



south carolina  
**STATE LIBRARY**

**Key Officials Attending**

**Leesa Aiken**, Agency Director

[laiken@statelibrary.sc.gov](mailto:laiken@statelibrary.sc.gov), 803-734-8668

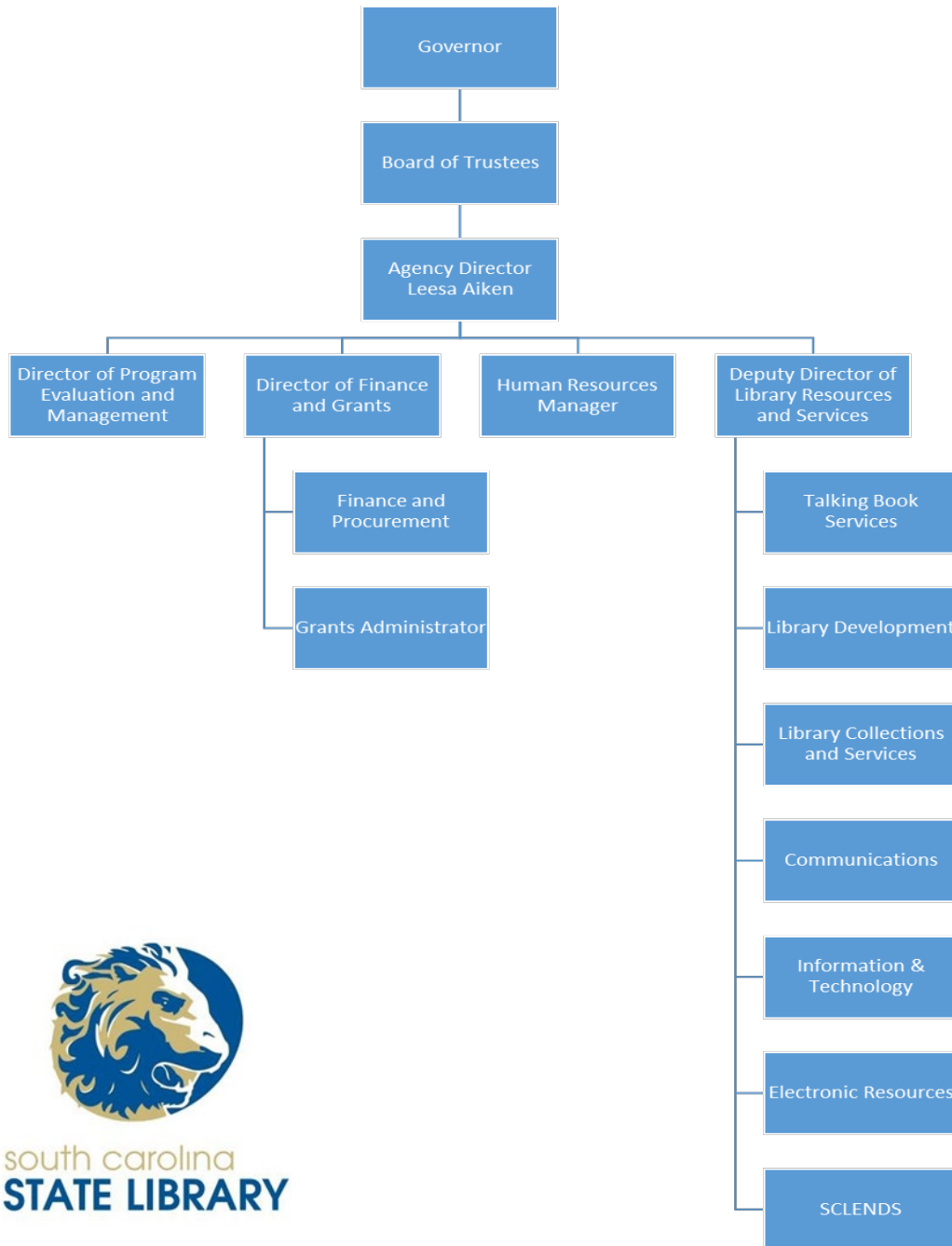
**Chris Yates**, Deputy Director of Library Resources and Services

[cyates@statelibrary.sc.gov](mailto:cyates@statelibrary.sc.gov), 803-734-4618

**Wendy Coplen**, Finance and Grants Director

[wcoplen@statelibrary.sc.gov](mailto:wcoplen@statelibrary.sc.gov), 803-734-0436

# Organizational Structure



south carolina  
**STATE LIBRARY**

## Budget Request #1-Recurring

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\$938,127 - Salary & Fringe

- \$195,927 Fringe
- \$742,200 Salary

The South Carolina State Library is having serious challenges hiring and retaining a skilled workforce. Issues include:

- Increased personnel costs
- Staff Retirement
- Increased need for subject matter experts versus clerical and nonprofessional staff
- More complex systems and technical equipment/software and a corresponding need for increased skills and experience
- Difficulty recruiting qualified employees for the same salary as previous employees
- Difficulty competing with Richland and Lexington Counties, USC School of Law
- Average SCSL salaries are \$15,000 - \$20,000 LESS competition
- Vacant position salaries are being utilized to supplement salary funds for positions occupied by staff Do not have enough funding to cover salaries for positions

Fully Staffed – 53 Positions / 13 Vacancies Currently

## Budget Request #2-Recurring

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\$150,000-Digitization of South Carolina Collection

The South Carolina State Library is the State Document Depository for **ALL** State documents created by **ALL** State Agencies and state supported academic institutions. South Carolina Code of Laws 60-2-10 requires that agencies and institutions provide the State Library with 15 copies of publications. We must digitize State documents as part of the necessary preservation efforts for these extremely important documents. By digitizing state documents, we will also be able to provide greater access to the State Library's unique historical resources including Acts of the General Assembly of the State of SC (1808–2021) Acts and Joint Resolutions of South Carolina and the SC Department of Education Annual Reports 1920-2022 to all South Carolinas and others researching South Carolina.

The budget request includes updating current as they are ten years or older and funds for preservation supplies, outsourcing of some documents, and general operations.

A scanner must meet quality and size demands of diverse state documents, take high quality resolution images, and must protect the integrity of the document.

Agency Name:	State Library		
Agency Code:	H870	Section:	27



**Fiscal Year FY 2023-2024  
Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS</b> <i>(FORM B1)</i>	<b>For FY 2023-2024, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS</b> <i>(FORM B2)</i>	<b>For FY 2023-2024, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.

<b>CAPITAL REQUESTS</b> <i>(FORM C)</i>	<b>For FY 2023-2024, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.

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

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

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	Wendy Coplen	(803) 734-0436	wcoplen@statelibrary.sc.gov
<b>SECONDARY CONTACT:</b>	Leesa M. Aiken	(803) 734-8668	laiken@statelibrary.sc.gov

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

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>	<i>Leesa M. Aiken</i> 9/15/22	<i>Anna Claire Dando</i> 11/18/22
<b>TYPE/PRINT NAME:</b>	Leesa M. Aiken	Anna Claire Dando

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

Agency Name:	State Library
Agency Code:	H870
Section:	27

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Increase in salary and fringe for staffing	938,127	0	0	0	938,127	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Digitization of South Carolina Collection	150,000	0	0	0	150,000	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>			<b>1,088,127</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,088,127</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Agency Name:	State Library	Section:	27
Agency Code:	H870		

## FORM B1 – RECURRING OPERATING REQUEST

<b>AGENCY PRIORITY</b>	1
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Increase in salary and fringe for staffing
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$938,127</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$0</b></p> <p><b>Total: \$938,127</b></p>
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*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.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience																				
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<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #																				

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<p><b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b></p> <table border="1"> <tr><td><input type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td><input type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input checked="" type="checkbox"/>	Government and Citizens
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<input type="checkbox"/>	Healthy and Safe Families										
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security										
<input type="checkbox"/>	Public Infrastructure and Economic Development										
<input checked="" type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>These funds will be used across our agency so that we may fill vacant positions, and increase salary dollars for underfunded or unfunded positions. Several specific strategies will be addressed with these funds to include:</p> <ul style="list-style-type: none"> <li>- Preservation: Government and Citizens. Advanced collection stewardship and access. In order to meet these goals we must digitize and preserve South Carolina history.</li> <li>- Preservation: Education, training, and human development. The South Carolina State Library is the State's Document Depository. As such, we provide transparency in government with centralized and free statewide access to state publications.</li> <li>- Preservation: Education, training, and human development. Encourage reading, writing, and literacy among all ages of South Carolinians through access.</li> <li>- Participation: Government and Citizens. Provide equitable access to information. <u>Acquire, process, catalog, maintain, and deliver quality resources.</u></li> </ul>
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*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*



**RECIPIENTS OF FUNDS**

These funds will be used for personnel costs associated with salary and fringe.

*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 Library has encountered increased personnel costs over the last few years due to a variety of issues including but not limited to: increased need for subject matter experts versus clerical and nonprofessional staff, more complex systems and technical equipment/software and a corresponding need for increased skills and experience from our workforce, turnover and difficulty recruiting qualified employees for the same salary as previous employees, the need to increase salaries to ensure internal equity, and a struggle to be competitive with other agencies and businesses for the same talent pool.

As a small agency it is even more challenging for us to offer competitive salaries as our competition is with larger library systems such as Richland and Lexington Counties and the USC School of Law. On average we are \$15,000 - \$20,000 less per position than our competitors. We have numerous positions that we have not been able to fill because of a lack of funding for salary dollars. Vacant position salaries are being utilized to supplement salary funds for positions occupied by staff. We have not requested and increase in salary dollars before, however in order to continue the mission, vision, and goals of the State Library, we must have an increase in state personnel funds.

*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 Library		
Agency Code:	H870	Section:	27

## FORM B1 – RECURRING OPERATING REQUEST

<b>AGENCY PRIORITY</b>	2
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Digitization of South Carolina Collection</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$150,000</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$150,000</b>
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*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.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

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

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input checked="" type="checkbox"/>	Government and Citizens

<b>ACCOUNTABILITY OF FUNDS</b>	<p>These funds will be used to preserve and provide access to state documents, and our unique South Carolina collection. Several specific strategies will be addressed with these funds to include:</p> <ul style="list-style-type: none"> <li>- Preservation: Government and Citizens. Advanced collection stewardship and access. In order to meet these goals we must digitize and preserve South Carolina history.</li> <li>- Preservation: Education, training, and human development. The South Carolina State Library is the State's Document Depository. As such, we provide transparency in government with centralized and free statewide access to state publications.</li> <li>- Preservation: Education, training, and human development. Encourage reading, writing, and literacy among all ages of South Carolinians through access.</li> <li>- Participation: Government and Citizens. Provide equitable access to information. <u>Acquire, process, catalog, maintain, and deliver quality resources.</u></li> </ul>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template*



## RECIPIENTS OF FUNDS

Operating costs associated with purchasing two new specialized scanners for rare, fragile, historic items in the South Carolina State Library's collection and our partner agencies to provide access to all South Carolinians. Additional costs are associated with supplies to maintain, store, protect, restore, and preserve these historically significant items. Additional information located in "Justification of Request" section below.

*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?*

The South Carolina State Library serves every area of SC and its citizens. The diversity of our programs and products are purposeful so that we can effectively meet the needs of those we serve. The SCSL is responsible for storage and access of all state documents created by all state agencies. Items in the SCSL collection are diverse and vary according to the corresponding agency's mission. Some items included in the SCSL collection are:

- Acts of the General Assembly of the State of SC (1808–2021) Acts and Joint Resolutions of South Carolina
- Accountability Reports for all State Agencies, Colleges, and Universities
- SC Department of Transportation – Standard Road Construction Drawings, 2005
- SC Department of Natural Resource, South Carolina Wildlife magazine 1954–2022.
- SC Department of Education Annual Reports 1920–2022

As the State's Document Depository, we are charged with not only preserving these and thousands of other documents, we must also provide access to these state documents. The best way to accomplish equal access to the information compiled in state documents is through digitization efforts.

In FY22, there were 307,406 page views of state documents from around the world. There are currently 45,742 state documents loaded in the State Library's Digital Depository; in FY22, we were able to add 8,002 documents to this collection. The South Carolina State Library's digital depository can be viewed here: [SCSL Digital State Docs](#). Last year we had 308,000 page views which is a 50% increase from three years ago. We assist the public, legislators, and state employees with research, information services, and access to information.

The SCSL currently has three scanners, two are small, flatbed scanners, and one is a large book eye scanner, which allows us to scan more complicated or larger items. We have made significant strides with digitization in the last five-ten years, but our equipment is dated. Technology has changed and we are in need of upgraded scanners.

The type of scanners which are needed to meet the quality, size, and diverse demands of state documents must include a book cradle, and must be able to take high quality resolution level images. The type of scanner that is needed has three different modes for scanning: fixed plate glass, without glass plate and an automatic opening at 45 degrees. Sensors in the book cradle plates control the pressure at which the book is held; cradle plates are motor driven. The Bookeye 5 V1A-C35 scanner is an excellent example of the type of scanner that is needed to handle the workload and diversity of the South Carolina collection. It scans original documents at a high speed, while protecting the integrity of the document. This type of scanner on average costs approximately \$40,000. The State Library is in need of two new scanners in order to make positive strides in the volume of digitization work. The additional funds requested will be used for supplies, operation costs, and outsourcing of documents that lend themselves to this practice.

Additional key features and functions of the type of scanner needed include:

### Key features:

- 64bit Linux based operating system
- Ability to scan books up to 25" x 36"
- Up to 19.7" thick (50 CM)
- Motorized Book Cradle
- Motorized Glass Plate
- Color Overhead book scanner
- 600 x 600 dpi resolution
- 1.5 Sec. for A1+ Scan @ 200 dpi
- V-shaped book cradle 140 - 180 degrees

## JUSTIFICATION OF REQUEST

- Automatic crop
- Automatic white balance and black value
- Digital color balance
- Gigabit TCP/IP Network Interface
- Output formats: PDF, PDF/A, JPEG, TIFF, PNM, multipage PDF and TIFF, DICOM and many more

**Key Functions:**

- Large color 7' touchscreen for simplified operation
- LED lamps, no warmup, IR/UV free
- Large color 22" touchscreen for scan QC
- 2 USB 3.0 Ports for Scan 2 USB
- User interface configurable in many languages
- Virus resistant Linux OS
- OS independent, runs with Windows 7, 8, 10, Linux, Mac
- ScanWizard uses any browser: IE, Safari, Chrome, Firefox
- Remote maintenance and troubleshooting

*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 Library		
Agency Code:	H870	Section:	27

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

<b>TITLE</b>	Agency Cost Savings and General Fund Reduction Contingency Plan
<b>AMOUNT</b>	<p>\$587,344</p> <p><i>What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.</i></p>
<b>ASSOCIATED FTE REDUCTIONS</b>	<p>We will not reduce staff or staffing positions as our staff are our greatest resource. Their ingenuity and intelligence are what have afforded us the possibly to continue to meet the needs of our customers to include the General Assembly, public libraries, teachers, students, other state agencies, and families.</p> <p><i>How many FTEs would be reduced in association with this General Fund reduction?</i></p>
<b>PROGRAM / ACTIVITY IMPACT</b>	<p>Reduction in pass through funds allocated by the General Assembly to State Aid to Public Libraries and a decrease in availability of electronic resources for the K-12 community to include, teachers, students, and families.</p> <p><i>What programs or activities are supported by the General Funds identified?</i></p>
<b>SUMMARY</b>	<p>The 3% reduction calculation includes pass-through funds titled "Aid to County Libraries" and should be excluded from the State Library's budget calculation. Aid to County Libraries makes up approximately 67% of the State Library's total budget. The reduction has been calculated including the funding for aid to county libraries. Reducing the general fund reduction amount to the true 3% of the State Library appropriation, not to include pass-through funds would be significantly lower at \$178,222.05.</p> <p>If the general fund reduction is not recalculated, the State Library will be forced to reduce funds for the aid to county libraries by \$409,121.55. The State Library will also reduce our electronic resources budget by \$178,222.05, which will limit the databases purchased to support Discus. Discus is the state's on-line library used by teachers, children, the K-12 community, and South Carolina residents.</p> <p>We will not reduce staff or staffing positions as our staff are our greatest resource. Their ingenuity and intelligence are what have afforded us the possibly to continue to meet the needs of our customers to include the General Assembly, public libraries, teachers, students, other state agencies, and families.</p>

*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**

The South Carolina State Library operates on a very small budget and uses allocated resources and partnerships to their fullest potential to maximize the state's funds. We cannot reduce funds by \$50,000, and continue to be effectively meet our mission and objectives.

*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 Library	Section:	27
Agency Code:	H870		

## FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

<b>TITLE</b>	<p>Discus, South Carolina's Virtual Library</p> <p><i>Provide a brief, descriptive title for this request.</i></p>								
<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</b>	<p><b>\$54,000,000 per year</b></p> <p><i>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.</i></p>								
<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Repeal or revision of regulations.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reduction of agency fees or fines to businesses or citizens.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Greater efficiency in agency services or reduction in compliance burden.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> </table>	<input type="checkbox"/>	Repeal or revision of regulations.	<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.	<input type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.	<input type="checkbox"/>	Other
<input type="checkbox"/>	Repeal or revision of regulations.								
<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.								
<input type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.								
<input type="checkbox"/>	Other								
<b>METHOD OF CALCULATION</b>	<p>The South Carolina State Library saves the State over \$54,000,000 dollars in cost avoidance every year by leveraging the State's funds for Discus. The South Carolina State Library negotiates statewide contracts with vendors for products included in Discus, for approximately \$2,500,000 per year. If each school and library purchased the products that are provided through Discus the cost would exceed \$56,000,000. Discus provides equal access to accurate information to all South Carolinians.</p> <p><i>Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.</i></p>								
<b>REDUCTION OF FEES OR FINES</b>	<p>N/A</p> <p><i>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?</i></p>								
<b>REDUCTION OF REGULATION</b>	<p>N/A</p> <p><i>Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?</i></p>								
	<p>The South Carolina State Library's mission, vision, goals, and objectives center on creating an environment with equal access to information that supports growth both personally and professionally for individuals and businesses. We believe in leveraging our funding to provide access to quality resources. We have found that partnerships help us achieve our goals by sharing resources for a broader impact. Our partners include USC, SC Department of Education, the Columbia Museum of Art, SC ETV, the SC Arts Commission, and the South Carolina Human Affairs Commission.</p> <p>The Discus collection of more than 70 subscription databases is available 24/7 and supports K-12 schools, public libraries, and academic institutions. All K-2 schools, including charter, virtual, public, home, and private, use Discus extensively for research, learning, and programming. Discus saw a 4% increase in usage from the previous year and had a seamless access rate (not requiring the Discus username and password) of 97%.</p> <p>In the fall of 2021, the State Library announced a three-year \$1.5 million partnership with the SC Department of Education to address the continuing academic impact of the COVID-19 pandemic by ensuring funding for Tutor.com. Utilizing the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund, the Tutor.com service provides equal access to individualized learning for all students and families. Tutoring is available for English and Spanish speakers 24/7 and offers access to highly qualified tutors in more than 200 subject areas.</p>								



## SUMMARY

ability to re-watch previous tutoring sessions is the second most used feature of Tutor.com, with 98% of respondents glad that Discus offers this service.

Several resources were added to the Discus collection for students and educators:

- Capstone PebbleGo – Animals / Animales and PebbleGo Next – Biographies for K-5 students.
- Ferguson's Career Guidance Center aids students of all ages with exploration and career planning.
- African-American History explores more than 500 years of African-American history and culture.
- Gale eBooks: Drama, Novels, Short Stories, and Poetry for Students assists in the analysis of the most-studied works of all time periods, nations, and cultures.
- TeachingBooks, to enrich every student's reading experience.

The Discus Training and Outreach Coordinator presented to 27 groups, including school districts, organizations, libraries, and adult education programs. These specific training sessions were attended by 715 attendees. There were also 28 live webinars hosted by vendor partners and the Discus Training and Outreach Coordinator. These sessions were open to educators, parents, and the public, with 163 attendees. Webinar recordings were viewed 755 times throughout the year.

### Program Highlights:

- Item retrievals in Discus (includes online books, academic journals, primary sources, videos): 18,808,129
- Britannica Learning text-based and multimedia item retrievals (24% usage increase): 11,027,043
- Gale Cengage text-based and multimedia item retrievals (13% usage increase): 581,070
- Tutor.com hours used (25% usage increase): 5,664
- TeachingBooks investigations for January 2022 – June 2022 (includes book title clicks, lesson plan downloads, author recordings, activities, and other tools): 1,066,923
- StudySC page views: 134,281
- Genealogy Databases – HeritageQuest and Ancestry Library Edition searches (Used only at the State Library for patrons): 3,215. This is the first complete year of having this resource.
- ProQuest Historical Black Newspaper Collection (item requests by State Library cardholders; a 42% increase): 9,942
- Successfully migrated a new Discus website to Drupal 9 with new functionality and color scheme. The mobile-friendly website is easy to search and navigate.

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



## **AGENCY'S DISCUSSION AND ANALYSIS**

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

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

The **FINANCE AND GRANTS DEPARTMENT** oversees the day-to-day fiscal operations of the State Library. The South Carolina State Library takes its fiduciary responsibility seriously, as evidenced by the budget's accountability and accuracy. Each purchase is tied directly to a strategic direction, agency goal, and the Library Services and Technology Act's (LSTA) purpose to support the mission and vision of the agency. Each budget line is categorized so tracking of expenses can be broken down to the most granular level. The State Library is fiscally responsible and diligently negotiates multi-year purchases that will provide the largest statewide impact. The State Library routinely works with other groups to secure collaborative partnerships that share costs across agencies or groups to save the state money. Those partnerships include SCETV, PASCAL, the Department of Administration, the Department of Employment and Workforce, the Department of Health and Environmental Control, the Department of Pardon and Parole, SC FirstSteps, and others. Collaborative purchases are important to the State Library, and we constantly seek to find opportunities for savings.

This department includes federal and state Grants Management. Programs are primarily funded in public libraries through subgrants and State Library administration of Federal Library Services and Technology Act (LSTA) funds, made available through the Institute of Museum and Library Services (IMLS). An annual cycle offers grant programs, such as Impact Grants of up to \$50,000 for targeted projects in individual counties. Of the 133 subgrants in FY22, funded projects met a multitude of citizen and community needs. Examples include the Lexington County Public Library System in-house circulating laptop program; an enhanced partnership with Sumter County Library daycare centers for infants and toddlers designed to build vocabulary, promote inquisitive learning, and foster a love of reading; a project to create a local history augmented reality program at Charleston County Public Library; and the distribution of 209 Advanced Workstations in Education (AWE) to 24 public library systems. We awarded additional grants for bookmobiles, and for public library staff to attend conferences for continuing education and accredited Library and Information Science degree programs. Forty-two libraries received Summer Reading program subgrants.

The **LIBRARY COLLECTIONS AND SERVICES DEPARTMENT** is responsible for reference, research, programming, training, outreach, accessing print and electronic collections, and circulation. This department directly serves state employees, elected officials, public libraries, and all South Carolina residents 18 and older. Staff members provide the public with free training opportunities both on-site and virtually. Our most successful workshops this fiscal year were: Discover the South Carolina State Library Webinar Series, African American Genealogy Webinar Series, and continuation of the

popular Grants Research and Grant Writing workshops. During the year, staff provided 19 workshops and programs to 490 attendees. Since re-opening to the public in summer 2021, some numbers have shown a significant increase including in-person visitors, new cardholders, and circulation of materials. Library Collections and Services staff continues curbside and Book-a-Librarian services to patrons, which extends the State Library's outreach to South Carolina residents across the entire state.

### **Project Highlights:**

- State Library visitors increased by 222% from 1,457 (FY21) to 4,692 (FY22); new cardholders increased by 74% from 611 (FY21) to 1,064 (FY22)
- Items circulated, including renewals: 1,666
- Interlibrary Loan items sent to other libraries: 75; requests filled for State Library patrons: 65
- Total State Library Electronic Resources retrieved: 79,848
- O'Reilly Media eBook (formerly Safari) section requests: 16,916, a 1,187% increase
- Available O'Reilly materials (including eBooks, videos, Learning Paths, and Playlists): 69,704; O'Reilly items accessed: 16,916
- Available EBook Central academic titles: 241,116; EBook Central titles accessed: 505
- Total number of state documents available in the State Documents Digital Depository: 45,742 (with 307,406 page views)
- State document items added to the State Documents Digital Depository: 8,002
- State documents shipped to depository libraries: 1,416
- Items added to the State Library's print collection: 739
- Electronic federal documents added to SCLENDS: 2,711

### **Additional Highlights:**

- *Discover the South Carolina State Library* workshop series was created to promote the rich variety of print and electronic resources in the State Library's collections and to provide instruction to patrons on how to access and use them. The first few sessions highlighted Civil Rights materials in the State Library's collections, explained how to research historical newspapers, and how to research South Carolina military ancestors. Recordings are available on the State Library YouTube channel.
- The African American Genealogy Webinar Series was launched in response to the increase in popularity of African American family history research and the number of patrons contacting us to begin research. This series, which received a great deal of positive feedback, has allowed us to connect with new community partners who served as speakers.
- We are in the fifth year of sponsoring the traveling exhibit *Unforgettable: Celebrating a Time of Life, Hope and Bravery*. Since the premiere, this exhibit has been on loan to nine South Carolina public libraries and museums. Orangeburg native and South Carolina Civil Rights photographer Cecil J. Williams make this exhibit possible. It shares the important stories and events of South Carolina's Civil Rights Movement with over 40 framed photographs taken by Mr. Williams from the 1950s-1970s.
- A collaboration across departments expanded services and resources to correctional institution libraries in the state through book donations, training, and programs. State and federal prison libraries in South Carolina received more than 3,200 book donations from the State Library. State Library staff provided required training to the Federal correctional institution (FCI) Edgefield Education in July 2021. Reference staff answered 49 reference requests by mail to South Carolina inmates.

- The State Library added three new electronic resources for State Library cardholders: FastCase, US Regional Daily Newspapers, and South Carolina Manufacturer's Database.
- One Notable State Documents Awards Ceremony, held virtually in April, reached a total of 68 attendees and 56 YouTube viewers.
- We began a partnership in July with the SC Department of Natural Resources to digitize their South Carolina Wildlife Magazine, 1954-current (with an embargo of most recent 6 months). They are approaching the 70th anniversary of the magazine in 2024, and we hope to have the complete run-up to the current year completely available in the State Documents Depository by that time.
- Horry-Georgetown Technical College joined the State Documents Depository System in December 2021. They are the first technical college to participate in this system.
- One virtual State Documentary Depository System training session was held in June 2022 to review a new optional method for importing electronic state depository documents into the ALMA catalog. There were 15 attendees and 9 views on the State Library YouTube channel.
- Library Collections staff continued to work on a multi-year digitization project in partnership with the South Carolina Confederate Relic Room and Military Museum to digitize the Colin McRae-Huse Papers. No items from the McRae-Huse Papers were contributed to the South Carolina Digital Library in this fiscal year, but a significant amount will be contributed in the coming fiscal year.

The **SCLENDS (South Carolina Library Evergreen Network Delivery System)** consortium is a collaboration of 20 county libraries and the State Library. Consortium members enjoy a shared catalog of books, audio, and video materials, and membership remains open to interested libraries. The State Library maintains the integrity of the catalog and provides technical support for member libraries, and member libraries save the costs of purchasing and processing shared library materials. SCLENDS currently serves almost one-half of the state's population. Approximately 73% of the residents in member counties have a SCLENDS library card. Any South Carolina resident in a SCLENDS member county may obtain a card to access 2,508,189 items. SCLENDS features active member-driven workgroups that operate with the oversight of an executive board. Member input directly guides development and improvements in order to meet the needs of staff and patrons who use SCLENDS. Staff at SCLENDS libraries are encouraged to contact fellow member libraries across the state for support, advice, and brainstorming.

**Project highlights:**

- Total number of items in SCLENDS: 2,508,189
- Number of items circulated, including renewals: 2,938,278
- Number of active cardholders: 701,289

The **ELECTRONIC RESOURCES DEPARTMENT** administers Discus – South Carolina's Virtual Library and selects online resources for State Library cardholders. The Discus collection of more than 70 subscription databases supports K-12 schools, public libraries, and academic institutions. All K-12 schools, including charter, virtual, public, home, and private, use Discus extensively for research, learning, and programming. Discus saw a 4% increase in usage from the previous year and had a seamless access rate of 97%, greatly reducing the need for a username and password. Usage increased in spite of a substantial flaw discovered by Infobase in the authentication code used for Learn360 and The Magic School Bus. The correction, implemented in August 2021, decreased the usage of Infobase from the previous year by 38%.



In the fall of 2021, the State Library announced a three-year \$1.5 million partnership with the SC Department of Education to address the continuing academic impact of the COVID-19 pandemic by ensuring funding for Tutor.com. Utilizing the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund, the Tutor.com service provides equal access to individualized learning for all students and families. Tutoring is available for English and Spanish speakers 24/7 and offers access to highly qualified tutors in more than 200 subject areas.

The Tutor.com platform includes additional tools that are becoming very popular with students, including practice quizzes, SAT/ACT Essentials, Skill Center assistance, and Video Library views. The tutoring hours are the most used aspect of Tutor.com, and the ability to re-watch previous tutoring sessions is the second most used feature of Tutor.com, with 98% of respondents glad that Discus offers this service.

### **Program Highlights:**

- Item retrievals in Discus (includes online books, academic journals, primary sources, videos): 18,808,129
- Britannica Learning text-based and multimedia item retrievals (24% usage increase): 11,027,043
- Gale Cengage text-based and multimedia item retrievals (13% usage increase): 581,070
- Tutor.com hours used (25% usage increase): 5,664
- TeachingBooks investigations for January 2022 – June 2022 (includes book title clicks, lesson plan downloads, author recordings, activities, and other tools): 1,066,923
- StudySC page views: 134,281
- Genealogy Databases – HeritageQuest and Ancestry Library Edition searches (Used only at the State Library for patrons): 3,215. This is the first complete year of having this resource.
- ProQuest Historical Black Newspaper Collection (item requests by State Library cardholders; a 42% increase): 9,942
- Successfully migrated a new Discus website to Drupal 9 with new functionality and color scheme. The mobile-friendly website is easy to search and navigate.
- Successfully migrated a new StudySC website to Drupal 9 with new functionality, content, and color scheme. The mobile-friendly website is easy to search and navigate.

The **TALKING BOOK SERVICES (TBS) DEPARTMENT** strives to fulfill the mandate set forth on state and local levels by the National Library Service (NLS) for the Blind and Print Disabled: “That all may read.” The primary goal of TBS is to serve as South Carolina’s Network Library in the national system by fostering a lifelong love of reading through audiobooks and audio serials. Books delivered on cartridges played on specialized digital talking book machines or downloaded to personal devices via the web-based BARD system are the largest circulators of the program. Having transitioned to the Duplication On Demand service model last fiscal year, patrons now receive up to 20 books on one cartridge instead of the 20 separate cartridges they would have received in the past. TBS also loans large-print books and descriptive DVDs and coordinates services for braille resources.

The NLS mandate specifies that qualified patrons of the service be blind or otherwise print disabled. The requirements for certification loosened last fiscal year through federal legislation, allowing professionals other than physicians to certify those possessing cognitive disabilities such as dyslexia, ADD/ADHD, and other disorders stemming from permanent organic means or temporary impairment. TBS is actively working with organizations statewide to advertise this

change and offer the service to as many potential patrons as possible. TBS staff continued actively serving during pandemic-related conditions by maintaining seamless customer service both in-person and virtually. Staff remains on-call to answer patron questions Monday through Friday from 8:30 a.m. until 5:00 p.m. All cartridges and equipment are mailed free of charge through the U.S. Postal Service. Fees and fines are never charged, and no face-to-face contact with patrons or certifiers is required for service.

### **Project Highlights:**

- Active TBS Patrons: 4,026
- Patron Contacts: 13,392 (10,963 Phone Calls + 2,429 Emails)
- Circulation: 185,542 (182,852 Digital Books + 2,555 Large Print Books + 135 DVDs)
- Digital Book Machines Checked Out: 643 (492 DS1s + 151 DA1s)
- BARD Patrons: 731
- Donations Received: \$12,687 (received and/or credited in SFY22, not carry over)
- Hours Of Volunteer Service: 419
- Number of Virtual Outreach & Training Sessions Conducted: 12 events; 187 participants

The **INFORMATION AND TECHNOLOGY SERVICES DEPARTMENT** provides technology assistance to public libraries in South Carolina. During the last fiscal year, assistance ranged from technology infrastructure assessments to remote support and project management. Continued focus was placed on assisting public libraries with network infrastructure projects that were funded through the Federal E-Rate Program.

### **Project Highlights:**

- Remotely managed and supported approximately 12 E-rate funded projects during this period. Library Systems assisted were Allendale-Hampton-Jasper, Abbeville, McCormick, Laurens, Orangeburg, Georgetown, Colleton, Chesterfield, Saluda, Darlington, Marion, and Newberry.
- The department continued to provide assistance to public libraries with filing for Federal E-Rate Category 2 funds. Worked with Cherokee, Lee, Orangeburg, Dillon, Newberry, and Marion to apply for FY2022 funds. Provided technology assessments and equipment specifications that were used in the application process.
- Assisted Aiken, Bamberg, Barnwell, and Edgefield Regional Library (ABBE) with migrating to a new VoIP phone provider, AT&T Clearspan. We designed and implemented a new network at each branch and made firewall and switching configuration changes. Integrated a new dedicated Internet circuit just for the VoIP service. Participated in regular project meetings with AT&T and the library system. All work was accomplished remotely.
- Assisted Sumter, Newberry, and Chester with applying for a State Grant to perform local network penetration testing at each library system. Worked with the vendor to establish the Statement of Work and reviewed the test results. Working with each to address and mitigate any findings.
- Orangeburg Library and Orangeburg County Government: Managed the network technology implementation at the new Main Library and Convention Center that opened on October 29, 2021.
- Implemented a new Internet circuit for Orangeburg Library at their new Main Branch location. This migration required their firewall to be moved to a new location and reconfigured.

- Secured second batch of donated PCs for Allendale, Hampton, Jasper Regional Library (AHJ) to replace older out-of-date equipment. Upgraded the PCs and provided them to AHJ's IT Managed Service Provider for deployment.
- Assisted Allendale, Hampton, and Jasper Regional Library (AHJ) with the ARPA Grant-funded project. Identified technology they could use the grant funds on. Assisted them through the procurement process.
- Assisted Marion with adding an external wireless access point at their Main Historical Location.
- Assisted Fairfield with migrating their VoIP phone system to Broadsoft (Segra). Relayed technical changes to the libraries IT Managed Service Provider for implementation.
- Assisted Allendale, Hampton, Jasper Regional, and Marlboro with applying for an Academic License Agreement with Microsoft. Worked with the State Contracted vendor, SHI, to make this happen.
- Assisted Lee Library for the first time. Met with the Library's Interim Director virtually and onsite. Provided spec for a cellular CradlePoint device for their new outreach van. Made additional technology recommendations and helped with applying for E-rate funds for the first time in many years.
- Engaged Segra to solve an Internet performance issue at Lee Library. Segra replaced their demarc device on-premise and worked with their last mile carrier to solve the slow upload speed issue.
- Assisting Dorchester with network design for a new branch location that will be shared with Dorchester School District 2. Provided marked-up drawings identifying network data drop locations. Coordinated efforts with the School Districts IT Managed Service Provider. Attended project meetings organized by the building project General Contractor.
- Assisting Saluda with network design for their planned new main location. The library system purchased the old Longs Drug Pharmacy building in 2021. Building renovation is planned for late 2022. Providing technology assistance and guidance throughout the project.

The **LIBRARY DEVELOPMENT DEPARTMENT** offers assistance, training, and support for all public library staff, trustees, administrators, and supporters. It includes consulting services for all aspects of library operations and services, library programming, and staff training. The State Library provides printed materials for early and family literacy and teens, which support public library programming. Libraries can borrow over 100 circulating kits that cover a variety of topics such as circuitry, robotics, or virtual reality technology that support STEM learning, as well as bilingual storytime or puppetry kits for early learning training.

Through site visits and consultations, the department provides direct one-on-one support for library directors or staff members to discuss concerns and recommend best practices for provisions of service. Library Development Consultants are experienced in general library services and operations. Each has special expertise in children's and young adult services, library management and planning, advocacy, public relations and marketing, data analysis and evaluation, equity, diversity and inclusion, and outreach services. Consultants develop and present workshops and webinars on various topics designed to build skills and inform library staff, resulting in better service to the public. Consultants conduct on-site training days and small group sessions to help develop the library skill levels of staff. Additionally, the department recommends library standards, conducts assessments, evaluations, and statistical reports, and coordinates the certification of professional librarians, which ensures the selection of competent personnel and the provision of high-quality library service.

The State Library's **Inclusive Services Center** features a variety of assistive technology and accessibility tools, as well as a circulating collection of materials related to equity, diversity, and inclusion in library services. During the year, the Center added new materials to support prison libraries and re-entry and services for people with dementia and their caregivers. The State Library collaborated with Alzheimer's professionals to create programming kits and provide information to library staff. Virtual training was provided that focused on American Sign Language and customer service for patrons who are deaf and hard of hearing.

**Program Highlights:**

- 418 items are available for circulation in the Inclusive Services Center. Total circulation increased to 171.
- The Inclusive Services Consultant coordinated 31 training sessions.
- The Able Access Project provided ADA assessments of 1 library website, 2 library facilities, and 3 training sessions for library staff.
- The Multilingual Collection Development grant provided up to \$2000 reimbursement for new multilingual materials in 21 counties.

The **STATEWIDE DEVELOPMENT DEPARTMENT** (SD) focuses on statewide programs that support literacy and the literary arts. READSC, South Carolina's Center for the Book, provides unique author and reading programs, including new online programming partnerships with nearby Southern states. Libraries can also borrow themed kits for book clubs. The Literary Landmark program highlights South Carolina's authors by the dedication of their historic literary sites, coordinated by the Statewide Initiatives Coordinator.

The Statewide Development department coordinates a variety of literacy efforts to meet the needs and audiences in the state. The State Library's SC Read Eat Grow food literacy initiative instructs and informs the public about the importance of nutrition, food choice, and food preparation while building literacy skills for children and families. Public libraries can borrow the Charlie Cart™ mobile kitchen or the Kitchen-in-a-Box kits for cooking and nutritional literacy demonstrations.

Fiscal year 2022 saw the completion of AccessSC, a broadband expansion project that provided internet hotspots and technology that helped learners connect to the internet outside of traditional settings. These hotspots helped some students bridge the technology gap that arose during the COVID-19 pandemic, including Bennettsville nursing student Emily Branton (<https://www.wbtw.com/news/pee-dee/wi-fi-hotspots-from-marlboro-county-library-help-nurse-get-her-degree/>).

The Statewide Development staff keeps abreast of trends and develops projects based on the needs of libraries, with current programs focusing on GrandFamilies, low-literate adults, justice-involved individuals and their families, and young families in rural areas. The department also coordinates the EveryDay Literacy program with the signature South Carolina Day by Day Family Literacy Activity Calendar. These calendars, distributed to libraries and partners in English or Spanish, are also available in an interactive online version featuring the Tumblebooks read-along database. Day by Day provides daily activities that support early literacy skills that help children better prepare for school. The State Library has been distributing the calendar for over a decade, with several states having replicated this project.

The **COMMUNICATIONS DEPARTMENT** is responsible for the media relations, publicity, and promotion of all the State Library services, programs, and initiatives. Staff members manage social media, including Facebook, Twitter, Instagram, YouTube, and LinkedIn, and design and produce collateral materials and videos. Effective communications and email marketing helps to reach 251,117 patrons across the state.

Team members cultivate relationships with local media and with state employees to emphasize the State Library's mission and services while improving access to information and expanding participation. When prompted, the department advises public libraries on public relations matters, including brand standards, communications ethics, and industry trends and tools.

**Program Highlights:**

- Facebook followers: 4749
- Twitter followers: 6984 (Tweets: 12,800)
- Instagram followers: 1629 (Instagram posts: 709)
- YouTube channel views during FY21: 29932 (watch time 4787.6 hours). 781 total subscribers (133 new in FY21)
- LinkedIn followers: 779





## FTE Breakdown

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Total Positions- 53

State Funded Positions- 25

Federally Funded Positions-15

Vacancies-13 (8 State, 5 Federal)



**General Fund Carry Forward**

Fiscal Year 2021-2022

<b>Fund</b>	<b>Code</b>	<b>Balance</b>
General Fund	1001	\$232,126.23

**Carry Forward Funds by Proviso**

Fiscal Year 2021-2022

<b>Fund</b>	<b>Code</b>	<b>Balance</b>
Cost Recovery	3035	\$2,483.23
Room Rentals	3035	\$3,621.47
State Library Donation	4098	\$600.46
Callaham Donation	4098	\$48,582.95
Talking Book Services Donation	4098	\$162,199.34
SCLENDS	37477	\$388,970.12



2023

## South Carolina State Library House Ways and Means



# south carolina **STATE LIBRARY**

## Vision

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The South Carolina State Library develops, supports, and sustains a thriving statewide community of learners committed to making South Carolina stronger.

## Mission

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We serve the people of South Carolina by supporting state government and libraries to provide opportunities for learning in a changing environment.



# South Carolina State Library

## Strategic Directions & Goals 2023

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### **STRATEGIC DIRECTION I-Innovation**

**The South Carolina State Library provides guidance for excellence in library services.**

- Support training for delivery of excellence in 21st century library service
- Help address the disparities in the library profession.
- Identify new projects and programs to address the needs of the underserved.

### **STRATEGIC DIRECTION II-Collaboration**

**The South Carolina State Library sustains and enhances its relationships with partners and those we serve.**

- Strengthen relationships and communication among libraries.
- Demonstrate how libraries are essential to educational and economic well-being.
- Facilitate informed governance and civic responsibility.

### **STRATEGIC DIRECTION III- Participation**

**The South Carolina State Library provides equitable access to information.**

- Monitoring electronic resource offerings in response to changing information needs
- Regularly review and negotiate collaborative purchases for statewide access to resources.
- Develop and deliver programs that support literacy for at-risk groups, children, and patrons who need alternative formats.

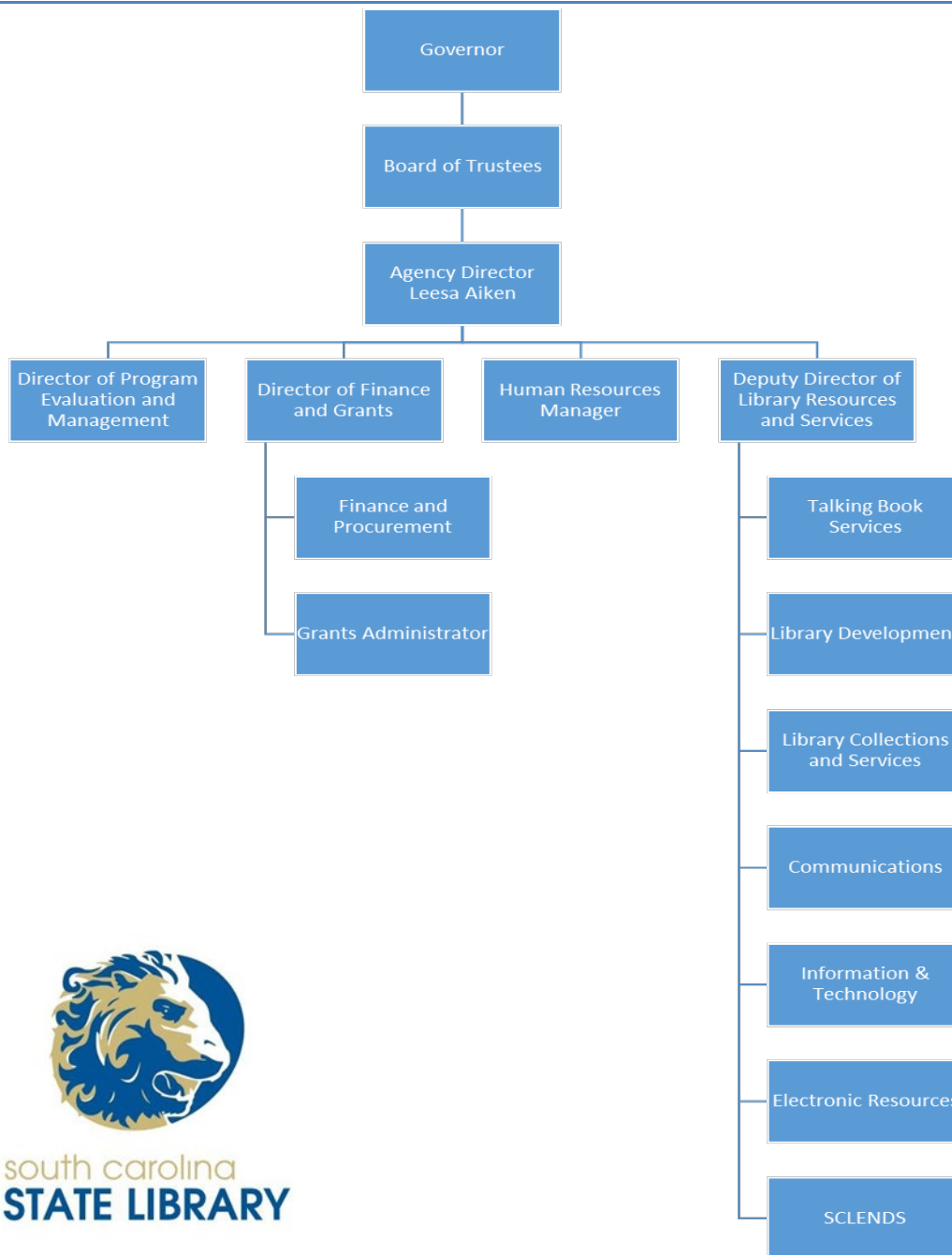
### **STRATEGIC DIRECTION IV-Preservation**

**The South Carolina State Library protects and promotes cultural heritage in the state.**

- Showcase programs and resources in collaboration with other organizations to demonstrate the state's vibrant cultural assets.
- Lead a statewide digitization initiative to protect the past and build on the present.
- Curate, preserve, and highlight a collection of South Carolina-related published materials.

# Organizational Structure

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# Customer Groups

The State Library provides valuable resources to a variety of customer groups including:

- Teachers
- State Employees
- Children & Teens
- Childcare Centers
- Early Literacy Groups
- Families
- Members of the General Assembly
- Blind and Print Disabled South Carolinians



ReadSC Writing Contest Winners

- Unemployed
- Underemployed
- Librarians and Libraries
- Universities & Tech Schools
- Pre K-12 Community
- Working Adults
- State Agencies



Storytime Refresh at Pickens County Library



DISCUS booth at the SC EdTech 2022 convention

# Services and Resources

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**We serve our diverse population by providing:**

- Legislative Research
- Access to State Documents for every state agency
- Genealogy research
- Access to unique historical collection
- Access to K-12 educational resources
- Coaching and mentoring for public libraries
- Community support & service
- Consortia purchasing negotiations
- Consultation with public libraries
- Digitization of State Documents and other historically important items
- Direct programming for public libraries, teachers, daycare workers
- Federal Depository
- Financial sub grant awards
- Statewide partnerships serving:
  - Birth-5
  - K-12
  - State Employees
  - South Carolina citizens
- Reference and research assistance
- Training and continuing education



Talking Book Services interns pack boxes for patrons



# Major Program Areas and Key Results

## Administration

The Library's flexible facility is more responsive than ever to the needs of library staff, state employees, citizens, and educators, wishing to update their skills and knowledge. We offer meeting spaces and up-to-date presentation technology. Our spaces are frequently used by state agencies. We led the social media idea exchange and training in state government ensuring state agencies can advertise and communicate in a fiscally conservative manner.



Our Information Technology Department provides onsite technology infrastructure assistance to public libraries. Some projects include:

- Remotely managed and supported approximately 12 E-rate funded projects during FY22.
- Provided technology assessments and equipment specifications to 6 Library Systems for FY22 E-rate Category 2 funds.
- Assisted Aiken, Bamberg, Barnwell, and Edgefield Regional Library (ABBE) with migrating to a new VoIP phone provider. Implementing a new network at each branch and configured firewall and switches.
- Assisted Sumter, Newberry, and Chester with applying for a state grant to perform local network penetration testing at each library system.
- Assisted Dorchester with network design for a new branch location with shared space for Dorchester School District 2. Staff provided marked-up drawings, identifying network data drop locations; IT staff assisted Saluda with network design for their new main location, planned for late 2022. The State Library has been providing technology assistance and guidance throughout the project.
- Assisted Lee Library by providing specs for a cellular CradlePoint device for their new outreach van. The State Library made additional technology recommendations and assisted Lee County with applying for E-rate funds for the first time in many years.



Paul Harmon and Anna Zachrel - grand opening of the Orangeburg County Library

# Major Program Areas and Key Results

## Talking Book Services

Equal access to information is a guiding principle of the State Library. We consistently strive to serve all community members regardless of physical or developmental abilities. Our Talking Book Services program brings print and digital books to South Carolinians who have vision impairments or who are unable to hold a book in a traditional manner.

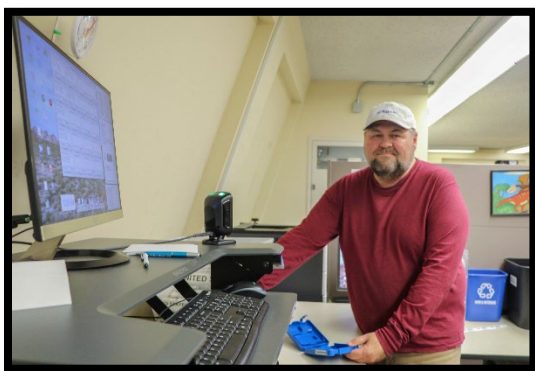
Our recording booth captures audio versions of a variety of South Carolina materials read by talented local volunteers. We are exceptionally proud to be one of a handful of state libraries providing on-site recordings which can be downloaded from the National Library Service website.



Talking Book Services Art Competition Entry

We provide personally-tailored services through telephone consultation and referral as well as delivering materials directly to customers. Talking Book Services statistics for FY2022:

- 4,026 Active TBS Patrons
- 10,963 Phone Calls + 2,429 Emails Patron Contacts
- 37,760 Digital Books + 2,498 Large Print Books + 136 DVD's circulated
- 731 BARD patrons
- 419 Hours of Volunteer Service
- 10 Virtual Outreach & Training Sessions Conducted



We offer specific programs for Talking Book Services patrons and those who serve people who are differently-abled or who have different physical or developmental abilities.

Topics include:

- ADA and Accommodation
- Blindness sensitivity and service animal etiquette
- JAWS software demo and computer accessibility
- Exhibits and informational materials from state and local agencies who serve the needs of the visually impaired

# Major Program Areas and Key Results

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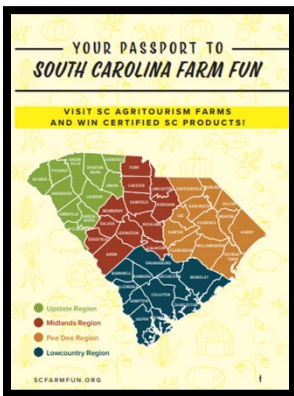
## Library Resources & Services

The South Carolina State Library provides in-person and online trainings developed for state employees on topics such as grant research, legislation, employment and commerce, social media use, and safety and emergency preparation. Our grants research classes continue to be one of our most popular trainings. In FY2022, the State Library hosted 6 virtual grants research classes with **128 attendees**. We assisted **28 patrons** throughout the year. The State Library assists Legislators and their staff with research, even creating a district profile for each Legislator that highlights specific information about their districts.



Each year the State Library selects ten notable publications created by state agencies for the South Carolina Documents Depository Notable Document Awards, which acknowledges quality publications that are useful, and represent South Carolina state government well.

Notable Documents Award winners in 2022 included:



**Eating Healthy in a SNAP Recipe Book.** This recipe book designed by the South Carolina DHEC SNAP-Education Team features dishes that are easy, healthy, budget-friendly.

**PINNACLE MOUNTAIN FIRE A FIVE-YEAR RETROSPECTIVE OF THE LARGEST WILDFIRE IN UPSTATE HISTORY.** The South Carolina Forestry Commission published a booklet describing the Pinnacle Mountain wildfire of 2015, its origin and the 26 day effort to contain it.

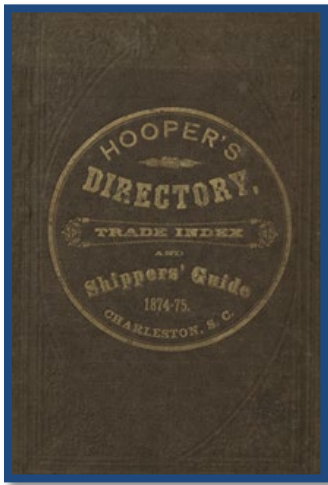
**Agritourism Passport**, published by the South Carolina Department of Agriculture, program highlights a variety of farm opportunities in each region, including crop mazes, u-picks, hayrides, wineries, and petting zoos.

The State Library recognizes the important work that state agencies and employees do in South Carolina. We work with our state partners to recognize and promote products of value to South Carolinians.



# Major Program Areas and Key Results

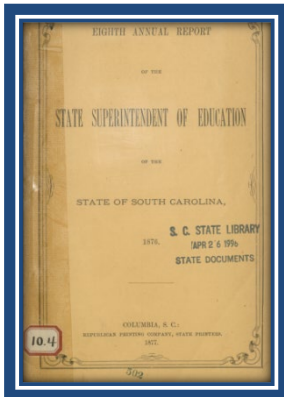
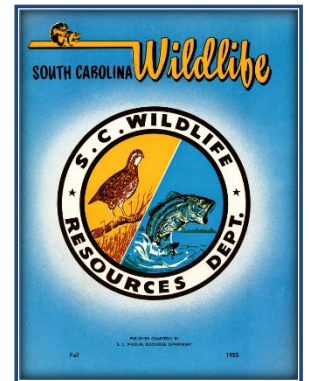
## Digital Collections



The State Library is the state's government document depository. State government documents and publications such as historic documents, books, maps, and images from the collection are digitized and made available online.

The SC State Documents Depository ([dc.statelibrary.sc.gov](http://dc.statelibrary.sc.gov)) provides access to **45,742 state document** items, an increase of 8,000 items from last year. This year these collections had **307,406 page views**, the previous year page views totaled **296,380**.

We began a partnership with the SC Department of Natural Resources to digitize their South Carolina Wildlife Magazine which is celebrating its 70th anniversary. Issues dating back to 1954 are digitized and uploaded to our digital collection. Thousands of state publications are harvested digitally each year and are made available in the State Library's State Documents Depository. Our goal is to digitize the entire State Library collection, which is of particular historic and social significance to a broad audience.



Recently digitized items include:

- **South Carolina Department of Education Annual Reports (1922, 1930-1949, 1971-1984)**
- **South Carolina Wildlife Magazine (1954- 1976)**
- **Hooper's Directory [Charleston, S.C.] (1874-1875)**
- **Sandlapper Magazine, SC Department of Archives and History**
- **McKissick Museum art exhibit booklets and pamphlets**
- **Acts & Resolutions Volumes (1975-1980)**

## Resource Sharing

SCLENDS (South Carolina Library Evergreen Network Delivery System) is a consortia group which gives patrons in 20 counties access to over 2.5 million items in a shared catalog system. SCLENDS provides nearly 45% of the state's population with equal access to books, audio, and video materials. The State Library provides technical support and cataloging assistance to member libraries. Last year, nearly **3 million** SCLENDS items were borrowed through SCLENDS. In FY 22 there were 701,289 active cardholders.

# Major Program Areas and Key Results

## Statewide Development

The Statewide Services staff assists the public, state legislators, and SC state agencies with library research, information, services, and programs.

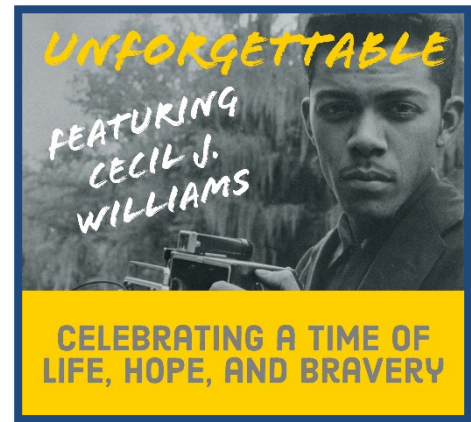
Resources include an extensive and diverse collection of print and electronic books, journals, magazines, newspapers, state and federal government publications.



Services offered include research assistance, library card applications, interlibrary loans, free Wi-Fi, free notary services, grants workshops, educational and technical trainings, and Certified Public Manager assistance.

The State Library added **1,064 new cardholders in FY2022, a 74% increase from FY2021.** The State Library hosted **4,692 visitors in FY2022.**

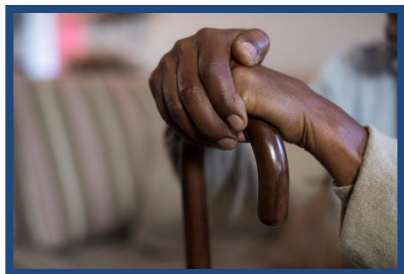
The State Library is in the fifth year of sponsoring the traveling exhibit *Unforgettable: Celebrating a Time of Life, Hope, and Bravery*. Since the premiere, this exhibit has been on loan to nine SC public libraries and museums. It shares the important stories and events of South Carolina's Civil Rights Movement with over 40 framed photographs taken by renowned photographer, Mr. Cecil Williams from the 1950s-1970s.



The **Discover the South Carolina State Library** workshop series promotes the rich variety of print and electronic resources in the State Library's collections and provides instruction to patrons on access. Sessions have highlighted Civil Rights materials in the collection, researching historical newspapers, and researching South Carolina military ancestors. Recordings are available on the State Library YouTube channel.

# Major Program Areas and Key Results

The State Library offered a new **African American Genealogy** Webinar Series to aid with family history research. This series, which has received a great deal of positive feedback, features different topics to help South Carolinians trace their family history. Key speakers have included:



- Dr. Walter Curry, Jr. who presented on Writing Family History: The Narrative Inquiry Approach
- Archivist Steven D. Tuttle who presented on Sources for African American Genealogical Research
- Genealogist, Robin R. Foster, who presented on Beginner Strategies for African American Genealogy

This series in combination with our other resources for African American history have allowed many of our patrons to find and trace their family history and lost lineage.

The State Library is charged with serving **institutional libraries**. We continue to seek the best avenues to accomplish this goal. Some efforts have included expanding services and resources to correctional institution libraries in the state through:

- Book donations
- Training of staff
- Potential programming
- Electronic Resources



State and federal prison libraries in SC received more than **3,200 book donations** from the State Library. The Federal correctional institution (FCI) Edgefield Education staff received required library training from State Library staff in August 2022. Reference staff answered **49 reference** requests by mail to SC inmates.

The State Library added three new **electronic resources** for cardholders: FastCase, US Regional Daily Newspapers, and South Carolina Manufacturer's Database.





# Major Program Areas and Key Results

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## Electronic Resources

### Discus for Teachers, Students, and Citizens



Discus – South Carolina’s Virtual Library has been a trusted staple of education for nearly 20 years providing access to an outstanding collection of electronic, subscription databases which are available 24/7. Discus is used extensively by all schools, including homeschools and virtual schools, and public and academic libraries. Accessible from home, school, the public library, or on a mobile device, students and adults have scholarly information at their fingertips for school or a new career.

The diverse collection of online resources is often utilized by the public when researching topics of personal interest such as car repair in the Auto Repair Reference Center database or health questions in Consumer Health Complete.

The State Library electronic resources were accessed **18,808,129 times in FY2022**. Additionally, there were **9,942 ProQuest Historic Black Newspapers item requests**, **3,215 Electronic Genealogy**

**Resources visited (including Heritage Quest and Ancestry Library Edition)**, **581,070 Gale Cengage items accessed**, and **11,027,043 Britannica Learning items retrieved**.

The State Library added Tutor.com in FY20 to provide one-on-one support to students through a live tutoring program. Tutors meet students where they are and provide individual attention that is not rushed or judged. This approach deepens students ability to more effectively learn and retain knowledge gained. Tutor.com has proven to be an effective addition to our K-12 Discus resources.



In FY22, South Carolina students **logged 5,664 hours** through Tutor.com, with math being the most requested subject. Tutor.com has been so successful that The South Carolina Department of Education and the South Carolina State Library (SCSL) announced a \$1.5 million partnership to address the continuing academic impact of the COVID-19 pandemic. The partnership will span three years and is funded through the American Rescue Plan's Elementary and Secondary School Emergency Relief (ARP ESSER).

# Major Program Areas and Key Results

## Additional Discus Resources

Discus added several new resources to the collection in FY22 to include: Teaching Books and its companion resource, Book Connections which offer over **267,000 resources** related to children and young adult books. These resources, designed for Pre-K through 12<sup>th</sup> grade, enrich and support the learning environment with interactive content that engages students, supports educators, and strengthens student achievement. Educators and library professionals use these tools to identify books for readers and provide support for book assignments and author studies.

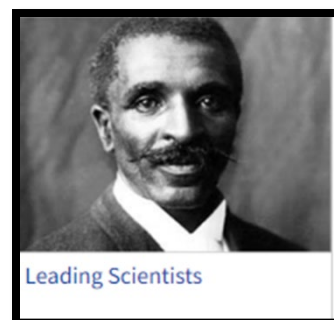
Discus resources are seen as an essential asset to educators and students. Teachers consistently provide positive feedback about the depth of resources available to them to include ready to use activities and lesson plans.



Capstone PebbleGo - Animals/Animales focuses on in-depth, age-appropriate information related to animal research. Content is geared towards younger students from K-5 and Spanish speakers.

Capstone PebbleGo Next - Biographies focuses on information about historical figures for biographical research appropriate for K-5

students. It also includes speeches by famous individuals which can be heard from actual recordings.



Capstone Science focuses on information related to the physical, life, earth, and space sciences. Capstone Science also includes information on engineering, and technology. All of the Capstone products are engaging and easy-to-navigate for the elementary student.

Other key resources include Ferguson's Career Guidance Center which supports students choosing a career path, graduates entering the workforce, or professionals changing careers; African-American History explores more than 500 years of African-American history and culture. EBSCO Learning Express provides practice tests for the ACT, SAT, PSAT, and work-keys.



Back to school, virtually or in person, think Discus – South Carolina's Virtual Library.

Discus added four eBook collections from Gale: Drama, Novels, Short Stories, and Poetry. These collections will support understanding of various historical time periods, nations, and cultures. This collection is geared for middle school students through adults.



The State Library partners with PASCAL (Partnership among South Carolina Academic Libraries) to share resources geared towards Universities, Colleges, and Technical Schools.

## Major Program Areas and Key Results

The **Check Out SC Backpack** program is a partnership with South Carolina Parks Recreation and Tourism to provide public libraries with backpacks full of tools to help you explore the Palmetto State including a Statewide Park Passport to access South Carolina State Parks.



The State Library assisted all libraries in core reading encouragement efforts such as the statewide Summer Reading Program. All public libraries participate in the statewide Summer Reading Program, which is also supported by school libraries. In FY2022 there were 76,571 participants across the state.

The ReadSC Writing Contest is open to students in grades 4-12. Students write a personal letter to an author, living or dead, from any genre, explaining how that author's work changed their way of thinking about the world or themselves. The Poetry Out Loud contest allows students to express themselves through original works of poetry focused on how they wish to shape the world, their impact, and their vision for the world. There are three levels for each contest, depending on the grade in school.



# Major Program Areas and Key Results

## Public Library Support

### Training for Public Libraries

Public libraries are community anchor institutions providing academic resources, health information, literacy materials, valuable programming, services for job seekers, and so much more. There were **7,655,795 visits** to South Carolina public libraries in FY2022, with **3,782,120 wireless sessions used**.

The State Library supports and strengthens public libraries, through consulting, training, and funding. During FY22, **98 training opportunities were held for 2,045 attendees**.

Consultation and training topics include:

- Strategic planning
- Financial management
- Collection development
- Board education
- Library standards and statistics
- Operational information
- Family literacy
- Small business outreach
- Youth services



• Technology and continuing education The State Library provides over 100 circulating kits, available to public libraries, school media specialists, preschools, daycares, and homeschoolers. Kits support STEM and STEAM learning and include:

- Circuitry
- Robotics
- Virtual reality technology
- Bilingual storytime
- Puppetry kits for early learners
- Dementia Programming

# Major Program Areas and Key Results

## Public Library Funding

The State Library acts as a fiscal agent for state funds appropriated for aid to public libraries. Every public library in South Carolina is eligible for funds for programs and projects that meet local needs, and benefit and strengthen communities, Master's level library school tuition, and conference attendance. The State Library receives a federal grant from the Institute of Museum and Library Services. Public libraries are eligible for grant funds through a competitive application process with the State Library. State and federal funding reinforce staffing, collections, and electronic resources, ensuring libraries maintain are able to meet residents' needs.

The grant from the Institute of Museum and Library Services was awarded to the Florence County Library to purchase a new bookmobile. The bookmobile went into service in May 2022. Stops were scheduled at daycare centers and Head Start locations. Storytimes were held during the summer and books were circulated to children who may not otherwise receive literacy materials and programming.



The Sumter County Public Library supplied and delivered a total of 180 educational boxes, reaching an estimated 360 children each month through partnerships with local daycares and learning centers.

Sumter County Library's 'Read, Learn and Grow' kit



# Major Program Areas and Key Results

The York County Public Library purchased a wheelchair accessible Sprinter van. The Sprinter van entered service in December 2021. The outreach vehicle has focused on visiting assisted living facilities, and other adult centers reaching people who would otherwise not have access to the library.



The Abbeville County Library received nine AWE Learning Stations which help to build school readiness and literacy skills for young learners.

The Calhoun County Library hosted two Community Baby Showers and 13 Music and Movement programs with participation from early learning, literacy, and health partner organizations. Overall attendance for these events were 356 parents and children. Children were registered from the 1000 Books Before Kindergarten program and the Dolly Parton Imagination Library. As a result of this project, the library has seen an increase in the number of young visitors and families.

