SOUTH CAROLINA STATE MUSEUM

Executive Director

Amy Bartow-Melia

803-898-4930

amy.bartowmelia@scmuseum.org

Chief Operating Officer

Doug Beermann

803-898-4989

doug.beermann@scmuseum.org

Director of Human Resources and Inclusion

Sonja Bradford

803-898-4939

sonja.bradford@scmuseum.org

Foundation Director

Karen Hall

803-898-4935

karen.hall@scmuseum.org

Director of Collections and Curatorial Affairs

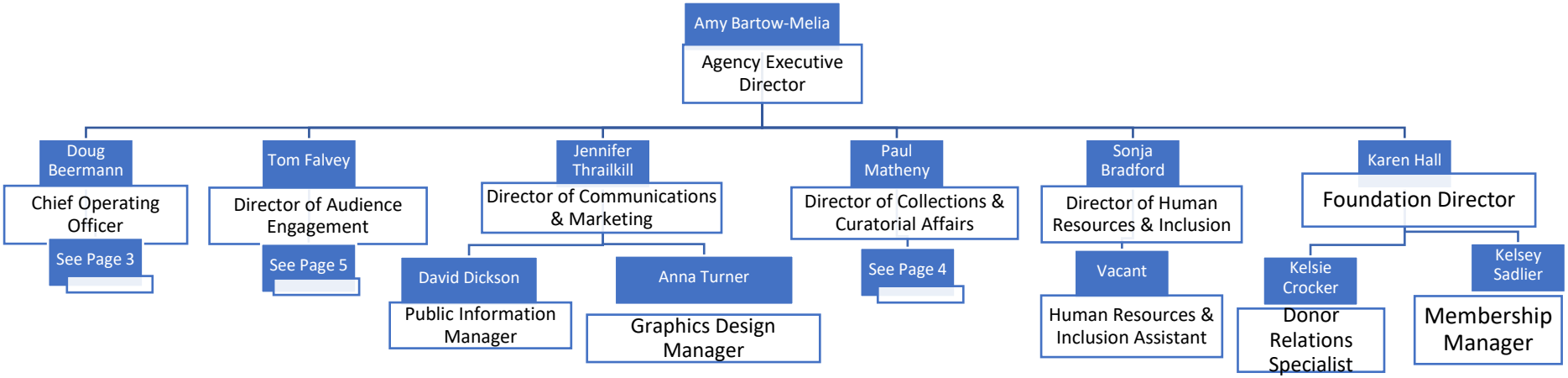
Paul Matheny

803-898-4941

paul.matheny@scmusuem.org

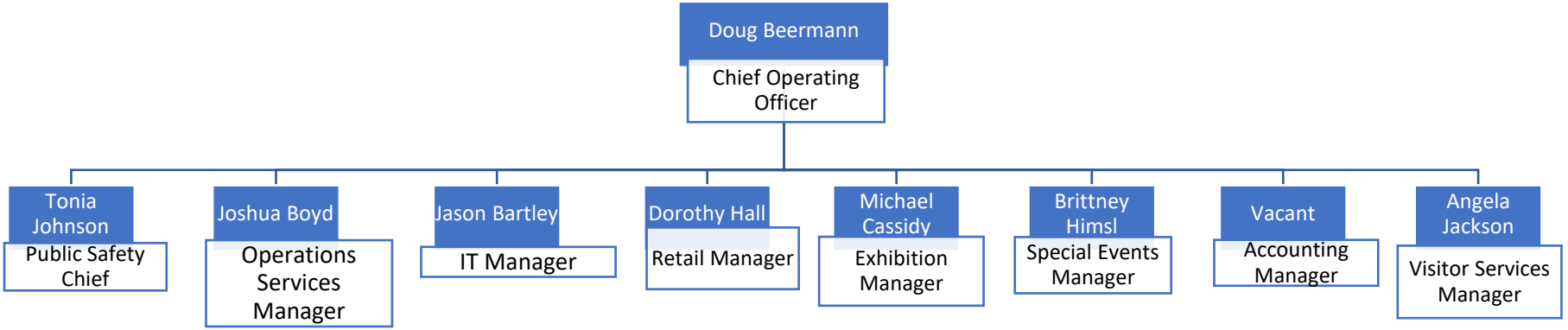
AGENCY NAME:	SC State Museum		
AGENCY CODE:	H950	SECTION:	

Example:

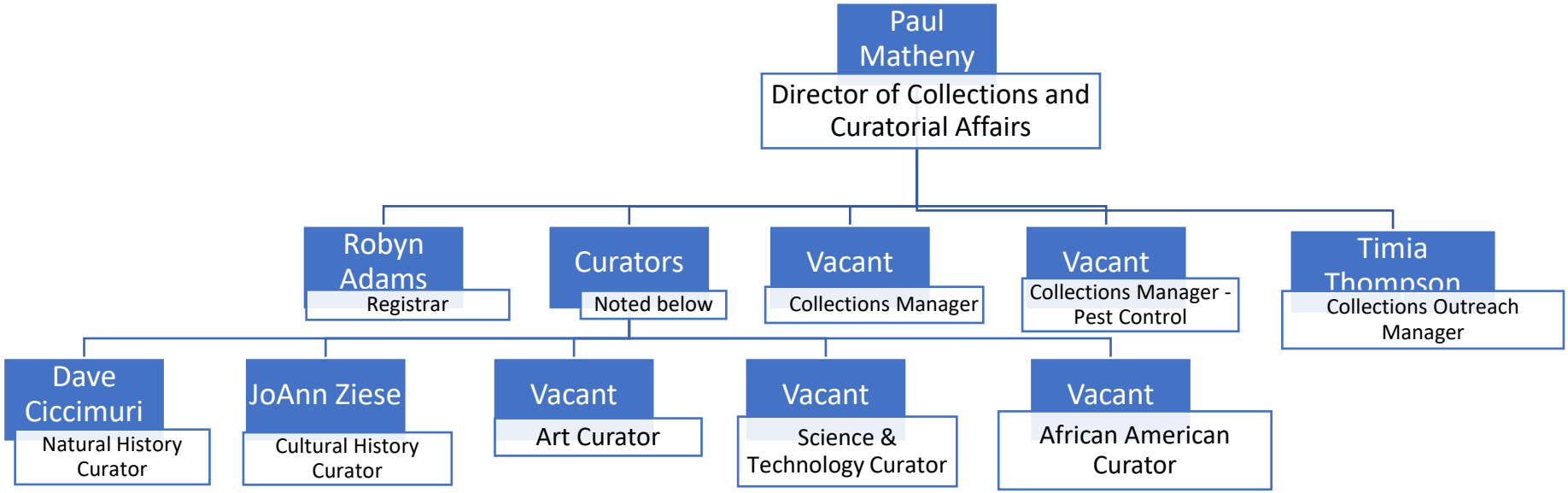


AGENCY NAME:	SC State Museum		
AGENCY CODE:	H950	SECTION:	

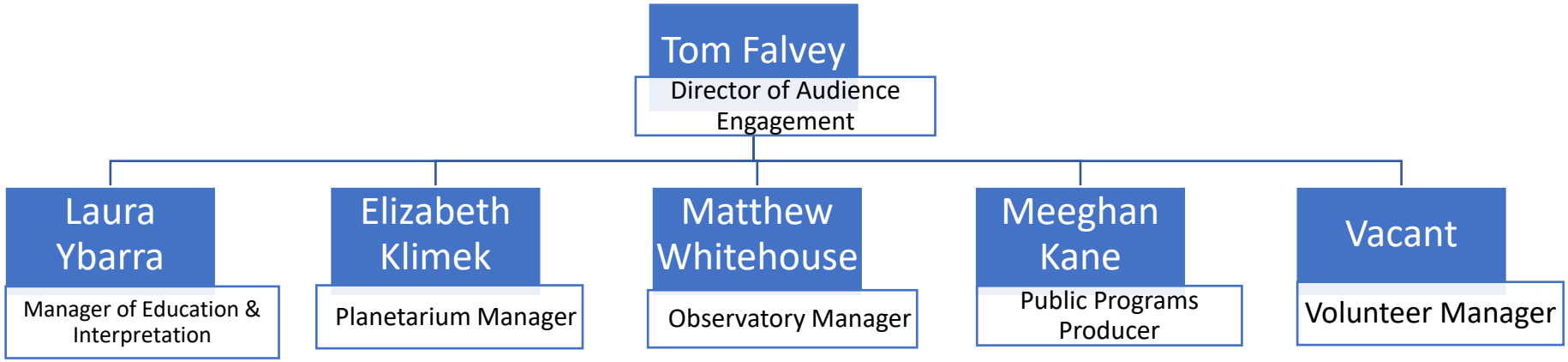
d



AGENCY NAME:	SC State Museum		
AGENCY CODE:	H950	SECTION:	



AGENCY NAME:	SC State Museum		
AGENCY CODE:	H950	SECTION:	



South Carolina State Museum
Budget Requests Fiscal Year FY 2023-2024

B1 – Recurring

1. **South Carolina State Museum Staffing Support: $1,929,000**
   A critical component to SCSM's ability to maintain its premier status as a go-to educational resource for the State, and to ensure continued success, is our ability to recruit and retain highly skilled professionals. Over the past several years we have found it especially challenging to maintain and recruit top talent in a competitive marketplace due to our inability to offer a competitive salary and career advancement. This challenge is compounded by:
   - High talent attrition of key staff over the past four years.
   - Inflation has significantly impacted our annual budget and contributed to increased stress on our staff. A significant number of our professional staff have second jobs outside of their museum work to cover basics such as rent and childcare.
   - Low hourly pay for our part time staff (average of $11.98 an hour), who make up over half of SCSM's staff positions. Without these positions the museum cannot operate.
   - Past budget cuts (especially during the recessions in the 2000s) have resulted in insufficient staffing levels/ an original staff of 67 FTEs is currently 33 FTEs. Fourteen vacant positions at SCSM are currently unfunded. These vacant positions include key positions such as our Finance Manager and Volunteer Coordinator.

   The SCSM spent the last eight months conducting a museum industry benchmarking study for full and part time staff. This study, which has been shared with State OHR to inform museum positions across similar SC state cultural agencies, benchmarked against pay levels in the local, regional and occasionally national (when appropriate) market. Key take-aways from the study that informed our recurring request include:
   - SCSM FTE salaries are on average 22% below market rate, using a conservative mid-range comparison.
   - SCSM FTEs, on average, fall within 48% of their current SC State Government Compensation band, however 47% of key staff position are currently budgeted at a pay band beneath where they should be compensated based on the complexity of their job duties and benchmarked against industry standards.
   - SCSM part-time staff earn on average $6 less per hour than what local competitors pay.

This recurring request will allow us to fund our vacant positions; move current staff toward the mid-point of their benchmarked pay band (taking into consideration performance and tenure); and budgeting on average $14 an hour for PT temporary staff.

2. **Annual IT Security and Maintenance Costs for Security Systems and Websites: $300,000**

This request covers the rising costs of physical and information security (InfoSec) needs for the SCSM. A recent state audit of the Museum's IT security noted numerous critical improvement needs. The protection of the Museum's information and information systems from unauthorized access, use, disclosure, and/or destruction is critical to our ability to ensure confidentiality and integrity of our data. Last year the Museum received much needed funding to cover the Museum's basic recurring IT database costs. This follow up request covers new additional IT costs including important security systems controls identified in the state IT audit.

C – Capital

3. Air Purification System Upgrade for SCSM Museum Exhibition Design & Fabrication Workshop: $200,000
The Museum's Exhibition Design & Fabrication Team is made up of experienced craftspeople who create world-class exhibitions, object display cabinetry and interpretive displays for the SCSM as well as other State Agencies and Museum's across the State. Their work is done in a workshop building behind the Museum. This building's air purification system is antiquated and needs to be updated to ensure that the staff working in that space are working in a healthy environment. Funding would provide equipment to upgrade and replace non-functioning and obsolete air purification systems that remove hazardous particulates and fumes from the workshop. The old system is at least 30 years old and not equipped to service the modern machines and tools that our team currently uses. Market research with possible vendors to update to a new system estimates this project costing around $200,000, including a 10% contingency.

4. Security System Access Control Upgrades: $550,000
The State Museum is requesting funding to update and expand the keycard access control to state collection storage, staff and public spaces. Currently, only collections storage rooms have keycard access, while the rest of the building is controlled with physical keys. As a public facility, we are tasked with the movement of staff and guests throughout a large building. Thanks to the generosity of the State Legislature, we are expanding our security camera monitoring system this year in collaboration with the SC Division of Facilities Management and Property Services. Implementing a museum-wide key-card access system in synergy with the camera system upgrades will allow us to better secure the building exterior, classroom and event spaces, staff offices, galleries and storage spaces, many of which must be currently left physically unlocked during business hours. With the ever-increasing need to improve security, especially in public spaces, a keycard-controlled access system is an invaluable part of ensuring that the State Museum remains a safe space for staff and guests.

B-2 – Non-recurring

5. IT Information Security (InfoSec) Critical Remediation Services Needed: $250,000
As recommended by the State IT Audit (2022), this funding will allow the museum to obtain a 3rd party security consulting form, chosen from State Contract, to assist with critical IT remediation needs.

6. Security and Wayfinding Public Announcement System: $175,000
Funding will support an upgraded public address system to ensure that safety announcements reach all visitors, guests and staff, improving the security posture of the building.

7. Customer Relationship Management System (CRM): $300,000
Funding to support a CRM database system that integrates our existing databases and ticketing systems to increase profitability and sales in ticketing, rentals and programming; improve group visit and field trip booking capabilities; improve membership and fundraising communications; give us better data and analytics to grow our audiences and support higher productivity and communication across museum departments. Having a CRM system is best practice in museums and cultural institutions, especially institutions like SCSM that have multiple revenue centers.

8. Education Tablets for Pre-K-12 Educational Programming: $80,000
A priority for the Museum is to be a go-to educational resource for children throughout the State. In support of our STEAM (science, technology, engineering, arts and math) in-museum and outreach programs, new tablets are needed to replace antiquated equipment.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

Fiscal Year FY 2023-2024

Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

	For FY 2023-2024, my agency is (mark "X"):	
OPERATING REQUESTS *(FORM B1)*	X	Requesting General Fund Appropriations.
		Requesting Federal/Other Authorization.
		Not requesting any changes.

	For FY 2023-2024, my agency is (mark "X"):	
NON-RECURRING REQUESTS *(FORM B2)*	X	Requesting Non-Recurring Appropriations.
		Requesting Non-Recurring Federal/Other Authorization.
		Not requesting any changes.

	For FY 2023-2024, my agency is (mark "X"):	
CAPITAL REQUESTS *(FORM C)*	X	Requesting funding for Capital Projects.
		Not requesting any changes.

	For FY 2023-2024, my agency is (mark "X"):	
PROVISOS *(FORM D)*		Requesting a new proviso and/or substantive changes to existing provisos.
		Only requesting technical proviso changes (such as date references).
	X	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	Name	*Phone*	*Email*
PRIMARY CONTACT:	*Amy Bartow-Melia	(803) 898-4930	*amy.bartow-melia@scmuseum.org
SECONDARY CONTACT:	Doug Beerman	(803) 898-4989	doug.beerman@scmuseum.org

I have reviewed and approved the enclosed FY 2023-2024 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	Agency Director	*Board or Commission Chair*
***SIGN/DATE*:**		
***TYPE/PRINT NAME*:**		

This form must be signed by the agency head – not a delegate.

Agency Name:	State Museum Commission
Agency Code:	H950
Section:	29

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	South Carolina State Museum Staffing Support	1,929,000	0	0	0	1,929,000	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Annual IT Security and Maintenance Costs for Security Systems and Websites	300,000	0	0	0	300,000	0.00	0.00	0.00	0.00	0.00
3	C - Capital C - Capital	Air Purification System Upgrade for SCSM Museum Exhibition Design & Fabrication Workshop	200,000	0	0	0	200,000	0.00	0.00	0.00	0.00	0.00
4	C - Capital C - Capital	Security System Access Control Upgrades	550,000	0	0	0	550,000	0.00	0.00	0.00	0.00	0.00
5	B2 - Non-Recurring	IT Information Security (InfoSec) Critical Remediation Services Needed	250,000	0	0	0	250,000	0.00	0.00	0.00	0.00	0.00
6	B2 - Non-Recurring	Security and Wayfinding Public Announcement System	175,000	0	0	0	175,000	0.00	0.00	0.00	0.00	0.00
7	B2 - Non-Recurring	Customer Relationship Management System (CRM)	300,000	0	0	0	300,000	0.00	0.00	0.00	0.00	0.00
8	B2 - Non-Recurring	Education Tablets for Pre-K-12 Educational Programming	80,000	0	0	0	80,000	0.00	0.00	0.00	0.00	0.00
TOTALS			3,784,000	0	0	0	3,784,000	0.00	0.00	0.00	0.00	0.00

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	**1**

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	**South Carolina State Museum Staffing Support**

Provide a brief, descriptive title for this request.

AMOUNT	**General: $1,929,000** **Federal: $0** **Other: $0** **Total: $1,929,000**

What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	**0.00**

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	**Mark "X" for all that apply:**	
	X	Change in cost of providing current services to existing program audience
		Change in case load/enrollment under existing program guidelines
		Non-mandated change in eligibility/enrollment for existing program
		Non-mandated program change in service levels or areas
		Proposed establishment of a new program or initiative
		Loss of federal or other external financial support for existing program
	X	Exhaustion of fund balances previously used to support program
		IT Technology/Security related
		Consulted DTO during development
		Related to a Non-Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	**Mark "X" for primary applicable Statewide Enterprise Strategic Objective:**	
	X	Education, Training, and Human Development
		Healthy and Safe Families
		Maintaining Safety, Integrity, and Security
		Public Infrastructure and Economic Development
		Government and Citizens

ACCOUNTABILITY OF FUNDS	Objective 1.1 Maximize Impact of Museum Operations Objective 2.1 Be a Primary Educational Resource for SC Schools Objective 3.1 Be the Caretaker of South Carolina History Objective 3.2 Provide Curatorial Expertise Objective 4.1 Deliver Quality Content; Provide Unique Program and Changing Exhibit Opportunities Objective 4.2 Deliver Quality Content; Provide Unique and Engaging Experiences for SC Children Objective 5.1 Protect the Safety, Integrity and Security of Museum Resources and Visiting Public Funding would provide support for critical staffing infrastructure across all of the Museum's functional areas.

What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	Funds will support South Carolina State Museum full-time and part-time staff.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

The South Carolina State Museum (SCSM) has a vital responsibility as the keeper of the State's history, art, technology and culture, stewarding over 1.1 million objects and specimens as well as fulfilling its mandate to provide free quality educational offerings to SC students from across the State. In addition to our world-class collections, the greatest assets and the heart of the South Carolina State Museum is its staff. Without the dedicated and talented educators, public safety officers, curators, visitor services professionals and their colleagues, the Museum's ability to maintain its high quality of educational offerings, scholarly research and customer experience would be severely curtailed.

This is an especially exciting time for the Museum as we begin our renovations of the permanent exhibitions along with a new public website and expansion of our digital education offerings. A critical component to SCSM's ability to maintain its premier status as a go-to educational resource for the State, and to ensure continued success, is our ability to recruit and keep highly skilled professionals. Over the past several years we have found it especially challenging to maintain and recruit top talent in a competitive market due to our inability to offer a competitive salary and career advancement. This challenge is compounded by:

- High talent attrition of key staff over the past four years. The top separation reasons on exit surveys are low pay and no advancement opportunity.
- Inflation has significantly impacted our annual budget and contributed to increased stress on our staff. A significant number of our professional staff have second jobs outside of their museum work to cover basics such as rent and childcare.
- Low hourly pay for our part time staff (average of $11.98 an hour), who make up over half of SCSM's staff positions such as our Education Assistants and Admissions/Retail Associates. Without these positions the museum cannot operate.
- Past budget cuts (especially during the recessions in the 2000s) have resulted in insufficient staffing levels; an original staff of 67 Full time Equivalent (FTE) employees is currently 33 FTEs. Fourteen vacant positions at SCSM are currently unfunded. These vacant positions include key positions such as our Finance Manager, Volunteer Coordinator, and Science & Technology Curator. Having so many open positions has led to staff burnout and decreased morale due to increased workload for current staff throughout SCSM.

The South Carolina State Museum spent the last eight months conducting a museum industry benchmarking study for full and part time staff. For this study, we benchmarked against pay levels in the local, regional, and occasionally national (when appropriate) marketplace. By benchmarking competitors market rates, we have identified a compensation strategy that will improve our ability to attract and retain top talent and allow for better labor cost management in accordance with budgetary constraints.

In addition to State salary tables and Bureau of Labor Statistics data, examples of local and regional benchmarked competitors include institutions such as the Columbia Museum of Art, EdVenture, Patriots Point, Roper Mountain Science Center, and the SC Department of Archives and History. We also used several salary surveys specific to the Museum industry, such as the American Alliance of Museums (AAM), that included both Southeast regional and national data. For part time-temporary staff, benchmarking was conducted at retail and fast-food chains such as Chick Fil-A, Target and Michaels. Key take-aways from the study include:

- SCSM FTE salaries are on average 22% below market rate, using a conservative mid-range comparison.
- SCSM FTE employees, on average, fall within 48% of their current SC State Government Compensation band, however 47% of key staff positions are currently budgeted at a pay band beneath where they should be compensated based on the complexity of the job duties and benchmarked against industry averages.
- SCSM part-time staff earn on average $6 less per hour than what local competitors pay.

Recommendations are to:

- Budget SCSM full time positions (current staff and vacant positions that are currently unfunded) at the mid-point of their current/proposed pay band. Currently our Agency annual allocation for FTEs + Fringe is $2,643,943. We have benchmarked the annual need to be $4,113,775.94 – difference requested is $1,469,833.

- Budget on average $14.00 per hour for part time temporary staff vs. our

current average of $11.98. The museum currently pays for 90% of our part time staff through our revenue and grants. Our FY21/22 fiscal year cost for part time staff is $873,000, serving a current audience at 60% of average capacity. For FY23/24, we anticipate being close to our above Pre-Covid audience levels, including school group field trips and outreach programming. To meet this increased audience need, we project our part time salary cost burden in FY 23/24 to be $1,331,477. We are requesting an additional $459,000 recurring to ensure we can adequately cover our annual part time staffing need.

In addition to requesting additional State support, we are actively looking at ways to increase the Museum's overall operating budget through revenue, gifts and grants. For example, we recently expanded our online store to increase retail revenue and are currently configuring an online reservation system to expand and expedite school and group trip bookings. Our new Triple Seat event management software is allowing for faster cultivation and booking of Museum rentals, which are currently being secured at pre-Covid levels. We are working actively with the SCSM Foundation to secure more annual operating support through philanthropic gifts, grants and endowed salaried positions. A major success for the Foundation last year was securing a $1.4 million Shuttered Venues Operating Grant for the Museum, which helped support us through significant Pandemic revenue losses. We will continue to work closely with the Foundation to identify similar grants, both federal and private. We appreciate all of the generous support the State gives to the Museum annually and for your consideration of this request.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY

2

Provide the Agency Priority Ranking from the Executive Summary.

TITLE

Annual IT Security and Maintenance Costs for Security Systems and Websites

Provide a brief, descriptive title for this request.

AMOUNT

General: $300,000

Federal: $0

Other: $0

Total: $300,000

What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS

0.00

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:	
	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
X	IT Technology/Security related
	Consulted DTO during development
X	Related to a Non-Recurring request – If so, Priority # 40

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	Education, Training, and Human Development
	Healthy and Safe Families
X	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

ACCOUNTABILITY OF FUNDS

Objective 5.1.2 - Provide necessary investment in IT hardware and Software

Funding would provide adequate equipment to keep IT network systems up to date with current industry standards.

What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

Funds to be used for agency Information Technology annual license and maintenance costs which would be paid to vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

This request to is cover the rising costs of physical and Information Security (InfoSec) needs for the State Museum. The protection of the Museum's information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction is critical to in our ability to ensure confidentiality and integrity of our data. Loss of IT security also results in a potential loss of public access to the Museum's digital resources, including the State Collections database and educational resources. Last year the Museum received much needed funding to cover the Museum's basic recurring IT database costs including digital database management and ticketing systems. This follow-up request covers additional recuring IT costs including important security system controls and maintenance for the Museum's IT systems, including its new website which will go live in Spring 2023. All costs cover IT security needs to stay compliant with State Department of Administration requirements and InfoSec requirements.

This request will cover the annual recurring fees needed to keep the Museum's IT systems up to date and secure for the following needs:

- InfoSec Annual Security Audit and Services - $75,000.00
- InfoSec Annual Security Penetration Testing, Required by DIS Control 11.104 - $50,000.00
- Security Camera System Annual Maintenance- $45,000.00
- Website Annual Hosting and Security Fees - $75,000.00
- Security Access Control System Annual Maintenance - $45,000.00
- E-Retail Webstore Hosting & Security Annual Fees - $10,000.00

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY

5

Provide the Agency Priority Ranking from the Executive Summary.

TITLE

IT Information Security (InfoSec) Critical Remediation Services Needed

Provide a brief, descriptive title for this request.

AMOUNT

$250,000

What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:	
	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
X	IT Technology/Security related
	Consulted DTO during development
X	Request for Non-Recurring Appropriations
	Request for Federal/Other Authorization to spend existing funding
	Related to a Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	Education, Training, and Human Development
	Healthy and Safe Families
X	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

ACCOUNTABILITY OF FUNDS

Objective 5.1.2 - Provide necessary investment in IT hardware and Software

Funding would provide additional equipment to deter possibility of theft and provide better monitoring of asset collection.

What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	The 2022 SC Department of Administration Information Security Audit and Assessment pointed out several important areas in which the museum is falling behind with DIS 200 compliance. The Audit noted that documentation is a large gap and the need for defined policy and procedures is huge step toward compliance. The audit also noted that the museum is subject to resource constraints, reducing the likelihood that the Museum's IT staff's workload will allow for additional development of the INFOSEC policies, procedures, and documentation required without outside consulting support. This funding will allow the museum to obtain a 3rd party security consulting firm, chosen from State Contract to help the museum remediate the most important issues discovered during the SC Department of Administration Information Security Audit and Assessment and develop INFOSEC policies, procedures, and documentation in line with the DIS 200 Controls. This will help the museum take a huge step forward to achieving 100% compliance on the DIS 200 controls and vastly improve the museums security posture.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY

6

Provide the Agency Priority Ranking from the Executive Summary.

TITLE

Security and Wayfinding Public Announcement System

Provide a brief, descriptive title for this request.

AMOUNT

$175,000

What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:	
	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
X	IT Technology/Security related
	Consulted DTO during development
X	Request for Non-Recurring Appropriations
	Request for Federal/Other Authorization to spend existing funding
	Related to a Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	Education, Training, and Human Development
	Healthy and Safe Families
X	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

ACCOUNTABILITY OF FUNDS

Objective 5.1.2 - Provide necessary investment in IT hardware and Software

Funding would provide adequate equipment to keep IT network systems up to date with current industry standards.

What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	The State Museum has the responsibility of protecting all guests, employees and volunteers that enter the facility or visit the grounds. One of the many ways this is accomplished is the utilization of a public announcement system in conjunction with other systems. In addition to life-cycling equipment components at end-of-life (EOL), the project is will upgrade the Museum's capabilities to alert guests and staff in the event of an emergency in all locations of the Museum. This will allow the saving of time which in the event of an emergency could result in the saving of lives. These requested funds will allow the Museum to install an up-to-date digital system allowing for easier maintenance and improvement of the psychical security posture of the building. This project will also incorporate digital wayfinding to help with the flow of guests though the public museum space including updated emergency signage. If funds are not secured for this project the equipment will become end of life and the likelihood of failure increases. This will also will greatly impact the Museum's ability to provide adequate security by not allowing the Museum to alert guests in the event of an emergency.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY

7

Provide the Agency Priority Ranking from the Executive Summary.

TITLE

Customer Relationship Management System (CRM)

Provide a brief, descriptive title for this request.

AMOUNT

$300,000

What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:	
	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
X	IT Technology/Security related
	Consulted DTO during development
X	Request for Non-Recurring Appropriations
	Request for Federal/Other Authorization to spend existing funding
	Related to a Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	Education, Training, and Human Development
	Healthy and Safe Families
X	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

ACCOUNTABILITY OF FUNDS

Objective 5.1.2 - Provide necessary investment in IT hardware and Software

Funding would provide adequate equipment to keep IT network systems up to date with current industry standards.

Objective 1.1 Effectively Market State Museum

Enhanced reporting, data analysis, and communication

What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	In addition to being the premier repository of the State's collections in History, Art, Technology and Science, the State Museum is a cultural attraction and educational resource. To maximize our ability to serve students, teachers and the general public, the Museum must have the technology and infrastructure to best serve our audiences' needs. Best practice for Museums and cultural attractions is to work within a Customer Relationship Management System, or CRM, that integrates the Museum's digital databases and amenities. Having a CRM will integrate the Museum's current databases and systems, leading to: • Increased profitability and sales in ticketing, group visits, rentals and programming • Improved group visit and field trip booking capabilities • Improved membership and fundraising communications • Better data and analytics to grow our audiences • Higher productivity and communication across the Museum This request includes funding for customization and install of the new system.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY

8

Provide the Agency Priority Ranking from the Executive Summary.

TITLE

Education Tablets for Pre-K-12 Educational Programming

Provide a brief, descriptive title for this request.

AMOUNT

$80,000

What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:	
	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
X	IT Technology/Security related
	Consulted DTO during development
X	Request for Non-Recurring Appropriations
	Request for Federal/Other Authorization to spend existing funding
	Related to a Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
X	Education, Training, and Human Development
	Healthy and Safe Families
	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

ACCOUNTABILITY OF FUNDS

Objective 2.1 - Be a primary resource for SC schools; Delivery standards-based educational programming on-site

Objective 2.2 - Be a primary resource for SC schools; Offer Educational Outreach Programs to schools and other institutions in the state

Objective 5.1.2 - Provide necessary investment in IT hardware and Software

Funding will support core educational programming at the museum and would provide adequate equipment to keep IT network systems up to date with current industry standards.

What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	A priority for the Museum is to be a go-to educational resource for children throughout the State. As part of our STEAM (Science, Technology, Engineering, Arts & Math) in-museum and outreach programs, museum participants (students) utilize educational tablets to create and share ideas and develop computer programming skills, especially in robotics and computer engineering (core elements of our school programs). New tablets are needed to replace antiquated equipment nearing the end of their life cycle (EOL), as well as expand programming to more students. Expansion of our school group offering will include STEAM, astronomy and science education offerings for South Carolina K-12 students, summer campers, and other museum program participants. This request will fund 65 tablets and the related cables and secure storage for the technology. If funds are not secured for this project the current equipment being used for these programs will become end of life and no longer receive firmware updates from the vendor. This will also will greatly impact the museums' ability to provide STEAM educational opportunities for school groups.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	3

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Air Purification System Upgrade for SCSM Museum Exhibition Design & Fabrication Workshop

Provide a brief, descriptive title for this request.

AMOUNT	$200,000

How much is requested for this project in FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

CPIP PRIORITY	Need was identified after the Agency submitted our CPIP for this year. We will need to amend the SCSM Museum Commission CPIP to reflect this project need.

Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.

OTHER APPROVALS	The SC Department of Administration, Real Property Services/Division of Facilities Management and Property Services has reviewed this request. As the project progresses, we will ascertain if approval from JBRC is needed. If State funding isn't secured, the project will pick up discussions with the Department of Administration re avenues of future funding for this project. In the meantime, parts of our exhibition design and fabrication work may need to be limited to ensure the safety of our team. If this work needs to be outsourced, we anticipated additional costs and additional project time.

What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)

LONG-TERM PLANNING AND SUSTAINABILITY	Over the past two years, the Museum has invested in new tools for the team as well as new drafting tables and related office furniture. The current system is 30 years old and needs to be updated now before it is defunct. Having a working and safe system is critical to the ability of our team to do their work. As noted in the summary, having an in-house team to do exhibition design and fabrication saves tens of thousands of dollars annually for our changing exhibition schedule and will be a huge cost savings for the permanent gallery project as well, with our team taking on pieces of the project to fabricate in house. The useful life of the new system is anticipated to be 15-20 years.

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

	The Museum's Exhibition Design & Fabrication Team is made up of experienced craftspeople who create world-class exhibitions, object display cabinetry, and interpretive displays for the State Museum as well as other State Agencies and Museum's across the State. The team's cabinetry and interpretive work includes projects at the SC State House, South Carolina Military Museum, South Carolina Confederate Relic Room and Military Museum, Savannah River Site Museum, Marlboro County Historical Museum, and Historic Columbia. Having in-house design & fabrication capabilities has significant cost-savings to the Museum, as it doesn't have to contract out a significant portion of its annual design/fabrication work for changing exhibitions. The team also brings in revenue to the Museum through its work with other agencies and museums to contribute to annual museum operational needs. The Exhibition Design & Fabrication Team does their work in a workshop behind the

SUMMARY	Museum's main Columbia Mills Building. The workshop building's current air purification system is antiquated and needs to be updated to ensure that the staff working in that space are working in a healthy environment. Funding would provide equipment to upgrade and replace non-functioning and obsolete air purification systems that remove hazardous particulates and fumes from the Exhibition Design and Fabrication Workshop. The old system is at least 30 years old and not equipped to service the modern machines and tools that we currently use. Market research with possible vendors to update to a new system estimates this project costing around $200,000, including a 10% contingency.

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	4

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Security System Access Control Upgrades

Provide a brief, descriptive title for this request.

AMOUNT	$550,000

How much is requested for this project in FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.

CPIP PRIORITY	Need was finalized after the Agency submitted our CPIP for this year. We will need to amend the SCSM Museum Commission CPIP to reflect this project need.

Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.

OTHER APPROVALS	The SC Department of Administration, Real Property Services/Division of Facilities Management and Property Services has reviewed this request. As the project progresses ,we will ascertain if approval from JBRC is needed. This project will also be aligned with the ongoing Security Camera System upgrades, which is in the final bidding/design phase. If State funding isn't secured for this project, the Museum will continue to have inadequate security mechanisms for its collections storage and staff offices/meeting rooms.

What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)

LONG-TERM PLANNING AND SUSTAINABILITY	The Museum is currently working on a Security Camera upgrade project, which is phase one of our overall Security Upgrades needs ($520,000). In phase two, with this system in place, areas of the museum can be monitored remotely, especially during non-public hours, leading to a reduction in in-person security staffing needs. The useful life of the new system is anticipated to be 10-15 years. The Museum is also exploring grant funds to contribute to this project related to collections stewardship.

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

	The State Museum has the responsibility of protecting all guests, employees and volunteers that enter the facility or visit the grounds as well as its extensive collection of artifacts. The State Museum is requesting funding to update and expand the keycard access control to storage, staff, and public spaces. Currently, only collections storage rooms have keycard access, while the rest of the building is controlled with physical keys. As a public facility, we are tasked with the movement of staff and guests throughout a large building, in which it is currently difficult to secure access to certain areas. Thanks to the generosity of the State Legislature, we are expanding our security camera monitoring system this year in collaboration with the SC Division of Facilities Management and Property Services. Implementing a museum-wide key card access system in synergy with the camera system upgrades will allow us to better secure the building exterior, classroom and event spaces, staff offices, galleries and storage spaces, many of which

SUMMARY	must be currently left physically unlocked during business hours. With the ever-increasing need to improve security, especially in public spaces, a keycard-controlled access system is an invaluable part of ensuring the State Museum remains a safe space for staff and guests. Additionally, it will provide expanded protection of the museum's collections of artifacts.

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
AMOUNT	$143,791 *What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*
ASSOCIATED FTE REDUCTIONS	(1) FTE Reduction *How many FTEs would be reduced in association with this General Fund reduction?*
PROGRAM / ACTIVITY IMPACT	1. Administration Rent Reduction 2. Programs FTE Reduction Part Time Reduction *What programs or activities are supported by the General Funds identified?*
SUMMARY	Reduction in rent payment to General Services would defer and delay needed maintenance repairs to the building thus negatively affecting the visitor experience and ultimately negatively impacting attendance and revenues. Rent of $1,800,000 reduced by 3% = $54,000 (Allowed by proviso 29.6) Reduction of the Education Coordinator position and supporting seasonal positions would decrease the educational and cultural impact the state museum would have both at the Museum and across the State. The museum is THE State Museum and as such has a responsibility to provide the programming and educational opportunities. This position is responsible for running our popular Pre-K-12 field trip programs and summer camps and also helps to coordinate state-wide educational outreach programming. The part time education staff travel across the state to offer programs in classrooms. Reduction of One FTE: Base Salary + Benefits/Fringe: $78,051 Reduction of One Part Time Seasonal Education staff person: $11,740

Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

AGENCY COST SAVINGS PLANS

Legislative and SCSM Foundation funding for upgrades in the Planetarium as well as support from a one-time federal Shuttered Venues Operating Grant allowed the museum to purchase new digital projection systems for both the Planetarium and 4D theater this year. This upgrade eliminates the need to purchase projector lamps annually, a cost savings between the two theaters of approximately $50,000. These cost savings are being put into STEM educational programming and general operating support for other important Museum visitor services needs.

What measures does the agency plan to implement to reduce its costs and operating expenses by more than $50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Not Applicable to the South Carolina State Museum Commission

Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	NA

What is the expected savings to South Carolina's businesses and citizens that is generated by this proposal? The savings could be related to time or money.

FACTORS ASSOCIATED WITH THE REQUEST	**Mark "X" for all that apply:**
	Repeal or revision of regulations.
	Reduction of agency fees or fines to businesses or citizens.
	Greater efficiency in agency services or reduction in compliance burden.
X	Other

METHOD OF CALCULATION	NA

Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	NA

Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?

REDUCTION OF REGULATION	NA

Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

SUMMARY	NA

Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?

ACCOUNTABILITY REPORT NARRATIVE
South Carolina State Museum FY22

Despite continuing challenges coming out of the Covid-19 Pandemic, museum staff, supported by the State Legislature, Museum Commission and SCSM Foundation worked diligently to ensure the Museum continued to offer world-class educational experiences for its visitors and school students through the State. Museum attendance ended the year at 60% of average, while revenue, at $1.385 million, reached 79%, based on an 8-year comparison. Generous support from the State Legislature and the SCSM Foundation (including securing a $1.4 million-dollar Shuttered Venues Operating Grant) allowed the Museum to begin making critical upgrades to museum infrastructure and guest amenities including the Planetarium, 4D Theater, public website, education spaces and workplace infrastructure. Several important information technology upgrades were completed this year including network server upgrades, firewall replacement and public WIFI.

The Museum moved into Phase 3 of its *Reimagine the Experience (RTE)* project to update the Museum's permanent galleries and related Educational progrmaming. As a core part of the RTE project, initial Education Wing upgrades were completed (flooring, walls) along with design for phase two, which will update all of the museum's public restrooms to ADA compliance in FY23.Through SCSM Foundation support, the museum contracted with a world-renowned museum design firm to develop a Visitor Experience Plan and Feasibility/Business Plan for the project. This work included two days of brainstorming meetings including the SCSM Commission, SCSM Foundation Board and all-staff and planning for a series of "Listening Sessions" with key community stakeholders and audiences scheduled for summer and autumn of 2022. Those reports will be completed and presented in the second quarter of the FY22/23 fiscal year and will be the cornerstone of the Museum's next strategic plan (2024-28).

We were very proud this year of former State Museum Executive Director, William Calloway, and former State Museum Commission Chair, Gray T. Culbreath, who were awarded the Order of the Palmetto by Governor Henry McMaster for their outstanding service to the South Carolina State Museum.

Education & Audience Engagement

The Museum hosted numerous educational programs and events with strategic partners this year. These included successful sold-out summer camps that saw an increase of nearly $50K in revenue from the previous year while on-site school programs were somewhat limited due to lack of field trips during the ongoing Pandemic, remote learning continued to be robust, with virtual offerings to students throughout the State in a variety of STEM subjects. Other successful programs included College Art Day, a Historic American Face Vessels Symposium, Quilt Day, two Holiday Planetarium Lightings, to Space Week/Astro Day 2021, and events with ETV. As part of our Apollo 16 50th anniversary programming, students from Lancaster, SC came to the museum for a once-in-a-lifetime program with fellow Lancaster native astronaut General Charles Duke. Gen. Duke inspired the students with his experiences on the moon.

As the premier destination for astronomy education in the South-East Region, the Museum embarked on a major renovation of its Planetarium to ensure continued world-class STEM educational offerings. Generously funded by the State Legislature and South Carolina State Museum Foundation, the Planetarium upgrades included new laser sky projectors and software system that has had an immediate positive impact on programming. Brighter, more crisp images and access to new database resources provide a far better visitor experience and a vast number of program options for educational programming. The planetarium upgrade also includes re-upholstered seats, operational door locks, and the addition of three new educational shows. By early Fall 2022, new cove lighting, an auxiliary laser beam system, and decorative elements will complete the project.
The museum delivered 23 Planetarium Live Sky programs as well as nighttime observatory viewing this year, including welcoming over 300 guests at midnight to view the May total Lunar Eclipse. The observatory classroom continues to be a valuable tool for both onsite and remote education, with both pre-existing programs and new offerings available this year. Observatory staff conducted 51 free school distance learning classes, six virtual teacher professional development classes, and 10 Saturday night live stream programs. New astronomy STEM shows, and educational content was created for Space Week and the Apollo 16 events in April. In all, 17,000 visitors engaged in walk-up astronomy programs this year.

In the new year, our education and audience engagement team will be working on new, streamlined approaches to make the museum experience even more user friendly for students, teachers, researchers and parents. This work includes creating new approaches to the Museum's onsite programming; a more robust, content-rich and easy to navigate website with new educational content; and improving online field trip scheduling. To accomplish these goals, the Museum is forming a new teacher advisory group to help inform exhibition concepts, school programming, and plans for the planetarium, observatory, and outreach.

Collections Stewardship, Curatorial Affairs & Acquisitions

As noted in the Museum's Collections Management Policy, one of the most important functions of the Curatorial Affairs department is to "preserve significant cultural and scientific material related to South Carolina. To this end, the Museum's Collection role is to locate, acquire, and preserve in perpetuity a well-documented collection of cultural history, natural history, fine, decorative and folk arts, and scientific and technological materials and artifacts pertinent to its other roles in Education, Exhibition, Research and Publication, and State-wide Services. The focus of collections throughout will be the State of South Carolina."

Curatorial and registration staff have worked diligently throughout the year to fulfil this goal and provide unique opportunities for museum guests and our broader community through exhibitions, publications, social media and programs. Objects were acquired to fill gaps in the collection and inspire and educate our visitors. New exhibitions were developed, and future exhibitions were planned for. Staff continued with digitization projects to increase access to collection objects often behind the scenes and in storage.

The Collections staff added 28 accessions that included 65 objects, more than 400 specimens, 2 lots of fossils and several pounds of bulk matrix to process. Two hundred and ninety objects were catalogued by the Registration Department. After more than 40 years of searching and acquisition attempts, the museum was able to acquire an important, 19th century Edgefield face vessel. This alkaline glazed stoneware vessel is attributed to an enslaved craftsperson most likely working at the Stoney Bluff pottery location. This assessment is based on other examples and archaeological evidence from that location. Other accessions include an ABii Robot made by Van Robotics, Columbia, SC; EMCI Pedal Steel Guitar made in Ridgeway, SC; a rare inscribed historic upstate pottery vessel from the Johnson and Johnson pottery shop, Lanford Station, Laurens County, SC; cash register from a Jewish merchant; buttons from 2019 Jim Clyburn Fish Fry and 5 works of art by contemporary artist, Adebunmi Gbadebo. Our cultural history curator traveled to California to meet with the Lowndes family to discuss their collection of historical China, crystal and silver associated with the SC Revolutionary era Lowndes family. The collection was assessed, and a portion was donated to the museum. Six new loans and 81 long term, multi-year (incoming and outgoing) loans were managed; 19 long term loans are out from our collection to other institutions; and 17 long term loans remain in house. The museum also advised the City of Charleston and the City of Columbia in ongoing discussions around the stewardship of SC monuments and memorials.

Following a 2015 report of a possible fossilized mammoth found in the Ace Basin, the museum along with the Museum Commission, SCIAA and an outside team negotiated the investigation of the site and recovery of the material. All material was recovered and relocated to the SCSM for desalination, preparation and conservation. Additional material associated with the ivory tusks was taken to Waren Lasch Conservation Lab for additional treatment and study. Material will also be tested for dating. This project is ongoing and will hopefully be fully resolved early in the next fiscal year.
The Collections & Curatorial Affairs Department received more than $110,000 in new grant funding this fiscal year. This included a grant for $75,000 from the S.C. Arts Commission to support our Art Collection and $36,000 from the SC Humanities for the development of a new Native American

traveling exhibition. The team began year 2 of our second IMLS grant funded project that includes a total of $250,000. This supported the digitization, inventory and storage improvements for a portion of our history collection. Staff applied for a 3rd IMLS grant to support the digitization of SCI Tech collection and inventory of permanent galleries for a total request of $246,856.

The Museum's Collections Management Policy was reviewed and updated. The final version was approved by the Commission in May 2022. Changes are being implemented and we will be developing procedures for adding staff to the Acquisitions and Loans Committee, as well as the best path moving forward with the external advisory board. Staff have also begun revamping the Collecting Plan which will be finalized and proposed in FY 2023.

In addition to the many achievements and successes throughout the year, the department has had the challenge of navigating ongoing, daily environmental and facility issues associated with the museum's antiquated HVAC system, pipes and roof, as well as limited storage space. The museum's Integrated Pest Management plan (IPM) was developed, and preliminary steps were taken this fiscal year. Necessary monitoring material was purchased despite supply chain issues that made this very difficult. Staff also conducted ongoing monitoring of collection storage and galleries for environmental conditions and coordination with Department of Administration to make repairs and maintain appropriate HVAC levels. Staff also worked closely with an engineering firm to evaluate the structural stability of our building and the limitations of what we can or cannot safely exhibit and store within the historic structure.

In fiscal year, 2023 the Collections Department will continue to build, manage and interpret the museum's collection.

Research, Public Outreach & Traveling Exhibition Program

Staff conducted presentations to various civic organizations and clubs throughout SC virtually and on site and responded to more than 1500 public inquiries this year. Our Traveling Exhibitions Program provided 13 packaged exhibitions to other museums and institutions across our state, generating $8,550 in revenue. Seven image inquiries were received resulting in a total of 108 images used in documentaries and publications with $1,875 in generated revenue. The Natural History curator worked with SCIAA and reviewed 200 Hobby Diver reports for fossils and other natural objects found in our waterways, published 5 peer-reviewed manuscripts and reviewed 7 IMLS Museum for America Grant proposals.

Additional outreach efforts continue with several organizations including the SC Arts Commission, UofSC, McKissick Museum, The Metropolitan Museum of Art, Heritage Trust, MUSC, the Hearing Loss Association of America, Midlands Chapter, NASA Solar System Ambassadors, Koger Center and several SC Distilleries that began making hand sanitizer during the pandemic among many others.

Our Collections Outreach Manager is working closely with other museums and the SC Federation of Museums (SCFM) on the development of the 2022 Museum Conference which will meet in person for the first time since 2020. Staff continue to serve on numerous boards and committees including SCFM; PALMCOP; South Carolina Historical Association; Southeastern Registrars Association; State Art Acquisitions Committee and the Heritage Trust Advisory Board among many others.

Exhibition Design, Fabrication & Maintenance

During the past year, cross-departmental teams researched, designed, fabricated and/or managed 16 exhibitions. Highlights include *Apollo and Beyond: South Carolina in Space* anniversary exhibition; *Face to Face: Portraits from the South Carolina State Museum Collection, Bindings and Betweens*: SC Quilts; and preliminary work, project management, research and development of *Native Americans in the 18th Century* traveling exhibition in partnership with the SC Humanities that will open at the USC Lancaster's Native American Studies Center in fall 2022. Staff also installed *The Bias Inside Us*, a traveling exhibition from the Smithsonian Institution, assisted with the installation of *Violins of Hope* at the Koger Center in Columbia, SC, and made upgrades and repairs to the highly interactive exhibition, Make Some Noise: The Science of Sound.

Beyond these SCSM exhibition projects, the Exhibition Design & Fabrication team designed, and fabricated 2 custom cases for the South Carolina Confederate Relic Room and Military Museum, 3 custom cases for the Fayetteville County Municipal Building in Fayetteville County, Georgia as well as a case for the South Carolina Military Museum. Additionally, we cut and polished an over-sized piece of plexi-glass for a Tyrone Geter drawing which is on display at the Art Fields Collective in Lake City, South Carolina. These outside agency contracts generated over $7,000 in revenue.

Outside of general exhibition work and maintenance, the team was a major contributor to the on-going museum wide cleanout, removing old office furniture, equipment, and retired exhibit components. A major part of this phase was the cleanout of the Exhibition Building which included the removal of 30 years of old paint and hazardous material. This cleanout and reorganization allows for a more efficient use of public, office, and storage space. The department was also involved in the Education Wing Upgrades Project and the Office Space Upgrades Project, Planetarium and 4D Theater upgrades, contributing with physical labor as well as the management of contractors.

In the upcoming year the Exhibitions and Fabrication department will be a key contributor to the Reimagine the Experience Project; will contribute to the design and installation of the *South Carolina Water Media Society's 45th National Juried Exhibition*; make needed upgrades to *Make Some Noise: The Science of Sound* exhibition; design of several new temporary exhibitions; and contribute to the completion of the Office Space Upgrades project and the Educational Hallway Upgrades/ADA Facilities Upgrade Project (phase 2). The team is also looking to expand its external agency offerings and continue building strong partnerships by providing design and fabrication services to other museums and institutions, generating revenue for the museum, and supporting the South Carolina Federation of Museum's institutional partners.

Human Resources and Inclusion

Over this past year, the Human Resources and Inclusion department has transitioned from one that was primarily reactive and transactional to becoming one that is proactive and strategic. Substantive changes in policies, procedures, and practices have positively impacted organizational goals and inclusion initiatives. To that end, the SCSM Human Resources and Inclusion Department has prioritized its Talent Management Program where employee hiring and onboarding resulted in 26 FTE and PT new hires; benchmarked salaries to attract/retain top talent, decrease employee turnover, remain competitive, and manage salaries/budget effectively; revamped its Performance Management System to be more objective, inclusive, and collaborative; updated policies, procedures, and practices to mitigate liability and increase transparency and engagement; developed survey feedback tools to assess current/former employee satisfaction and engagement on an organizational, department, management, and employee level; and implemented employee listening sessions where all employees are valued and are given a voice in formal, informal, and impromptu group or individual meetings. All programs, policies, and actions taken are implemented with inclusivity in mind. SCSM Human Resources and Inclusion short- and long-term goals include Telework Policy approval which will positively impact talent management and employee retention; a more robust Employee Onboarding Program to promote inclusivity, employee engagement, and retention; and Employee Internship/Fellows Programs to increase SCSM talent and talent for the entire museum industry. The Human Resources and Inclusion department recognizes and strives to ensure its polices, programs, practices and actions align with SCSM strategic and tactical goals and mission.

As the museum continued to reopen and hire staff this year, a major effort was to manage visitor, staff, and volunteer expectations. Reduced staffing, operating schedules, capacities, and attendance, in addition to uncertain changes in COVID infection rates forced us to adapt strategies throughout the year. We began the year knowing that we would need to remain cautious and flexible, while also needing to reengage in areas that were most impactful. This included staffing programs such as onsite camps with precautions, increased theater and observatory capacities, and continued limited volunteer engagement. Another major effort was to hire, train, and keep seasonal staff necessary to meet program and space needs. During our gradual reopening, we also have slowly worked to rebuild our full-time staff with a focus on museum priorities.

Operations & Customer Experience

An eventful year brought many changes to the department with Public Safety, Exhibition Design & Fabrication, Information Technology and Finance together with Admissions & Group Visits, Retail, the 4D Theater, and Building Services. Covid-19 remained a factor affecting all aspects of our operation, speeding business up as cases waned, and wilting it as they climbed. We continued to manage our responses, adjusting capacities and restrictions higher and lower in response to state and local requirements and evolving societal norms. The summer brought a brisk increase in visitation, followed by a cautious fall, highlighted by a robust holiday shopping season that buoyed our revenue

heading into a quiet and reluctant winter. Visitation began a wary increase as winter ended, and schools guardedly attempted field trips in greater numbers. Spring Break seemed to finally end a series of false dawns, with full visitation and revenue, and a strong return of school visits through the rest of spring. Museum attendance ended the year at 60% of average, while revenue reached 79%, based on an 8-year comparison.

Staffing for key visitor services, retail, building services and public safety, both full and part time, continued to be a challenge this year. The Museum's limited budget for part time support and the nation-wide shortage of candidates coming out of the pandemic resulted in part-time staffing shortages that necessitated full-time staff multi-tasking to fill critical staffing needs. The museum is actively working on initiatives to attract and maintain top talent, including increased part time salary hourly wages, cross training, and increased professional development opportunities. Operations also saw the departure and rehire for several key full-time positions including the museum's Building Services Manager and Retail Manager.

In addition to staff recruitment, training and management, the Operations department focused on increasing revenue and enhancing the visitor experience through several important initiatives. These included the successful launch of the new Shopify online museum store in October, installation of WIFI in all galleries, public spaces, and behind-the scenes staff work spaces, Education Wing renovations, the new 4D laser projection system installed in May, a new foodservice RFP in June, significant research on the security camera upgrades project to ensure project installation starting in the second quarter of the next fiscal year, and the procurement of equipment, supplies, and theater content funded by the Federal Shuttered Venues Operations Grant (SVOG).

Communications and Marketing

The Communications and Marketing Department is responsible for executing messaging and promotional strategies for the State Museum through paid media, public relations, social media, creative visuals and branded collateral materials. In FY22 the department focused on continuing to develop promotional content to encourage post-COVID visitation and revenue recovery for the museum, as well as targeting important goals such as finishing the new website Request for Proposals (RFP) and awarding the contract to a qualified design firm and improving internal work-flow processes and planning procedures. Despite challenges that included ongoing uncertainty related COVID-19 and staffing limitations the department accomplished and/or made significant progress on many of its annual goals.

FY22 started off strong with the department being awarded $25K in H-Tax grant funds from the City of Columbia. These funds were instrumental in making out-of-market media buys feasible for the museum and assisted with attracting visitors to the museum from outside of Columbia. The department focused on taking advantage of the museum's strong content schedule including the 50th anniversary of Apollo 16 and Gen Charles Duke's historic moonwalk in April being the largest campaigns the department has undertaken since COVID began. Both efforts involved creating new television spots, radio commercials, and digital ads with Apollo 16 promotions also featuring a statewide billboard campaign. Since hiring a new public relations manager after an 18-month hiatus, the department has been able to develop more consistent, individual communications with media contacts and social media output, which has led to an increase in local and statewide media coverage. During the Apollo 16 50th Anniversary in April, the museum featured in more than 500 unique web stories with coverage from the Associated Press and various local and statewide news stations.

For FY23 the Communications and Marketing Department will be focusing on maximizing museum attendance and revenue, broadening the museum's audience demographics to attract non-family visitors, increasing awareness of the museum as a cultural resource, and creating a major campaign to coincide with the museum's 35th anniversary. In addition to these overall goals, the department will also be working to coordinate and develop content for the museum's new website which will launch in the Spring 2023.

South Carolina State Museum Foundation

The South Carolina State Museum Foundation continued its fundraising efforts to help support the State Museum through another challenging year. Our primary focus was to raise funds for Covid-19 relief, salary relief through existing grants, general operating support, and capital campaign advancement. The Foundation was able to secure support our educational camps, digital programming, Dollar Sundays and educational outreach further supporting our mission.

The Foundation applied for the Shuttered Venue Operators Grant (SVOG) in April of 2021. SVOG was a part of the Federal Aid Covid-19 relief package focusing on the reopening of theaters, museums, and live venues. Grant funds will be able to pay for salaries, benefits, technology upgrades, theater maintenance and advertising costs. The application was submitted in the amount of $974,000 and was approved in July 2021. Supplemental funds were received in October in the amount of $478,000 giving us a total of $1.4 million in Covid relief. These funds will allow the museum to regain its footing and move forward as we welcome guests back to our planetarium and 4D theater.

Moving forward in the 2022-2023 FY the Foundation will focus its efforts on rebuilding the membership program after and 50% decrease due to Covid-19. We will re-engage with museum patrons and donors with special event programming and fundraisers that will provide community relations and museum awareness. We continue to focus on the *Reimagine the Experience (RTE)* Capital Campaign building on the $10 million dollar state appropriation funding for the RTE project. The Foundation currently has $1.4 million raised for RTE and we are excited to continue these efforts

throughout the year. We also hired Gallagher and Associates to begin work on the exhibition gallery design plan.

Achievements and Opportunities 2021-2022
Boeing $50,000 Digital Learning
D. Smith $25,000 Transportation
D. Smith $25,000 RTE
SVOG $974,000
SVOG #2 $478,000
BCBS $25,000 Dollar Sundays
Aflac $30,000 Camps
NEH $14,000- Foundation operations
Workman $10,000 (River Alliance)

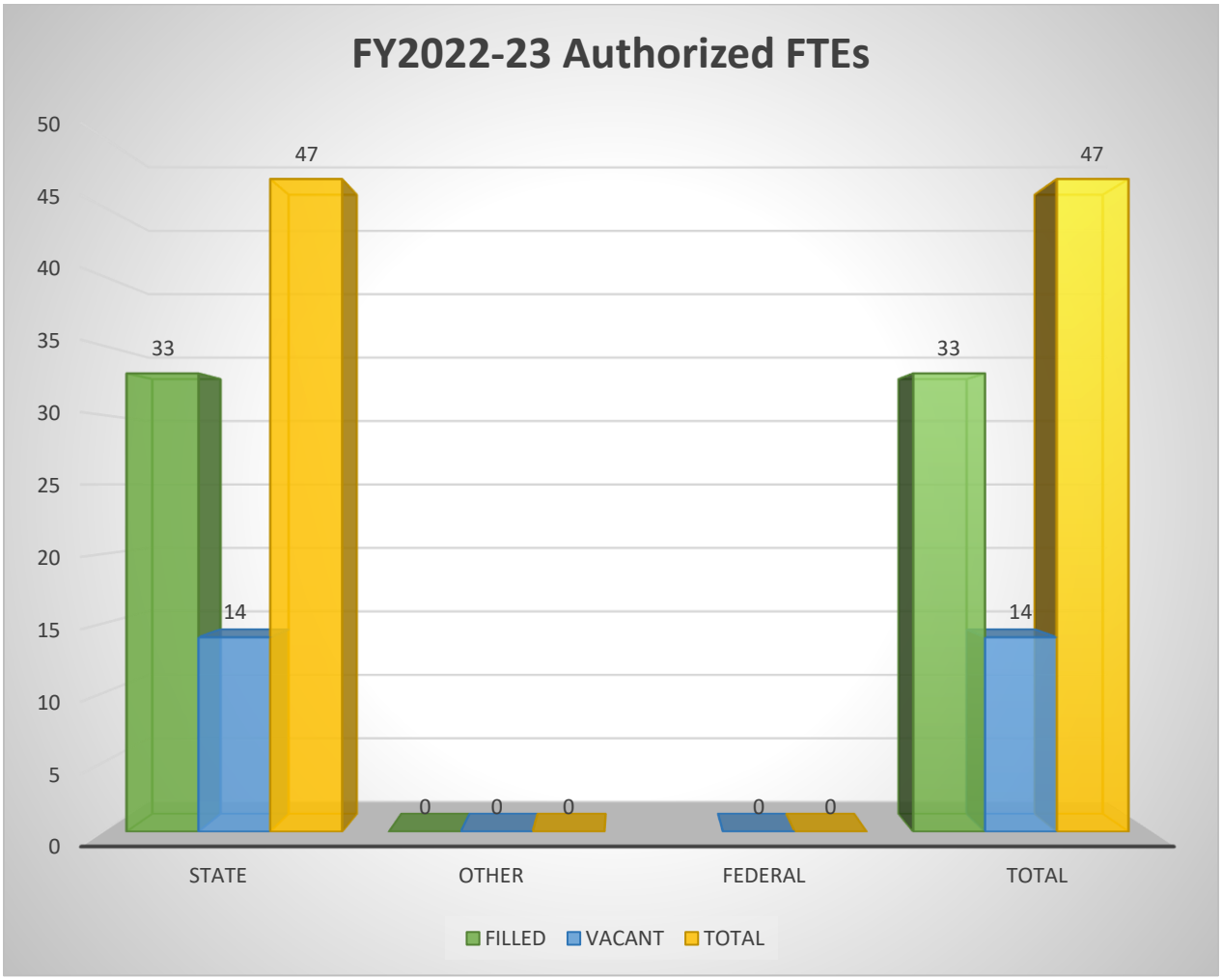
Risk Assessment and Mitigation Strategies
State Museum Collection (Value in excess of $10 million): Due to the aging of the Columbia Mill building and building systems, the collection is subject to negative environmental impacts including fluctuations in temperature and humidity, water damage due to roof leaks, and insect damage due to deteriorating windows and doorways which allow easy access. In addition, the Museum collections storage is at 95% capacity and additional storage space within the Columbia Mill building and/or an offsite venue is needed to properly care for and appropriately grow the collection, following the Museum's Collections Management Policy and Collecting plans. Remediation options offered: Replace all windows (Project in process with General Services); Replace the Roof (Project in process with General Services); Replace and upgrade the HVAC Systems (General Services is exploring options for this work); Contract with an external pest control company to provide regular treatments; identify additional storage space within the Columbia Mills building and/or at an offsite facility.

Staffing Infrastructure: The Museum currently has fifteen vacant positions that are not supported by the Museum's current annual budget (annual state appropriation and contributing revenue). These are core positions across our educational programs and operations, including security, finance, information technology, human resources, educational outreach, collections management, curatorial research and collection stewardship. In addition, a recent study has shown that a significant portion of the full-time staff and all of the part-time staff (constituting half of the museum's positions) are underpaid benchmarked against the regional marketplace. Additional resources need to be identified across the Museum's funding and revenue streams to increase salaries to be competitive and attract top talent. Remediation options offered: Increase full-time salaries to match regional benchmarking over the next three years and increase part-time salaries to at minimum $14 per hour to complete with local and regional salary benchmarking through increase in State and Foundation/philanthropic support and increased revenue; hire for the fifteen vacant positions to ensure that the Museum can adequately fulfill its mission to offer educational opportunities to visitors throughout the State.

Restructure Recommendations: The Rent paid to the Department of Administration of $1,800,000 is 47% of the museum's State appropriation. The biggest potential for cost savings and maximizing the use of State funds in support of the Museum's mission would be a different approach to our building occupancy (rent) costs. Options include releasing the Museum from rent payments through augmentation of General Services annual appropriation to care for the Columbia Mills building, paying actual operating costs of the Museum to the Department of Administration or a P3 partnership to sell/lease the building to a private developer/museum's foundation in order to transfer the needed maintenance costs to the private sector and to maximize potential economic, energy and historical tax credits.

SOUTH CAROLINA STATE MUSEUM

South Carolina State Museum FTE Breakdown



SOUTH CAROLINA STATE MUSEUM

State Museum Commission: Summary of Carry Forward and Current Cash Balances FY 2023

Project Description	Fund	Balance (6/30/2022)
General Fund - NR - Security Camera System	1001	$ 70,000.00
General Fund - NR - Exhibit Renovations	1001	$6,192,202.29
General Fund - NR - Collections Database & Management System	1001	$ 6.66
General Fund - NR - Museum Website	1001	$ 110,000.00
General Fund - NR - Wi-fi Expansion & Firewall Replacement	1001	$ 4,946.33
Operating Revenue	3035	$1,600,162.03
COVID-19 General Fund Reimbursement	3035	$ 4,474.31
Grants from state agencies	3526	$ 18,925.80
Grand Total:		**$8,000,717.42**

Project Updates:

Security Camera System:

The project is currently in JBRC review with anticipated approval to move forward by early February 2023. We have preliminary designs from two vendors on state contract and are in the process of reviewing system specifications and performance to make a final choice. After this review, we will finalize designs from the vendor and an engineer to place the order. We are currently on a timeframe to order equipment in Spring 2023, with possible install beginning in Fall 2023, pending equipment delivery times. The project is slated to be completed by no later than June 2025.

Exhibit Renovations – *Reimagine the Experience*:

The museum has embarked on the first several phases of updates to its exhibition galleries, educational spaces, and related visitor amenities through the Reimagine the Experience Project. Currently the Educational Wing of the museum has seen significant infrastructure upgrades, with new lighting and wayfinding completed this fiscal year. Working with the Department of Administration, the Museum broke ground on a critical accessibility project to bring all of the museum's restrooms up to basic ADA standards. The lobby and mezzanine bathrooms will be completed by early February 2023, with the remaining bathrooms (16 total) to be completed by summer 2023. The museum is also in the design phase for updating the lighting system in the art gallery, with plans to reopen the newly designed gallery in February 2023 with a special traveling exhibition from the Smithsonian Institution. The museum contracted with an internationally recognized exhibition design firm, Gallagher & Associates, in April 2022 to develop a Visitor Experience Plan/Concept Design and accompanying Business/Feasibility Study for the exhibition galleries and educational spaces. The final report will be delivered to the Museum in late January 2023 and will inform the final fundraising goals and project phasing to inform next steps. The goal is to have a significant portion of the renovations completed and open to the public in 2026 as part of the 250th Anniversary of Nation.

Collections Database & Management System (State Funded Phase of the Project Completed- fund will be closed out FY23):
In FY 2016 the State Legislature provided $125,000 in funding for the S.C. State Museum to replace the museum's outdated collections management system. This provides access and tracks our permanent collections. The funding was used to purchase Axiell's Emu, as well as WIFI equipment for the storage rooms. This allowed us the opportunity to work more efficiently and begin to move forward with a physical inventory of the entire 1.1 million object collection using laptops to access storage. Thanks to this generous funding from the state, and the required 1:1 match, the museum has applied for and received 3 federal grants from the Institute of Museum and Library Services (IMLS) totaling more than $709,000. The entire Art Collection has been inventoried and photographed and we are now more than halfway through our second grant focusing on military uniforms, weapons, and our housewares collections. This fiscal year we are also moving forward with our third grant which focuses on the Science & Technology collection and all objects currently on exhibition. This third phase will conclude in fall 2024 and will greatly help with our future plans for the larger museum renovation. To date: 15,543 objects have been inventoried; 40,303 images have been taken; 31,521 accession records edited; and over 40,000 hours of work have been completed by project staff.

Museum Website:
The State Museum contracted with Interactive Knowledge, Inc. in April 2022 to create and develop a new website for the museum. Currently we have completed and been invoiced for the Discovery phase, Wireframes development, UI/Visual design, commencement of video production, and Beta Release #1. The total amount invoiced as of January 2023 is $97,885. The project is on schedule, and we anticipate the new website launching in late April 2023.

Wi-fi Expansion & Firewall Replacement (Completed – State project fund to be closed out in FY23): Through this project, the museum's Firewall has been updated and the museum now has usable WIFI access in all areas of the building, including public spaces, exhibitions, classrooms, staff offices, and collections storage.

Operating Revenue: The State Museum typically carries over $600,000 - $800,000 annually to cover museum operating expenses in the first two quarters of the fiscal year. Having this carryover is especially important in years with unexpected expenses and/or loss of revenue sources due to emergency situations. Examples of recent emergency situations include the Covid-19 pandemic, which saw a significant loss of revenue over several fiscal years, and a serious flood on Christmas Eve 2022 which destroyed 90% of the museum's gift shop, a major source of annual revenue supporting our general operating expenses. In FY22, the museum, with the assistance of the SCSM Foundation, was able to secure a one-time $1.4 million Federal Shuttered Venues Operating Grant (SVOG). This grant was given in support of our two theater attractions (planetarium & 4D theater) and general operating expenses. Some of the projects that these funds supported are still in process due to supply chain issues, which is why the carryover this year is significantly higher than previous years. These funds will be spent out in FY23, bringing our carryover back down to traditional levels by the end of the fiscal year. While the museum's attendance and revenue is on a positive trajectory to return to five-year historical levels this fiscal year, having the carryover remains an important cushion for the museum to retain a positive cash flow, especially with the loss of our retail store, anticipated to be off-line for at least four months.

COVID-19 General Fund Reimbursement: Funds will be spent out by the end of the third quarter FY22.23.

Grants from State Agencies: Funds will be spent out by the end of the third quarter FY22.23.

South Carolina State Museum – 2022 Highlights

- **Through generous support from the State Legislature and SCSM Foundation, kicked off the next phase of *Reimagine the Experience* (RTE) exhibition and infrastructure initiative,** including upgrades to the Museum's Educational Wing; new ADA Bathrooms throughout the building (completion in spring 2023); and a Visitor Experience/Concept Design and Business Plan for the redesign of the exhibition galleries and educational spaces (completion in January 2023).

- Provided sensory-friendly access and special programing to hundreds of families with children, teenagers, and young adults through our popular **monthly Accessibility Mornings at the Museum.**

- **Awarded a Federal Shuttered Venues Operating Grant (SVOG) for $1.4 million** to support Covid 19 revenue losses.

- **Through support from the State Legislature and the SVOG grant, invested over $900,000 in critical infrastructure and digital technology upgrades** to the museum's BlueCross BlueShield of SC Planetarium and Rev. Dr Solomon Jackson, Jr. 4D Interactive theater.

- **Awarded a third (250,000) *Museums for America* grant from the Institute for Museum and Library Services** (IMLS) to photograph and catalogue the State Collections. **To date, IMLS has given the museum $709,000 towards the project, with 15k+ objects inventoried and 40K+ images taken.**

- **Awarded the contract to design the new museum website, funded through generous support of the State Legislature ($150,000).** The new website will launch in spring 2023 with access to the newly digitized collections for students, researchers and the general public.

- **Welcomed three generations of South Carolina astronauts** during a 50th anniversary celebration of Apollo 16.
  - News articles about Apollo 16 astronaut Charles Duke's visit to the State Museum was **shared by 525 news outlets across the world.**
  - **Related STEM educational programs served thousands of students and families,** including visiting school groups from Lancaster, SC, Charles Duke's hometown.
  - **Opened *Apollo 16 & Beyond: South Carolina in Space* exhibition** which included newly designed gallery space with creative installations, large wall sized graphics and objects on loan from the Smithsonian's National Air & Space Museum.

- Acquired a **rare historic Edgefield Face Vessel for the State Collections**, of which **only 160 have ever been identified.**

- As part of an ongoing partnership, **received a grant for $60,000 from the South Carolina Arts Commission** to support the museum's art collection, artist information and storage renovations.

- Hosted and displayed the ***SC Watermedia Society's 45th National Juried Exhibition***, featuring works by 69 artists from South Carolina and across the country.

- **Completed several critical technology projects funded through the State Legislature,** including WIFI, backup repository server and firewall replacement. technology upgrades project.