| What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on | | |
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| | |
|---|---|
| Most Potential Negative Impact | |
| Level Requires Outside Help | |

| | |
|---|---|
| Outside Help to Request | |
| Level Requires Inform General Assembly | |
| 3 General Assembly Options | |

## REVIEWS/AUDITS

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|---|---|---|---|
| | | | |
| | | | |

## PARTNERS

*Instructions* : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle

| Current Partner Entity | Ways Agency Works with Current Partner | Is the Partner a State/Local Government Entity; College, University; or Other |
|---|---|---|
| | | |
| | | |

# Reporting Requirements

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

*Instructions* :

List all reports, if any, the agency is required to submit to a state, federal or outside entity on a regular basis.  Insert the name of each report in a separate column and answer the questions below it.  Add as many columns as needed.

PLEASE NOTE:  All information the agency provides in the rows below the row labeled, "Date the Report was last submitted," should apply to when the agency most recently submitted the report (i.e. date report was last submitted).

| | | | |
|---|---|---|---|
| | Agency Responding | South Carolina State Library | South Carolina State Library |
| | Report # | 1 | 2 |
| | Report Name: | Agency Oversight Report | Accountability Report |
| | **Why Report is Required** | | |
| | Legislative entity requesting the agency complete the report: | South Carolina Legislature | South Carolina Governor's Office |
| | Law which requires the report: | SC Code 1-30-10(G) | |
| | Agency's understanding of the intent of the report: | Oversight review process required by the South Carolina Restructuring Act of 2014 | Summary of Agency performance for review by the Governor and the General Assembly |
| | Year agency was first required to complete the report: | 2015 | 2005 |
| | Reporting frequency (i.e. annually, quarterly, monthly): | annually | annually |
| | **Information on Most Recently Submitted Report** | | |
| Information in all these rows should be for when the agency completed the report most recently | Date Report was last submitted: | | 12-Sep-15 |
| | **Timing of the Report** | | |
| | Month Report Template is Received by Agency: | November | July |
| | Month Agency is Required to Submit the Report: | January | September |
| | **Where Report is Available & Positive Results** | | |
| | To whom the agency provides the completed report: | House Committee on Legislative Oversight | South Carolina Budget Office |
| | Website on which the report is available: | | |
| | If it is not online, how can someone obtain a copy of it: | | |
| | Positive results agency has seen from completing the report: | Opportunity to review the Agency's programs, products, and operations. | The accountability report is a quality self-assessment tool and is an aid towards continuous improvement in programs, products and operations. |

# Restructuring Recommendations and Feedback

| | |
|---|---|
| Agency Responding | South Carolina State Library |
| Date of Submission | 11-Jan-16 |
| Fiscal Year for which information below pertains | 2015-16 |

RESTRUCTURING RECOMMENDATIONS

*Instructions:* Please answer the questions below and add as many rows as needed.

| | |
|---|---|
| Does the agency have any recommendations, minor or major, for restructuring? | Yes |

If the agency has recommendations for restructuring, list each one on a separate row in the chart below. Add as many rows as needed.

| Does the agency recommendation require legislative action? | Recommendation for restructuring |
|---|---|
| no | Combine tabs so that information is not duplicative. |
| | |
| | |

FEEDBACK (Optional)

*Instructions:* Please answer the questions below to provide feedback on this Annual Restructuring Report ("Report").

| Please list 1-3 benefits the agency sees in the public having access to the information requested in the Report, in the format it was requested. | Please list 1-3 benefits to agency management and employees in having all of this information available in one document. | Now that the agency has completed the Report, please list 1-3 things the agency could do differently next year (or it could advise other agencies to do) to complete the Report in less time and at a lower cost to the agency. |
|---|---|---|
| 1 | 1 | This report increases agency cost. In order to capture data in the specific manner requested, an additional staff person will need to be added. |
| 2 | 2 | 2 |
| 3 | 3 | 3 |

| Does the agency believe this year's Restructuring Report was less burdensome than last year's? | Please list 1-3 changes to the Report questions, format, etc. the agency recommends to ensure the Report provides the best information to the public and General Assembly, in the least burdensome way to the agency. | Please add any other feedback the agency would like to provide (add as many additional rows as necessary) |
|---|---|---|
| No | Duplicative information asked throughout the report. Combining the information would be helpful. | The accountability report prior to 2013 was an effective tool for agency reporting. The information requested in this report is narrative intensive and an Excel spreadsheet is not the most effective means of reporting or communication. |
| Why or why not? | Excel spreadsheet is not formatted correctly and requires significant adjustment. | The Objective Details tab is incomplete for our Agency because the reporting structure directions do not align goals, strategy, outcome and budget together appropriately. |
| Additional information requested and format change without informing agency prior to receiving report. The report is cumbersome and confusing. Previous report was much easier to complete and equally as thorough in agency reporting. | 3 | |

Agencies are not required to do anything in this worksheet.  This worksheet is part of the document so the proper drop down menues can be available in the other tabs.

**Is Performance Measure Required?**
State
Federal
Only Agency Selected

**Type of Performance Measure**
Outcome
Efficiency
Output
Input/Explanatory/Activity

**Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?**

State/Local Government Entity
College/University
Business, Association or Individual

**Does the Agency have any restructuring recommendations**
Yes
No

Does the agency believe this year's Restructuring Report was less burdensome than last year's?
Yes
No