

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

**Fiscal Year 2018–2019
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	We serve the people of South Carolina by supporting state government and libraries to provide opportunities for learning in a changing environment.
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AGENCY VISION	The South Carolina State Library develops, supports, and sustains a thriving statewide community of learners committed to making South Carolina stronger.
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

	Yes	No
RECORDS MANAGEMENT COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

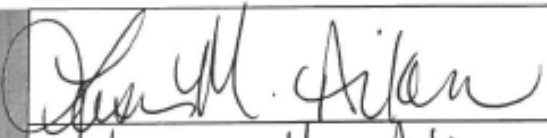
Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

	Yes	No
REGULATION REVIEW:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Leesa Aiken, Director	803-734-8668	laiken@statelibrary.sc.gov
SECONDARY CONTACT:	Denise Lyons, Deputy Director	803-734-6061	dlyons@statelibrary.sc.gov

I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

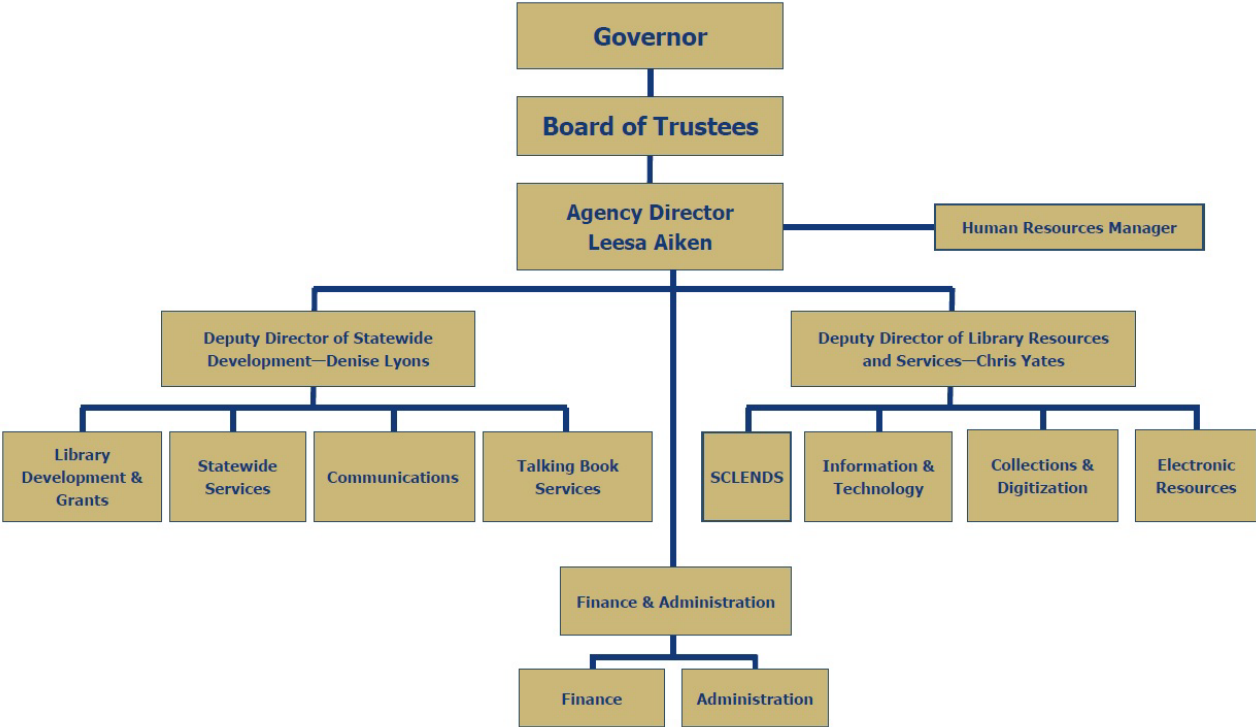
AGENCY DIRECTOR (SIGN AND DATE):			9/13/2019
(TYPE/PRINT NAME):	Leesa M. Aiken		

BOARD/CMSN CHAIR (SIGN AND DATE):			
(TYPE/PRINT NAME):			

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AGENCY’S DISCUSSION AND ANALYSIS

The South Carolina State Library’s mission is to develop, support, and sustain a thriving statewide community of learners who are committed to making South Carolina stronger. We serve the people of South Carolina by supporting state government and libraries in order to provide opportunities for learning in a changing environment. Our operating principles are innovation, collaboration, participation, and preservation.



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

Finance and Administration oversees the day-to-day operations for the State Library. The department manages the agency’s funds and property. Staff members continuously review the agency’s fiscal processes and procedures to ensure that the State Library acts in the most fiduciarily responsible way possible to leverage all funds. Staff assists various departments through special projects, state aid tracking, lottery documentation tracking, librarian certification, events/training assistance, and other items as needed.

The State Library continues to find innovative ways to recruit and hire a highly qualified, diverse staff. We value providing continuing education opportunities to our staff in order to foster expertise that meets the needs of our target audiences.

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STATEWIDE DEVELOPMENT - The department is responsible for a multitude of statewide projects. It includes Library Development and Grants, Statewide Services, Communications, and Talking Book Services.

LIBRARY DEVELOPMENT & GRANTS - This department offers assistance to librarians, trustees, and other interested persons regarding all aspects of library development, library programming, federal grants management, and library operations. In addition to possessing knowledge of general areas of library service, consultants have expertise in services to children and young adults, library management and planning, advocacy, public relations and marketing, and outreach services. The State Library helps local libraries become better equipped to encourage family literacy engagement and to combat low literacy with face-to-face services and sophisticated technology tools designed to meet developmental needs at every level.

Public Libraries – Through outreach efforts, the Library Development Department provides information sources to local library personnel and recommends best practices to ensure that public libraries operate effectively and that the public receives courteous and skilled service. Consultants design and administer library standards and statistical reports, train and support Library Trustees, and offer on-call support and assistance for library leadership. The State Library oversees the certification of professional librarians, which ensures the selection of competent personnel and the provision of high-quality library service.

Professional consultants develop and present workshops and webinars on a variety of topics designed to build skills and inform library staff, resulting in better service to the public. The State Library offers circulating STEM programming kits on robotics and virtual reality to facilitate growth of 21st century skills. In FY19, we embarked on a new initiative to instruct and inform the public about the importance of nutrition, food choice, and food preparation. The new South Carolina Read Eat Grow project brings cooking demonstrations to public libraries statewide and provides the Charlie Cart mobile kitchen to facilitate public programs that teach nutritional literacy.

In many communities, the local public library is the only place early learning opportunities are offered to children before kindergarten. The State Library made funds available for developing play/learning spaces for children aged 0-5 and their caregivers. The State Library also provides READsquared, an online tracking program for libraries to use to monitor local Summer Reading Program participation. With READsquared, libraries form stronger partnerships with school districts, encouraging automatic enrollment of students in public library reading programs. Through use of READsquared, libraries help prevent the well-documented “summer slide” in students’ reading activities and engagement.

Equity, Diversity, Inclusion – The State Library opened the Inclusive Services Center. The center features a variety of assistive technology and accessibility tools, as well as a circulating collection of materials related to equity, diversity, and inclusion in library services. The collection includes fiction for children and youth from diverse backgrounds, professional resources for library staff working with all ages, and materials in accessible formats, such as braille and sensory books.

Grant Management – The services described here are primarily funded in public libraries through subgrants and State Library administration of Federal Library Services and Technology Act (LSTA) funds, made available through the Institute of Museum and Library Services (IMLS). An annual cycle offers grant programs, such as Impact Grants of up to \$50,000 for targeted projects in individual counties. Funded projects in FY19 included a Make Station at the Sumter County Library designed to promote crafting, creating, collaborating, tinkering, and innovating by residents; G-Suite computer skills Learning Circles at Greenville County Library branches; and an intergenerational Moonrise Project space science program in Georgetown County. An average of 100 subgrants are awarded each fiscal year. Staff provided:

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- Strategic planning;
- Funds to purchase new bookmobiles;
- Funding for 10 Homework Help Centers in public libraries, including distribution of 195 free Mi-Fi devices to circulate to residents;
- 125 subgrants to fund programs and services in public libraries;
- Financial assistance for public library staff to attend accredited Library and Information Science degree programs;
- Summer Reading program subgrants for 39 libraries;
- 96 circulating kits outfitted with technology items and equipment, food literacy and Kitchen-in-a-Box components, and Let’s Talk About It book discussion items;
- 2,265 Day by Day Literacy Calendars to reinforce pre-reading skills for young children;
- 75 training opportunities for 1,832 public library staff participants in person and via online webinars
- 100 certifications for new professional librarians; and,
- 509 consultations for library directors and Trustees.

STATEWIDE SERVICES - The Statewide Services Department, created in 2016, is responsible for promoting awareness about and increasing visibility of the State Library’s services and resources. These services and resources include reference, research, programming, training, outreach, accessing our print and electronic collections, and circulation. We serve state employees, elected officials, public libraries, and all South Carolina citizens. This department is the first point of contact for all State Library visitors and communications liaisons and exemplifies how essential libraries are to our citizens. Staff also provide the public with free training and programming, both on-site and statewide. Our most successful ongoing workshops are Grants Research: Finding a Funder for Your Nonprofit Organization and Proposal Writing Basics. This year, we offered 45 grant workshops, with 239 individuals from the public in attendance. Additional performance measures indicate increasing growth and awareness in these service areas:

- The number of State Library visitors increased 72%; from 8,723 (FY18) to 15,042.
- Approximately 863 new library cardholders registered this year, demonstrating a steady increase of our library cardholders over the past two years.
- Circulation statistics increased 32% compared to FY18.
- The number of programs and trainings increased 160% in FY19, compared to FY18.

Project Highlights:

- The third annual Young Minds Dreaming poetry contest was open to all SC students in third to 12th grade; students had an opportunity to submit poetry and meet Juan Felipe Herrera, former U.S. Poet Laureate. The awards ceremony and lecture were well-attended and covered by SCETV. Over 500 students submitted poems this year, an increase of 3.8% from last year.
- The second year for the Cecil Williams’s traveling exhibit titled, *Unforgettable: Celebrating a Time of Life, Hope, and Bravery*, a photography exhibit that shares the important stories and events of the Civil Rights Movement in South Carolina. This exhibit is freely available to public libraries and museums across the state. Five SC public libraries have already hosted the exhibit, and it is booked until May 2020.
- The State Library hosted a Quilts of Valor exhibit and six Quilts of Valor award ceremonies to commemorate Veterans Day and honor South Carolina veterans. During the program series, family, friends, supporters, and the media visited the State Library to recognize the service and sacrifice of 19 remarkable South Carolina veterans who represented every branch of the military and served in Vietnam, Iraq, and Afghanistan. One attendee stated, “What a wonderful way to honor our servicemen and servicewomen.”

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COMMUNICATIONS - The Communications Department consists of the Communications Director, Public Information Coordinator, and User Experience Designer. Staff members in this department manage editing documents and reports for the agency, coordinate social media (including Facebook, Twitter, Instagram, Pinterest, YouTube, and LinkedIn), and assist with advertising and marketing. Staff members also produce the library’s podcast (LibraryVoicesSC), provide signage audits to public and academic libraries statewide, write press releases, provide weekly and monthly email marketing, manage nine statewide websites and an intranet, and provide graphic design for all departments. Project highlights:

- LibraryVoicesSC podcast episode downloads 3,200
- Facebook followers 2,920
- Tweets 800
- Twitter followers 6,500
- Instagram followers 1,227
- Instagram posts 133
- YouTube channel views 4,800
- YouTube watch time 318.3 hours
- LinkedIn page views 305
- Communications Director presented at the National Association of Rural and Small Libraries annual conference in Springfield, IL about the subject of library signage.
- Coordinated quarterly statewide Social Media in Government Idea Exchanges held at the library with a total of 81 attendees.
- Public Information Coordinator initiated Tail Waggin’ Tutors therapy dog literacy program at local hospitals, nursing homes, and at public libraries throughout the state.

TALKING BOOK SERVICES - The South Carolina Talking Book Services (TBS) Department strives to fulfill, on the state and local level, the mandate set forth by the National Library Service (NLS) for the Blind and Physically Handicapped: “That all may read.” The primary goal of TBS is fostering of a lifelong love of reading through audiobooks that can be delivered on cartridge and played on specialized talking book machines or downloaded to personal devices via the BARD app. TBS also offers braille and large print book circulation. The NLS mandate requires that qualified patrons be blind or physically unable to hold a printed book; however, a physician may also certify those possessing cognitive disabilities, such as dyslexia, ADD/ADHD, and other disorders stemming from organic means or temporary brain dysfunction. Engaging and qualified Reader Advisors are on call to answer patron questions, Monday through Friday, from 8:30 a.m. until 5:00 p.m., and all cartridges and equipment are mailed, free of charge, through the U.S. Postal Service to participating patrons. At no time are fees assessed for this service.

Project highlights:

- Total number of active TBS patrons 5,274
- Total number of calls fielded by Reader Advisors 14,686
- Total FY19 Circulation (digital books, large print, and DVDs) 199,204
- Total number of digital book machines checked out 1,131
- Total number of BARD patrons 651
- Total FY19 BARD downloads 42,074
- Donations received 9,880 dollars
- Hours of volunteer service 2,000 (approximately)

LIBRARY RESOURCES AND SERVICES - This department is responsible for many statewide projects. It includes SCLENDS, Information & Technology, Collections & Digitization, and Electronic Resources.

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SCLENDS – (South Carolina Library Evergreen Network Delivery System) is a collaboration of 20 county libraries and the State Library. Consortium members enjoy a shared catalog of books, audio, and video materials, and membership remains open to interested libraries: SCLENDS currently serves almost one-half of the state’s population. Any South Carolina resident in a SCLENDS member county may obtain a card for access to 2,729,934 items. The State Library maintains the integrity of the catalog and provides technical support for member libraries. Member libraries experience enormous tangible benefits:

- The SCLENDS online catalog is open 24/7 for searching and requesting books, audio materials, DVDs, and digital items, using any browser, from any electronic device. Innovative features in the catalog allow SCLENDS members to customize their searching and borrowing process.
- Last year, 3,022,899 SCLENDS items were borrowed through a dedicated cost-effective inter-county delivery service. Member libraries save the costs of purchasing and processing shared library materials.
- SCLENDS serves approximately 1.5 million residents and has 724,094 active cardholders.
- Approximately 73% of the residents in member counties have an SCLENDS library card.
- Lee County Library, the smallest library system in SCLENDS, houses a collection of 29,630 items. By expanding the collection through resource sharing with the other member libraries, the number of items available to Lee County library patrons has increased by 9,589%.

The consortium remains strong and continues to grow in the following ways:

- SCLENDS routinely undertakes projects to enhance the user experience and to contribute to Evergreen development. In FY19, the consortium implemented new maintenance procedures, committed funding to Evergreen enrichment projects, and updated both the patron and bibliographic databases.
- The consortium upgraded to the latest version of the Evergreen ILS, which enhances the flexibility and agility of library services by allowing all library functions to be portable. This gives libraries opportunities to create unique outreach projects.
- The consortium was represented in national presentations and panels at both the Evergreen International Conference and the American Library Association (ALA) Annual Conference.
- SCLENDS features active member-driven workgroups that operate with the oversight of an Executive Board. Member input directly guides development and improvements and thus reflects the specific wishes of staff and patrons who use SCLENDS.
- Staff at SCLENDS libraries are able and encouraged to contact fellow member libraries across the state for support, advice, and to brainstorm.

INFORMATION & TECHNOLOGY - Our IT Services Department provides technology assistance to public libraries in South Carolina. During the last fiscal year, assistance ranged from technology infrastructure assessments to onsite implementation. A major point of focus was assisting public libraries with taking advantage of Federal E-Rate funds for network infrastructure improvements. Project highlights:

- The department assisted the Chesterfield, Dillon, Newberry, Saluda, Marion, Cherokee, Sumter, Greenwood, Allendale-Hampton-Jasper, Georgetown, Darlington, Orangeburg, Williamsburg, Colleton, Horry, and Spartanburg library systems with filing for Category 2 E-Rate funds for the first time. Funding applications totaled \$1,271,159.42.
- Provided technical lead assistance for the Aiken, Bamberg, Barnwell, and Edgefield (ABBE) Regional Library System during the AT&T ASE migration. Staff worked with AT&T and SEGRA to migrate 14 branch locations to AT&T’s ASE Network. Assistance included hands-on reconfiguration of network infrastructure that saved the library system thousands of dollars.
- Staff members acted as the technical lead for the Chesterfield Library System to address poor network performance between branch locations, which greatly hindered the library system efforts to serve

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their communities. Working with network service providers, SEGRA and Sandhills Telephone Co-op, staff helped solve issues that had plagued the library system for years.

- Provided the technical assistance to the Marion Library System to work with their vendor to identify and implement the best solutions to address the library system’s troubled phone and network infrastructure. Staff provided guidance, recommendations, and product specifications.
- We also collaborated with a vendor to provide a Security Awareness pilot training program to the Charleston, Kershaw, and York County Public Library systems.

COLLECTIONS & DIGITIZATION - The Collection Management & Digitization department coordinates the selection, purchasing, organization, and access to the print and electronic collections of the State Library. The collection includes library science, leadership and management, governance, technology, and South Carolina-related titles. The State Library also serves as the official State depository for all state publications and is a Federal depository. This year, we increased our training with state agencies for better compliance with the State Documents Depository Program. We also provide online access to historic documents, books, and images as well as cultivate partnerships to make historic and cultural materials easily available online. Department highlights:

- Hosted Annual State Documents Training attended by 27 State employees, representing 23 State agencies. Additional training sessions were provided to the Public Service Commission; Human Affairs Commission; Department of Health and Human Services, Parks, Recreation and Tourism; Public Employee Benefit Authority.
- Our annual Notable State Documents program recognized 12 state documents as exemplary, based on criteria such as the document’s appeal to a large audience or its ability to provide significant information to the public.
- The South Carolina State Documents Depository currently provides access to 27, 742 State document items, an increase of 3,021. During the FY19, these collections had 284,111 page views, a 45% increase from FY18.
- 12 State Document Depository Library systems (11 South Carolina libraries and the Library of Congress) received a quarterly shipment with 975 items, both monographs and serials. The libraries also received a monthly New State Documents publication with links to and descriptions of online state documents and the updated State Documents Program Manual.
- At the end of FY19, there were 5,804 technology-related titles available through the Safari Ebook database and 182,438 titles available through Ebook Central, accessible with a South Carolina State Library card.
- 1,983 items were added to the State Library print collection, not including magazine issues.
- Through the Cataloging Record Distribution Program, 2,531 electronic federal documents have been added to the SCLENDS library catalog.
- Digitization projects of note this fiscal year include:
 - *Sandlapper Magazine, Images* magazines from the South Carolina State Museum;
 - South Carolina State Board of Health annual reports;
 - Record of the Minutes of the Paul Hayne Circle in Oconee County;
 - State Parks newsletters, as part of a collaboration with Clemson University Libraries;
 - Transcription work for the Abstract of Voter Registrations to the Military Government, 1868, which provided assistance to Barnwell and Williamsburg Counties.
- The State Library continued collaborating with the South Carolina Confederate Relic Room and Military Museum, scanning and creating metadata for the Colin J. McRae Papers collection; 100 documents are now online and available.
- Increased social media engagement about our collections, including increased use of Twitter and Instagram, and launched a new podcast series “From Our Collections,” with episodes about Helen von Kolnitz Hyer, Maria Martin, and publications about outdoor activities in the state.

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- Staff completed the Library of Congress Name Authority Cooperative Program (NACO) training and can now contribute authority records for agents, places, works, and expressions. South Carolina-related authors and places will be better represented in this critical source for authoritative data.

ELECTRONIC RESOURCES - The Electronic Resources Department administers Discus – South Carolina’s Virtual Library as well as select online resources for State Library card holders. The Discus collection of more than 50 subscription databases is used by K-12 schools, public libraries, and academic institutions. All K-12 schools, including charter, virtual, public, home, and private schools, use Discus extensively for research, learning, and programming. The overall Discus usage has decreased from the previous year, but that can be attributed to three factors:

- 1) Britannica Digital Learning over counted certain activity and has updated their technology to correct the error;
- 2) Refinement of database usage by vendor partners continues to ensure consistency across platforms for COUNTER reports; and
- 3) Interactive resource usage requires different analysis than calculating usage by article retrievals.

Students are engaged by videos, helpful tools, and educational games found in Discus. They are also able to use time productively when researching topics and retrieving full-text articles.

Program highlights:

- The Discus collection had 13,972,252 retrievals of online books, academic journals, primary sources, videos, and more.
- EZproxy software, a central authentication solution that provides access without obstacles, ensured a seamless access rate of 98% during FY 2018-19, ensuring South Carolinians using Discus are automatically granted access, reducing the need for a username and password.
- The statewide subscriptions for Nursing Resource Center and the Nursing and Allied Health Collection were replaced with Career Transitions.
- Learn360, a multimedia database for pre-K through 12th grade, was purchased for K-12 and academic education programs.
- Magic School Bus was added to Discus and integrated into Learn360.
- AutoMate, a robust, up-to-date automotive resource, replaced Auto Repair Reference Center.
- StudySC usage for FY19 was 40,502 sessions. Copyright-appropriate images, Britannica articles, and additional appropriate resources were added to over 300 of the glossary term pages.
- A new “Notable Women of South Carolina” page, highlighting women who have made achievements in art, literature, education, politics, and science, was added. A documentary created by the South Carolina Army National Guard that highlights the work of artist Willard Hirsch was also added.
- The South Carolina Book Award nominees were added, with a description, cover image, and vetted links to author biographies, book reviews, NovelList, and other appropriate educational content. For educators, over 640 South Carolina-related lesson plans are now searchable by subject, grade level, or keyword.
- An alt text audit of the website was conducted to assess accessibility, and updates were made to make the entire website more accessible for screen reader technology.
- 11,220 items were accessed in NewsBank: America’s Newspapers by State Library card holders.
- 14,188 titles were accessed in Safari Books Online by State Library card holders.
- Staff assisted the eLearning Pilot program through onsite training and recorded videos for Discus overview, educator tools, and multimedia integration.

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RISK ASSESSMENT AND MITIGATION STRATEGIES - The South Carolina State Library’s mission, vision, strategic directions, and goals are in alignment with our financial budget structure, planned projects, and agency objectives. All goals and objectives were met during this review period; mitigation strategies are not necessary at this time. However, three areas of future concern are noted below:

1. Personnel Costs: The staff of the State Library are experts in their field. Their commitment drives our ability to provide quality resources for our patrons. We are finding it increasingly difficult to compete and retain qualified staff, due in large part to the increasing costs associated with employee benefits and retirement contribution and the lack of funding available for increases to salary.
 - a. Potential most negative impact: an inability to hire and retain qualified personnel, resulting in an inability to provide quality programs and resources.
 - b. Outside help to mitigate impact: a cap on the costs associated with employee benefits and retirement contribution will attract potential applicants to the State of South Carolina. Additionally, the ability to compensate staff at a higher rate will allow the State to recruit and retain the most qualified employees.
2. Statewide Consortia Purchases: The State Library is fiscally responsible: we diligently negotiate multi-year purchases that will provide the largest statewide impact. While Discus is the primary learning tool for students statewide, we regularly identify additional resources that could be of value to teachers and the K-12 community. However, funding limitations prevent us from procuring and sustaining the necessary resources.
 - a. Potential most negative impact: disparate resources in the state will continue to leave the most vulnerable and in-need South Carolinians without the essential resources to be successful in school and the work environment.
 - b. Outside help to mitigate impact: partnerships with other state agencies with similar missions could reduce the cost burden of electronic resources through negotiation of consortia purchases. By pooling our resources, we could provide equal access to additional shared resources for the entire state, not just certain areas of the state that are well funded.
3. Aging Facility: The State Library’s physical building is aging (built in 1968-69), and, therefore, more renovations are regularly needed to keep pace with business operations and number of staff. These can be costly, and we must rely on General Services as well as outside contractors for items not covered by General Services.
 - a. Potential most negative impact: the Department of Administration’s General Services has limited staffing and is not always able to respond in a timely manner, with a wait time frequently being six months or longer. Additionally, repairs or renovations to the building can be costly. There does not seem to be a plan to update or address building needs past mitigation of major issues. The building must be maintained and updated in order to meet the changing needs of our customers.
 - b. Outside help to mitigate impact: the General Assembly to allocate funding directly to State Agencies to address updating buildings for functionality.

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Libraries serve as educational institutions for an informed populace.							
	S		1.1		Provide Discus online resources statewide							
	M			1.1.1	Usage of Discus online resources (SC total usage)	17,537,209	18063325	13,972,252	7/1/18-6/30/19	Obtained from vendor reports.	Grand total reported. Error in previous year figures discovered.	Shows usage of Discus databases for homework and informational purposes by citizens. Decrease in views due to changes in databases offered.
	M			1.1.2	Number of training sessions provided for Discus users statewide	140	144	126	7/1/18-6/30/19	Simple tally	Total for the period reported	Direct contact with users stimulates understanding and usage of the resources. Decrease in sessions due to staff workload.
	M			1.1.3	Number of trained in skills development workshops	5,602	5770	5,854	7/1/18-6/30/19	Tally of attendance	Total for the period reported	Direct contact with users stimulates understanding and usage of the resources. Increase may be due to offering more online options.
	S		1.2		Provide access to statewide catalog (SLENDS Consortium)							
	M			1.2.1	Number of registered cardholders in SLENDS	1,088,112	1,142,517	724,094	7/1/18-6/30/19	System report	Simple tally for the period reported	Citizens are using library materials in greater numbers in libraries that are members of the cooperative system. Decrease due to database purges.
	M			1.2.2	Number of materials available through the SLENDS catalog	2,835,396	2,892,103	2,729,934	7/1/18-6/30/19	System report	Simple tally for the period reported	Demonstrates the purchasing power of the cooperative system. Decrease due to database purges.
	M			1.2.3	Number of materials circulated through the SLENDS catalog	3,036,874	3,097,611	3,022,899	7/1/18-6/30/19	System report	Simple tally for the period reported	Citizens are using library materials in greater numbers in libraries that are members of the cooperative system. Decrease due to database purges.
	S		1.3		Disburse funds to meet agency objectives for public libraries							
	M			1.3.1	Number of subgrants to fund local projects	82	85	108	7/1/18-6/30/19	Simple tally for the period reported	Total for the period reported	Local libraries are motivated to develop improvements to services. Increase due to increased promotion.
	M			1.3.2	Amount of State funds to support local libraries	\$13,156,515	\$14,077,471	\$13,740,961	7/1/18-6/30/19	Agency fiscal reports	Grand total of funds committed to the Agency from State sources.	The State has responded to advocacy for library services from citizens. Increase due to increased funding.
	M			1.3.3	Number of library systems receiving Summer Reading program grants	39	42	42	7/1/18-6/30/19	State Library unit reports (Library Development and Finance Office)	Total for the period reported	Summer reading continues to be an important program for increasing reading enjoyment and achievement for families. Increase due to increased promotion.
	S		1.4		Provide certifications and consultation service to public libraries							

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.4.1	Number of library certifications provided to public library staff	41	50	100	7/1/18-6/30/19	Simple tally	Total for the period reported	Library professional workforce is increasing in response to public use of libraries. Increase due to increased number of librarians in the profession and promotion.
	M			1.4.2	Number of consultations provided to public library staff	629	692	520	7/1/18-6/30/19	Simple tally	Total for the period reported	Library staff respond to additional support and resources offered by the State Library. Decrease due to staff vacancies and transition.
Healthy and Safe Families	G	2			Library services respond to focused needs of South Carolina citizens							
	S		2.1		Provide Talking Book Services statewide							
	M			2.1.1	Volunteer hours spent assisting Talking Book Services programs	60	100	2,000	7/1/18-6/30/19	Simple tally	Total for the period reported	Demonstrates popularity of Talking Book Services. Increase due to increased number of volunteers and how hours tracked.
	M			2.1.2	Number of Talking Book Services registered patrons statewide	5,590	5,600	5,274	7/1/18-6/30/19	System report	Total for the period reported	Talking Books is an essential service for the senior and blind population. Decrease may be due to deaths and/or patrons moving out of state.
	M			2.1.3	Number of Talking Book Services items used annual by patrons statewide	211,678	215,911	199,204	7/1/18-6/30/19	System report	Total for the period reported	Talking Books is an essential service for the senior and blind population. Decrease may be due to deaths and/or patrons moving out of state.
Public Infrastructure and Economic Development	G	3			State employees engage in excellent government practice							
	S		3.1		Provide training opportunities on how to use SCSL resources							
	M			3.1.1	Number of SCSL workshops and webinars offered	83	90	249	7/1/18-6/30/19	Simple tally	Total for the period reported	The State Library responds to diverse needs and interests of citizens. Increase is due to providing more online options.
	M			3.1.2	Number of SCSL workshop attendees	2,311	2,400	2,845	7/1/18-6/30/19	Tally of attendance	Total for the period reported	Demonstrates the interest of citizens in self improvement through training and other events. Increase is due to providing more online options.
	S		3.2		Provide electronic materials to support state employee workforce							
	M			3.2.1	Number of items in electronic materials collection	180,214	185,620	188,242	7/1/18-6/30/19	System report	Total for the period reported	State Library responds to interest of users in obtaining information and resources in electronic formats. Increase due to number of items offered in databases.
	M			3.2.2	Number of electronic materials retrieved	10,234	10,541	14,831	7/1/18-6/30/19	System report	Total for the period reported	Demonstrates use of electronic materials. Increase in use may be due to promotion and access.
	S		3.3		Provide access to born digital state documents							

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			3.3.1	Number of items in the State Documents Digital Depository	24,721	27,200	27,742	7/1/18-6/30/19	System report	Total for the period reported	State Library responds to interest of users in obtaining State-produced information and resources in electronic formats. Increase due to increased staffing levels and outsourcing.
	M			3.3.2	Number of visits to the State Documents Digital Depository	194,788	214,000	284,111	7/1/18-6/30/19	System report	Total for the period reported	Demonstrates use of State-produced electronic materials. Increase due to promotion and search engine optimization (SEO).
Education, Training, and Human Development	G	4			Young children will be better prepared for school							
	S		4.1		Provide access to early literacy materials							
	M			4.1.1	Number of Day by Day Early Literacy calendars to childcare facilities	11,406	11,750	7,100	7/1/18-6/30/19	Simple tally	Total for the period reported	The Calendar appeals to families who are wish to prepare young children for growth and learning. Decrease due to staff vacancies and transition.
	S		4.2		Improve reading skills statewide							
	M			4.2.1	Number of people of all ages registered for Summer Reading Programs	131,842	135,000	120,489	7/1/18-6/30/19	Reported statewide by participating libraries	Total	Demonstrates statewide enjoyment of reading and participation in library events.
	M			4.2.2	Number of Young Minds Dreaming poetry contest submissions	493	507	513	7/1/18-6/30/19	Tally of submissions	Total	Demonstrates statewide enjoyment of reading and writing. Increase due to growing interest and promotion.
	S		4.3		Provide access to Standards-based online resources							
	M			4.3.1	Number of visits to StudySC homework help website	212,466	233,712	208,534	7/1/18-6/30/19	Google analytics report	Total	Shows youth patron usage of resource for homework assistance.

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-2020			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Innovation: Providing guidance for excellence in library services							
	S		1.1		Support training for delivery of excellence in 21st century library service							
	M		1.1.1		Number of individuals reached with email marketing updates to promote programs and training opportunities	227,244	230,000		July 1, 2019-June 30, 2020	Communications Department	Total of departmental and general weekly and monthly emails sent out through Constant Contact email marketing system	To determine marketing reach and if we are targeting the right audiences.
	M		1.1.2		Number of Discus training screencasts provided	0	10		July 1, 2019-June 30, 2020	Electronic Resources Department	Statistical count	To determine marketing reach and if we are targeting the right audiences.
	M		1.1.3		Number of views of Discus training screencasts	0	200		July 1, 2019-June 30, 2020	Electronic Resources Department	Statistical count	To determine marketing reach and if we are targeting the right audiences.
	S		1.2		Address disparities in the library profession							
	M		1.2.1		Number of outreach activities and training sessions conducted	249	275		July 1, 2019-June 30, 2020	Library Development Department	Total number of training sessions offered by the library including exchanges, webinars, etc.	To determine marketing reach and if we are targeting the right audiences.
	M		1.2.2		Number of library certifications provided to public library staff	100	125		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	To understand if certifications are increasing or decreasing in the time period.
	M		1.2.3		Number of consultations provided to public library staff	520	550		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	To understand consultant staffing and public library needs.
	S		1.3		Identify new projects to address needs of underserved							
	M		1.3.1		Number of items circulated from the Inclusive Services Collection	7	50		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	To determine marketing reach and if we are targeting the right audiences.
	M		1.3.2		Number of Accessibility Audits of public libraries	0	5		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	To determine accessibility needs of public libraries and related organizations.
	M		1.3.3		Number of public library Read to Succeed Summer Camp Book Projects	10	13		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	Providing assistance to public libraries in the facilitation of learning for students.
Education, Training, and Human Development	G	2			Collaboration: Sustaining and enhancing relationships with partners							
	S		2.1		Strengthen relationships and communication among libraries							
	M		2.1.1		Number of locations receiving promotional project kits	1478	1500		July 1, 2019-June 30, 2020	Library Development Department	Total number of public schools, libraries, and partners that receive promotional kits (to include Discus (SC's Virtual Library), SCLENDS (Online Multi-County Catalog , Talking Book Services)	To determine marketing reach and if we are targeting the right audiences.
	M		2.1.2		Number of library programming kit circulations	296	315		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	To determine marketing reach and which libraries to specifically target.
	S		2.2		Demonstrate how libraries are essential							

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-2020			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			2.2.1	Number of training sessions provided to trustees and friends groups	20	28		July 1, 2019-June 30, 2020	Library Development Department	Statistical count	To determine marketing reach and which libraries to specifically target.
	S			2.3	Facilitate informed governance and civic responsibility							
				2.3.1	Number of Document Depository training sessions provided	2	4		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	To determine marketing reach and which state agencies to specifically target.
	M			2.3.2	Number of attendees/views of Document Depository training	95	150		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	To determine marketing reach and which state agencies to specifically target.
	M			2.3.3	Number of training sessions on Equity, Diversity, and Inclusion provided	27	32		July 1, 2019-June 30, 2020	Library Development Department, Talking Book Services	Statistical count	To determine marketing reach and which libraries and organizations to specifically target.
Government and Citizens	G	3			Participation: Providing equitable access to information							
	S			3.1	Monitor electronic resource offerings							
	M			3.1.1	Usage of Discus online resources retrieved	17,537,209	17,600,000		July 1, 2019-June 30, 2020	Electronic Resources Department	Statistical count	Shows academic usage of Discus databases for homework and informational purposes by citizens
	M			3.1.2	Number of LibGuides provided online	34	37		July 1, 2019-June 30, 2020	Communications Department	Statistical count	To determine marketing reach and which audiences to specifically target.
	M			3.1.3	Number of online visits to LibGuides	206,388	210,000		July 1, 2019-June 30, 2020	Communications Department	Statistical count of pageviews via analytics	To determine marketing reach and which audiences to specifically target.
	S			3.2	Review and negotiate collaborative statewide access purchases							
	M			3.2.1	Number of items in electronic materials collection	188,242	190,000		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	Response to interest of patrons in obtaining information and resources in electronic formats.
	M			3.2.2	Number of electronic materials retrieved	14,831	15,000		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	Response to interest of patrons in obtaining information and resources in electronic formats.
				3.2.3	Number of items retrieved from Historical Black Newspaper Collection	0	780		July 1, 2019-June 30, 2020	Statewide Services Department	Statistical count	Response to interest of patrons in obtaining information and resources in electronic formats. This is a new resource.
Government and Citizens	G	4			Preservation: Protecting and promoting cultural heritage							
	S			4.1	Showcase programs and resources							
	M			4.1.1	Number of cultural awareness programs offered	7	9		July 1, 2019-June 30, 2020	Statewide Services Department	Total number of programs offered in-house and at other venues	Response to interest of patrons in attending this type of programming.
	M			4.1.2	Number of attendees at cultural awareness programs	250	275		July 1, 2019-June 30, 2020	Statewide Services Department	Statistical count	Response to interest of patrons in attending this type of programming.
	S			4.2	Lead statewide digitization initiative							

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-2020			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			4.2.1	Number of items in the State Documents Digital Depository	27,742	31,000		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	Response to interest of patrons in obtaining state-produced information and resources in electronic formats.
	M			4.2.2	Number of visits to the State Documents Digital Depository	284,111	360,000		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	Response to interest of patrons in obtaining state-produced information and resources in electronic formats.
	S			4.3	Curate a South Carolina-related published collection							
	M			4.3.1	Number of SCSL and partner items added to the South Carolina Digital Library	169	200		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	Response to interest of patrons in obtaining state-produced information and resources in electronic formats.
	M			4.3.2	Number of visits of SCSL items via the South Carolina Digital Library	6,515	6,841		July 1, 2019-June 30, 2020	Collection Management & Digitization Department	Statistical count	Response to interest of patrons in obtaining state-produced information and resources in electronic formats.
	M			4.3.3	Number of Podcasts provided	41	44		July 1, 2019-June 30, 2020	Communications Department	Statistical count	Response to interest of patrons in obtaining state-produced information and resources in electronic formats.
	M			4.3.4	Number of Podcast downloads	3,200	3,300		July 1, 2019-June 30, 2020	Communications Department	Statistical count	Response to interest of patrons in obtaining state-produced information and resources in electronic formats.

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Program Template

Program/Title	Purpose	FY 2018-19 Expenditures (Actual)				FY 2019-20 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Personal services and operating expenses; services to government	\$929,499.13	\$7,610.55	\$148,471.21	\$1,085,580.89	\$961,105.84	\$0.00	\$110,717.35	\$1,071,823.19	1.1.1-1.4.2
II. Talking Book Services	100% of needed funding for TBS personnel and operations; services to low-vision citizens	\$415,864.00	\$10,713.37	\$115,289.59	\$541,866.96	\$360,174.00	\$0.00	\$222,721.51	\$582,895.51	2.1.1-2.2.3
III. Library Resources & Services	Provision of electronic services to citizens (Discus, SCLENDS)	\$2,643,834.05	\$0.00	\$998,456.58	\$3,642,290.63	\$2,980,556.87	\$0.00	\$1,174,783.63	\$4,155,340.50	1.1.1-1.2.3, 3.2.1-3.3.2, 4.3.1
IV. Statewide Development	Support and services to public libraries including State Aid and federal subgrants	\$9,321,232.48	\$4,316.80	\$873,750.99	\$10,199,300.27	\$10,532,767.50	\$3,500.00	\$1,103,489.94	\$11,639,757.44	1.3.1-1.4.2, 3.1.1-3.1.2, 4.1.1
V. Employer Contribution	Fringe benefits	\$13,880,652.76	\$22,640.72	\$2,439,820.07	\$16,343,113.55	\$426,919.00	\$0.00	\$276,810.00	\$703,729.00	All measures

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	60-1-10	State	Statute	Establishment of South Carolina State Library; State Library Board; appointment and terms of office of board members; vacancies.	No	No - Does not relate directly to any agency deliverables		
2	60-1-20	State	Statute	Chairman and vice-chairman of board; other officers; board meetings; compensation of board members.	No	No - Does not relate directly to any agency deliverables		
3	60-1-30	State	Statute	Director of State Library; qualifications; evaluation and term of office.	No	No - Does not relate directly to any agency deliverables		
4	60-1-40	State	Statute	Duties and authority of board.	Yes	Yes	Other service or product our agency must/may provide	Library and information services to state government, South Carolina libraries, and the citizens of the State
5	60-1-50	State	Statute	Duties of director.	Yes	Yes	Other service or product our agency must/may provide	Provide advice and technical assistance to public and other libraries, agencies of the State, political subdivisions, and planning groups concerning library services and operations
6	60-1-60	State	Statute	Duties of State Library in executing library policy.	Yes	Yes	Other service or product our agency must/may provide	Development and extension of library services throughout the State
7	60-1-70	State	Statute	State Library to provide research services to General Assembly and others.	Yes	Yes	Other service or product our agency must/may provide	Provide library and library research services to the General Assembly, state officers and agencies, and state government employees
8	60-1-80	State	Statute	State Library to provide assistance to public libraries and county governments.	Yes	Yes	Other service or product our agency must/may provide	Provide advice and assistance to public libraries, library boards, and county governments in matters concerning the establishment, support, operation, improvement, and coordination of library services
9	60-1-90	State	Statute	Administration of state and federal grants to public libraries; eligibility for grants.	Yes	Yes	Distribute funding to another entity	
10	60-1-100	State	Statute	Services of libraries open to public; fees for certain services; provision for penalties.	Yes	No - Does not relate directly to any agency deliverables		
11	60-1-110	State	Statute	State Library to assist libraries of state institutions.	Yes	No - Does not relate directly to any agency deliverables		State insitutional libraries request assistance on an as needed basis.
12	60-1-120	State	Statute	Library services to be rendered to blind and physically handicapped readers.	Yes	Yes	Other service or product our agency must/may provide	Provide library service to the blind and physically handicapped readers in cooperation with the United States Library of Congress
13	60-1-130	State	Statute	State Library to promote cooperation among governmental bodies and libraries for the sharing of resources.	Yes	No - Does not relate directly to any agency deliverables		
14	60-1-140	State	Statute	State Library to establish statewide library network.	Yes	Yes	Other service or product our agency must/may provide	Operate a statewide library network to facilitate the sharing of resources and information among South Carolina libraries

15	60-1-150	State	Statute	Authority of public libraries to participate in statewide library network; authority of director to allow participation.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
16	60-1-160	State	Statute	State Library to receive statistical reports from libraries.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
17	60-1-170	State	Statute	Authority of director to cooperate with United States Department of Education and other agencies in the administration of funds.	Yes	No - Does not relate directly to any agency deliverables		
18	75-1	State	Regulation	State Aid to Public Libraries: Regulations	Yes	Yes	Distribute funding to another entity	
19	75-2	State	Regulation	Certification of Public Librarians: Regulations	Yes	Yes	Other service or product our agency must/may provide	Four types of public library certificates for professional and pre-professional staff

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Customer Template

Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry Name; (2) Professional Organization; Name; (3) Public; Demographics.</i>	Divisions or Major Programs	Description
Discus - South Carolina's Virtual Library	School Districts	Public: statewide access to schools, libraries, and the general population	Electronic Resources	Provides electronic resources for the public and the K-12 community. Ensures delivery of online databases and other electronic resources providing information for the public, especially students in South Carolina schools
Public library consulting services	Local Govts.	South Carolina public libraries	Library Development	Consults and provides training and other services to county public libraries statewide. Support, strengthen and develop public library operations and staff
Audio books and related services for the blind, visually impaired, or physically handicapped.	General Public	Public: statewide access to the general population	Talking Books Services	Provides services and books in formats for the blind, low vision, physically handicapped. Statewide delivery of audio and print materials for customers with disabilities
Research services	Legislative Branch	State government	Statewide Services	Provides research for state government employees and elected officials as it relates to their position in state government.
Research services	Executive Branch/State Agencies	State government	Statewide Services	Provides research for state government employees and elected officials as it relates to their position in state government.
Research services	Judicial Branch	State government	Statewide Services	Provides research for state government employees and elected officials as it relates to their position in state government.
Research services, cultural awareness programs, author talks	General Public	General Public, South Carolina residents	Statewide Services, Statewide Development	Provides research, educational events to the general public.
Access to State Government documents (digitized and physical)	Executive Branch/State Agencies	State government, general public	Collection Management & Digitization	Provides online and physical access to documents and materials for research.
SCLENDS - multi-county consortium shared online catalog of materials	General Public	Public: statewide access to the general population	SCLENDS	Provides access to a consortium of 20 county libraries and the State Library . SCLENDS libraries share a single catalog, which means that patrons can search for items at any of the libraries as easily as they search for items at their home library.
Day by Day SC - family literacy calendar and website	General Public	Public: statewide access to the general population and targeted to family literacy groups	Statewide Development	The South Carolina Day by Day Family Literacy Calendar is designed to be a tool that families, caregivers, educators, and librarians can use at home and in the classroom to further develop early literacy skills that help young children become prepared for, and to do better in, school.
Literacy 2030	General Public	Public: statewide access to the general population and targeted to literacy groups	Statewide Development	Literacy 2030 addresses South Carolina's literacy efforts through improved community collaboration. The South Carolina State Library leads the Literacy 2030 initiative with many allies who develop community partnerships, align services, advocate for increased literacy, and build capacity to move the literacy rate in South Carolina towards 100 percent. This partnership is designed to support libraries in becoming a convening voice in the state around literacy, uniting stakeholders under an admittedly challenging, yet important goal.
SC Read Eat Grow	General Public	South Carolina public libraries and targeted groups	Statewide Development	SC Read Eat Grow is an initiative started by the South Carolina State Library in an effort to increase information regarding and access to healthy food.
StudySC	School Districts	Public: statewide access to schools, libraries, and the general population	Electronic Resources, Collections & Digitization	Provides web resources for K-12 homework help, projects, and more. It also provides teachers with lesson plans and other content to support classroom activities.

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027

Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
Assistive Technology Advisory Committee (ATAC)	State Government	Serve on advisory committee and cross promotes assistive technology to special populations	2, 3
South Carolina Center for Children's Books and Literacy	Higher Education Institute	Work collaboratively on literacy initiatives for children and adults including the annual Read-In and annual Literacy Leaders awards	4
K-12 Technology Committee	K-12 Education Institute	Attend meetings, make decisions related to technology/connectivity and statewide access in libraries and schools	4
South Carolina Commission for the Blind	State Government	Cross promotion of services available via Talking Book Services and assistive technology	2
South Carolina School for the Deaf and the Blind	K-12 Education Institute	Talking Book Services sponsors annual art contest for students and promotes reading/literary services	2, 4
South Carolina Humanities	Non-Governmental Organization	Cross promotes literary events/programs such as LTAI (Let's Talk About) Book discussion program to libraries statewide, author talks	1
Association of Public Library Administrators	Professional Association	Works with library development and statewide services to host workshops and other educational opportunities to the state's public library administrators; Cross promotes events and programs	1
Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP)	Non-Governmental Organization	Staff members serve on board and provide guidance and advice on issues related to preservation of materials	1
SC Library Evergreen Delivery System (SCLENDS)	Local Government	Serves as coordinating agency for 20 county consortium. SCLENDS libraries share a single catalog, which means that patrons can search for items at any of the libraries as easily as they search for items at their home library. Items are delivered to requesting partner library	1
South Carolina Library Association	Professional Association	Staff members serve on board and provide guidance and advice on issues related to all types of libraries	1
South Carolina Association of School Librarians	Professional Association	Staff members provide guidance and advice on issues related to school libraries. Partners to provide annual Read-In at the State House	1, 4
Partnership Among South Carolina Academic Libraries (PASCAL)	Professional Association	Involved in digitization projects which bring together the significant books, newspapers, images, manuscripts and media that contribute recognition and understanding to the history and culture of state of South Carolina. Digitization provides the availability of a statewide virtual collection of key documents of South Carolina history for K-12 students, college students and faculty, researchers and other citizens.	1
University of South Carolina School of Library and Information Science	Higher Education Institute	Provide internship and volunteer opportunities for students from bachelor's to doctoral level; serve on advisory committees	1
South Carolina Department of Archives & History	State Government	Partner on digitization projects (see PASCAL above)	1, 3
South Carolina Arts Commission	State Government	Partner on statewide literary projects	3
South Carolina ETV	State Government	Partner on statewide literary projects	1, 3
South Carolina Business One Stop	State Government	Partner on promoting workforce development information	3

Agency Name:	STATE LIBRARY					Fiscal Year 2018-2019		
						Accountability Report		
Agency Code:	H870	Section:	027	Report and External Review Template				
Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	Report	South Carolina Annual Public Library Statistics Report	Institute of Museum and Library Services	Federal	Annually	March 1, 2019	Broad range of data submitted by public libraries about budget, personnel, collections, services, and other aspects of library services	Final reports posted on SCSL website: http://statelibrary.sc.libguides.com/c.php?g=11804&p=529530
2	Report	South Carolina State Library LSTA Report	Institute of Museum and Library Services	Federal	Annually	December 31, 2019	Financial report annually and narrative evaluation at five year intervals on the expenditure of Federal funds through the Library Services and Technology Act annual grant	Final reports and Five Year Evaluation reports available on IMLS website: https://www.ims.gov/grants/grants-state/five-year-evaluations
3	Report	Annual audit	State	State	Annually	December 31, 2019	Financial audit	Contact agency Finance Director Celina Fields, cfields@statelibrary.sc.gov