2024 Annual Accountability Report

State Library

Agency Code: H870

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AGENCY NAME:	State Library		
AGENCY CODE:	H870	SECTION:	027

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 State Library's **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 planning, tracking, and accuracy of the budget. Each purchase the State Library makes is tied directly to a strategic direction, agency goal, and the Library Services and Technology Act (LSTA) federal grant's purpose to support the mission and vision of the agency. Each budget line is categorized enabling tracking of expenses to 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 the Department of Education, South Carolina Education Television (SCETV), Partnership Among South Carolina Academic Libraries (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 and equal access.

The Finance and Grants department oversees the distribution of Institute of Museum and Library Services (IMLS) federal grant funds for public libraries. With these federal funds, libraries throughout South Carolina are able to purchase materials and technology to enhance services to patrons, participate in continuing education experiences, and conduct strategic planning and community needs assessments that they otherwise would be unable to provide.

IMLS funds are primarily distributed to public libraries through subgrants. An annual cycle offers grant programs, such as competitive Impact Grants of up to $50,000 for targeted projects in individual counties. The State Library provided 68 subgrants in FY24, for projects which met a multitude of patron and community needs. Examples include the York County Library Food Literacy program; both Beaufort County Library and Laurens County Public Library System outdoor book lockers provided increased access to library materials 24 hours a day, seven days a week; and Horry County Memorial Library installed outdoor StoryWalk trails to combine literacy and fitness by placing permanent book display stations along walking trails throughout the library service area. Additionally, grants were provided to public library staff for conference attendance, continuing education, and tuition reimbursement for classes taken at an accredited Library and Information Science degree program. Summer Reading program subgrants were provided to forty-five county library systems.

The **HUMAN RESOURCES DEPARTMENT** supports the State Library's belief in diversity and equity by striving to hire staff from various backgrounds with relevant experience to represent South Carolina fully. In response to our desire for a diverse workforce, the State Library Leadership team has gone through various training to ensure the most qualified candidate is hired, including understanding interviewing bias. Each employee receives regular, detailed feedback to ensure their success and that of the agency. Opportunities are provided for staff to cross-train and work on inter-department teams to learn more about other departments and encourage collaboration. Employees participate in continuing education, state and national conferences, and professional development. The State Library believes an engaged workforce is essential to meeting the high expectations and needs of South Carolinians. Our goal is to provide a workplace where employees feel valued and enjoy what they are doing. This work environment encourages creativity and innovation to develop exceptional programs.

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. During the year, staff provided 36 workshops and programs to 1,061 attendees. Our most successful workshops this fiscal year were: Discover the South Carolina State Library Webinar Series, Speaker at the Center Series, and continuation of the popular Grants Research and Grant Writing workshops. We have experienced a significant increase in new cardholders this year. Library Collections and Services staff continue Book-a-Librarian services to patrons and virtual training webinars, which extends the State Library's outreach to South Carolina residents across the entire state.

The Library Collections Department coordinates selection and purchasing of new print materials and acquiring, cataloging, and creating access to South Carolina state agency electronic documents. The collection includes library and information science, civic engagement and government, information technology, grants research, diversity and inclusion, institutional libraries, mental health, and South Carolina-related titles. The State Library serves as a state and federal document depository for state agencies and public access. The department also provides online access to digitized historical documents, books, and images from our collection and through partnerships with other agencies, libraries, and cultural heritage institutions.

The State Library serves as the state document depository for all documents created by state agencies, including documents that are born digitally. State agencies send the State Library copies of documents which exist in print; we use web crawlers to obtain documents which exist in digital format only. The State Library is also a federal document depository.

The department also provides online access to historical documents, books, and images which have been digitized and cultivates partnerships to make historical and cultural materials available online. Digitization projects completed during the FY24 include the South Carolina Wildlife Magazine (2015-2023); SC Acts & Resolutions volumes (1941-1964); Carolina highways (1949-1970), Saltwater Conversation (1908-1988); The Carolina coast: quarterly report on Marine Resources Division programs and activities (1987-1992); Coastal perspective a journal of the Marine Resources Division (1989-1991); Port news: a publication of the port of Charleston (1960s) and Port Charleston (2001-2007); Superintendent of Education Annual Reports (1910) . Items which have been digitized are available as part of the State Library's State Documents Depository.

Program Highlights:

- State Library visitors decreased slightly by 5% from 6,332 (FY23) to 5,923 (FY24)
- State Library cardholders increased by 163% from 2,463 (FY23) to 4,016 (FY24)
- Items circulated: 2,856
- Interlibrary Loan items sent to other libraries: 282
- Interlibrary Loan requests filled for State Library patrons: 77
- Total items retrieved requiring a State Library card specifically: 146,944
- NewsBank current and historic newspaper articles viewed by cardholders: 75,650
- Continued webinar, Discover the State Library to promote State Library collections, databases, and services
- ProQuest Historical Black Newspaper Collection usage: 10,910
- Materials specific to IT and business and management (eBooks, videos, Learning Paths, and Playlists) through O'Reilly Media: 55,914; Items accessed through O'Reilly Media: 53,601
- EBook Central academic titles available: 236,617; EBook Central titles retrieved: 2,313
- Total state documents available in the State Documents Digital Depository: 54,666
- Total page view of state document (approximately, due to change in statistics model): 416,000
- State documents added to the State Documents Digital Depository: 3,039
- Items added to the State Library's print collection: 801 SC Collection (and other); 887 (State Documents); 1016 (Federal Documents)
- Electronic federal documents added: 3,579

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 collection and to provide instruction to patrons on access and use. Four Discover the South Carolina State Library sessions were offered: Cemeteries Across South Carolina, Presidential Resources at the State Library, Researching with ProQuest Historical Black Newspapers, and Researching with NewsBank Historical and Current South Carolina Newspapers. We had 103 patrons attend the live webinars.
- The SC Center for the Book Speaker at the Center Series continued to offer excellent cultural and informational programs to promote South Carolina's rich cultural heritage. Fourteen programs were held at the State Library this year: Arcane Carolinas with Charlie Mewshaw, Carolina Crimes, Nature Writer Jim Mize, Author Tom Poland, South Carolina Wildlife Magazine's 70th Anniversary with Editors Cindy Thompson and Joey Frazier, Celebrating Gullah Geechee Legacy & Literacy with Queen Quet, Lahnice Hollister on her recent work Resisting Jim Crow: The Autobiography of Dr. John A. McFall, Jennifer Bartell Boykin, Poet Laureate of Columbia, South Carolina, Dr. Jon W. Tuttle on his work South Carolina Onstage, Authors Rachel Gordin Barnett and Lyssa Kligman Harvey on their work Kugels & Collards, Musician Modern Day Bluesman THE Dubber, Author Queen Quet reading her new Children's book, and Authors Joseph McGill, Jr. and Herb Frazier on their work Sleeping with the Ancestors. We had 439 attendees attend these programs.
- Other programs and trainings offered this year included: Grants training to Allen University staff, Library Training to Federal Correctional Institution Edgefield staff, Grants training to Richland Library staff, SLED Benefits Fair, Grants presentation to Friends of SC Libraries (FOSCL), General Andrew Jackson Chapter of the US Daughters of 1812, The Lasting Impact of Historic Antisemitism on Jewish Americans, Chronicling America: Historic American Newspapers with guest speaker Laura Carter. We had 169 attendees at these programs and trainings.
- Services and resources to correctional institution libraries in the state through training was continued. State Library staff provided training to the Federal correctional institution (FCI) Edgefield Education. Reference staff answered 62 reference requests by US mail from South Carolina inmates.
- The Notable State Documents Awards Ceremony was held at the State Library in March 2024 acknowledging the incredible work done by state agencies, with 12 winners this year.
- Our partnership with the SC Department of Natural Resources (SCDNR) to digitize their South Carolina Wildlife Magazine, 1954-current (with an embargo of most recent 12 months) was completed, with 1954-2023 issues available in the State Documents Depository. SCDNR celebrated their 70th anniversary of the magazine in January 2024. The State Library hosted an exhibit on the South Carolina Wildlife Magazine with accompanying programs.
- 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.
- Staff completed a three-year weeding project of the General Collection to open up shelving space and make way for new collection development opportunities. 4,808 items were weeded from the collection.
- Staff also completed a seven-month weeding project of the microfilm collection as most of the content is now freely available online or at other institutions to make space for the map, blueprint, and over-sized materials collections. 21,576 reels of microfilm were recycled.
- The preservation work space was renovated with new furniture, equipment and archival supplies for expanded preservation work to be conducted on the aging and fragile items in the collection.

The **SCLENDS consortium** is a collaboration of 22 county libraries and the State Library. Consortium members provide access to their communities through a shared catalog of books, audio, and video materials. The State Library maintains the integrity of the catalog and provides technical support for member libraries. Member libraries save on the costs associated with purchasing and processing shared library materials. SCLENDS currently serves almost one-half of the state's population. Approximately 46% of the residents in member counties have a library card which they can use to obtain items from any of the 22 participating SCLENDS libraries. The shared catalog available to residents boasts 2,763,736 items. Member input directly guides development and improvements to meet the needs of staff and patrons who use SCLENDS. In May 2024 the Abbeville County Library joined SCLENDS adding their holdings to the larger collection.

Project Highlights:

- Total number of items in SCLENDS: 2,763,736
- Number of items circulated: 3,139,215
- Number of active cardholders: 731,818
- Total number of items loaned between SCLENDS member libraries: 595,061

The **Talking Book Services (TBS) Department** strives to fulfill the mandate set forth on federal, 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 (DoD) service model last fiscal year, patrons now receive up to 20 books on one cartridge instead of on 20 separate cartridges as they would have in the past. TBS also loans large-print books, descriptive DVDs, and coordinates services for braille resources. Additionally, regional libraries are now handling download and distribution of audio versions of national magazines to our patrons, as well as the audio version of the Talking Book Topics bimonthly catalog, increasing cartridge circulation significantly.

The NLS mandate specifies that qualified service patrons be blind or otherwise print-disabled. The requirements for certification loosened in 2021 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 through a targeted information campaign aimed at public libraries, school libraries, community agencies, and correctional and healthcare facilities. Staff are on-call to answer patron questions Monday through Friday from 8:30 - 5:00. 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.

Program Highlights:

- Active TBS patrons: 4,087 (please note: this is an average of all 12 months of active users, as numbers fluctuate constantly)
- Active Institutions: 206 (please note: this is an average of all 12 months of active users, as numbers fluctuate constantly
- Patron contacts: 17,862 (9,547 Phone Calls/voicemails and 8,315 emails)
- Circulation: 217,828 (there has been a change to how we track circulation statistics)
    - Digital Books: 212,599
    - Large Print Books: 1879
    - Local Digital Serials: 1398
    - MOC Serials: 2242 (this service just began in June 2024)
    - Descriptive DVDs: 129
    - Braille circulation via Utah State Library: 781
- Digital Book Machines checked out: 817
- Active BARD accounts: 3,738
- Volunteer service: 337 hours
- Outreach: 46 events, 3008 contacts

The **Electronic Resources Department** administers Discus – South Carolina's Virtual Library. Fiscal year 23-24 marked the 25th anniversary of Discus. Discus is managed and administered by the South Carolina State Library (State Library) and funded by multiple sources, including the South Carolina General Assembly, the K-12 School Technology Initiative, the Library Services and Technology Act, and the SC Department of Education. The State Library has been committed to providing quality, vetted electronic resources for all SC residents regardless of race or socio-economic status. Students of all ages and their teachers depend on Discus to provide a safe environment to learn by removing advertising and other distractions.

The $3.9 million annual investment in the subscription databases validates the State Library's continued commitment to the program and the ability to add select age and subject-appropriate resources. The fall of 2023 marked the third and final year of a three-year $1.5 million partnership with the South Carolina Department of Education to address the continuing academic impact of the pandemic by providing 24/7 online, live tutoring. This partnership established South Carolina as the only statewide program offering 24/7 tutoring access for English and Spanish speakers in more than 200 subjects. Providing tutoring ensures equal access to individualized learning and career coaches for all students and families. Tutoring usage remains strong compared to previous years, with 97% of respondents glad the service is provided free of charge.

Discus resources consist of more than 70 databases and services for all South Carolinians. Available 24/7, students and education professionals have free access to research databases, ebooks, practice tests, and live tutoring. The credible, high-quality, vetted publications in Discus allow students and educators to safely search for up-to-date information without sifting through advertisements and non-educational results found in internet search engines.

Seamless access to Discus was enjoyed by 97% of users, with the remaining access occurring using the statewide username and password. EZproxy, a state-of-the-art authentication solution, utilizes geo-location technology to allow equal access to information and learning resources regardless of race or socio-economic status.

The State Library added two former educators to the training staff to complement the librarians on the Discus team. The mix of elementary and high school knowledge with librarian knowledge brings a unique skill set that training participants appreciate. The camaraderie the Discus trainers have with their audience is apparent in the training requests from state agency partners and community groups.

Virtual and in-person training requests increased from previous years, with 77 trainings and 22 exhibit tables monitored. A total of 7,127 individuals attended the in-person workshops, watched live online sessions or the recorded sessions, or stopped at the Discus exhibit table at conferences.

With schools and libraries completely open and state conferences resuming, the in-person professional development workshops increased. Trainers demonstrate to attendees how to incorporate the Discus resources into lesson plans and programs, an appreciated takeaway. Previously, training centered around resource functionality, so transitioning to this new training model has been well-received by media specialists and teachers. The training sessions cover a variety of subjects and ages, depending on the request.

Live, virtual professional development sessions were available regularly throughout the year for families, librarians, students, and teachers with subjects ranging from auto repair to literacy and summer reading. Creating Gale Choice Boards for classroom instruction was very popular with educators and librarians as they learned how to challenge their students with independent learning by making them more responsible. Session registrants unable to attend the live trainings also had the option of viewing the posted recordings when their schedule allowed.

A few of the organizations that benefited from the Discus trainings are:

- Department of Juvenile Justice
- South Carolina Department of Social Services
- South Carolina Department of Education
- Coastal Carolina University
- Clinton College
- Family Resource Center

Program Highlights:

- Item retrievals in Discus (includes online books, academic journals, primary sources, practice tests, and videos): 24,018,004
- Britannica Learning text-based and multimedia item retrievals: 11,753,738
- Capstone articles and eBooks viewed in PebbleGo and PebbleGo Next (91% increase): 4,198,583
- Gale Cengage text-based and multimedia item retrievals (5% increase): 755,430
- LearningExpress Library practice tests, tutorials, courses, and eBooks used (6% increase): 17,693
- TeachingBooks investigations including book title clicks, lesson plan downloads, author recordings, activities, and other tools: 3,567,556
- Tutoring hours used: 5,582
- NewsBank current and historic newspaper article views: 75,650
- ProQuest Historical Black Newspaper Collection item requests: 10,910

- The Mailbox Plus and Gale's ChiltonLibrary were added to Discus

Our **INFORMATION & TECHNOLOGY SERVICES** Department provides technology assistance to public libraries in South Carolina. During Fiscal Year 2024, assistance ranged from technology infrastructure assessments to remote support and project management. Continued focus was placed on leveraging Federal E-rate Program funding for network infrastructure improvement projects at Public Libraries across the State. The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband access.

Program Highlights:

- Managed and supported approximately 11 E-rate Category 2 funded network infrastructure improvement projects during FY2024. Library Systems assisted were Allendale-Hampton-Jasper, Anderson, Chester, Georgetown, Laurens, Marion, Marlboro, McCormick, Newberry, Orangeburg and Union.
- Continued to focus on aiding public libraries with filing for Federal E-Rate Category 2 funds. During 2024 E-rate application window, assisted 19 South Carolina Public Library Systems with requesting funds for network infrastructure projects. Provided technology assessments and detailed equipment specifications that were used in the application process. Total funds requested $1,034,153. Library Systems assisted; Allendale-Hampton-Jasper, Anderson, Cherokee, Chester, Chesterfield, Clarendon, Colleton, Darlington, Fairfield, Georgetown, Greenwood, Laurens, Lee, Marion, Marlboro, Newberry, Orangeburg, Sumter and Union.
- Conducted a total of 36 site visits during the year to the following Library Systems: Abbeville, Allendale-Hampton-Jasper, Anderson, Charleston, Chester, Chesterfield, Clarendon, Georgetown, Greenwood, Laurens, Marion, Marlboro, McCormick, Newberry, Orangeburg, Sumter and Union.
- Darlington and Laurens County Library; provided library IT staff with online self-paced IT skills training.
- Continued to work with Georgetown and Dorchester County Government IT departments on local Library construction projects. Two Library projects in Dorchester and one in Georgetown.
- Abbeville County Library; assisted with increasing security at Agnew and Calhoun Falls branches. Both needed security cameras as none currently existed. Abbeville County Government standard was Verkdata cameras. We worked with the manufacture to establish the spec needed. Purchased the cameras through local State approved vendor and physically installed the cameras.
- Anderson County Library; this is a continuation of the project that started in FY2023. The Main Headquarters location has aged network cabling infrastructure that's causing internal connectivity and performance issues. We developed a detailed plan to address all the identified problems. This included creating detailed specifications and drawings. Assisted them with filing application for FY2024 Federal E-RATE funds to help fund this project. Requested funds $411,317.
- Anderson County Library; identified critical core network addressing issues on their local area network that was contributing to ongoing connectivity and performance issues system wide. We worked with a contracted vendor to develop and implement a plan to redesign the local area network to fix the issues at the network core. This was needed to allow future network upgrades and enhancements. This work was completed May 10th.
- Sumter County Library; the Main branch location network cabling infrastructure is aged and designed poorly. We developed a detailed plan to address the all the identified problems. Detailed specifications and drawings were created. Assisted them with filing an application for FY2024 Federal E-RATE funds. Requested funds $178,453.
- Georgetown County Library; the Main Headquarters location underwent a major renovation that included adding a new wing onto the building. The building was gutted, including the network cabling infrastructure. During FY24 we worked with the Library System and County IT to create detailed drawings and implementation timeline for installing the new technology infrastructure. FY2021 E-Rate funds were used to fund this project.
- Laurens County Library; new Clinton Branch is under construction. We worked with the Library System, building architects, and general contractor on designing and installation of the technology infrastructure at the new location.

- Allendale Hampton Jasper Regional; the Pratt Memorial Library in Ridgeland, SC is in planning stages for a major renovation. We worked with the Library System and building architects on designing the technology infrastructure for the renovated location.
- Saluda County Library; the library needed a new network firewall. Due to financial limitations the Library was not able to fund a replacement. Cherokee County Library upgraded their firewall and donated the old one for use in Saluda. We upgraded the network firewalls operating system to a current support version, configured and installed at Saluda Library branch location.

The **Library Development Department** provides assistance, training, and support for public library staff, trustees, and directors. Consulting services are provided for all aspects of library operations, services, and programming. Library Development Consultants are experienced in general library services and operations; each also has expertise in a specific subject area such as: children's and young adult services, library management and planning, collection management and programming, and outreach services. The Library Development department also provides statewide programs relevant to library and patron needs; circulating program kits; and printed materials to support early and family literacy.

Through site visits and consultations, the department provides direct one-on-one support for library directors or staff members in support of best practices for service. Consultants conduct on-site training days and small group sessions to help develop the skill levels of staff. The department hosts and conducts webinars and in-person training for library staff; conducts assessments, evaluations, and statistical reports; and coordinates the certification of professional librarians, which ensures the selection of competent personnel and high-quality library service. In addition to training for staff, the Library Development department offers training for library Boards of Trustees and consulting on recruitment and hiring, strategic planning, and other library administration issues. The department is also responsible for recommending library standards.

All of South Carolina's public libraries participate in summer reading to foster a love of reading for enjoyment and to help prevent learning loss throughout the summer. Summer reading grants are available to all public library systems to help support programming to hire special presenters and performers who bring a diverse range of experiences to children. Performances include animal encounters, live theatre, interactive musical performances, and more. Grant funds are also used to add new youth books to the collection, purchase supplies for craft and STEM programming, to add a few more examples of summer reading support.

The State Library is committed to supporting library access to all residents across the state. The Library Development department conducts training on a variety of topics. Library Development provided professional development for library staff working with children and teens in public libraries to teach librarians how to engage teens in the libraries offer new ideas to refresh their storytimes, and suggested new resources for developing early literacy spaces. The Facilities and Access Consultant helps provides guidance for libraries looking to build multicultural collections or provide specialized services to diverse customers. This year, the focus expanded to include supporting the construction, renovation, and maintenance of library facilities to improve the library building and website accessibility for patrons with disabilities.

This department supports partnerships to reach English language learners and multilingual families and provides resources that strengthen collections and programs that represent the state's diverse population. The annual Spanish for Library Staff series equipped staff to serve multilingual customers. The Neurodiversity in Libraries webinar series focused on welcoming individuals with Autism Spectrum Disorder or other cognitive differences to the library. 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 service. New materials were added to support prison libraries.

Library Development staff also coordinate statewide services and programs to meet information needs identified around the state. Rural libraries especially have identified gaps in access to technology, healthcare, and fresh foods. Public libraries can borrow a wide variety of circulating program kits on topics including STEM/STEAM, storytimes, book club sets, cooking equipment, board games, and memory care programs for patrons with dementia. Libraries and schools have used the kits to host robotics or drone programs for teens, Lego play for children, bilingual storytimes, and hands-on cooking programs. The 115 program kits in our collection circulated a total of 197 times during fiscal year 2024. This year, we successfully relocated all the kits to a dedicated workspace within the library. The kits are now housed in our LowCountry Room, which

has been thoughtfully designed to accommodate our needs. This new setup not only centralizes the kits in one convenient location but also provides ample space for both of our Statewide Services Coordinators to work efficiently. The LowCountry Room offers a more organized and productive environment, allowing us to better manage and utilize the kits for our various initiatives.

The Library Development department also provides early literacy materials to schools, daycares, and other early-childhood organizations. The signature South Carolina Day by Day Family Literacy Activity Calendar is available to libraries and partners in English or Spanish. The Day by Day calendar 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. Early literacy brochures and activity booklets were provided to participating libraries to use in their local programs, including Literacy On the Go, and Have Fun with Math and Science.

Program Highlights:

- Purchased books for state Institutional Libraries run by the Department of Corrections, Department of Juvenile Justice, Department of Mental Health, and Department of Disabilities and Special Needs
- Hosted the Accessibility Insights full-day workshop in collaboration with Talking Book Services to promote accessible libraries for South Carolinians with blindness and low vision
- 435 items are available for circulation in the Inclusive Services Center
- Hosted Directors' Summit for public library directors to support them with information about library budgets, state statutes and legislative process, library board training, time management, and the process of completing a renovation or construction project
- Assisted small libraries with collection maintenance and weeding to promote circulation of materials
- Hosted a webinar series on conducting board meetings and writing and interpreting board bylaws
- Hosted a Performers Showcase to assist public libraries with selecting Summer Reading performers
- Presented two sessions of the popular 6-week Spanish for Library Staff webinar series
- Offered a cohort of the Supercharged Storytime curriculum for youth services staff
- Hosted workshops on Summer Reading planning
- Offered multiple sessions of storytime and Every Child Ready to Read training for various library systems and at local conferences such as First Steps Teacher Training and First Steps Early Literacy Summit.
- Presented a leadership training at the 2024 Power-Up Conference for Youth Services Managers at the University of Wisconsin – Madison.
- Facilitated a Baby Storytime Brainstorming Session at the 2023 CLELCON for Colorado Libraries for Early Literacy; several SC librarians attended this virtual conference.
- Hosted three workshops on summer reading program planning in-person and wrap-up webinar, worked with the Grants Administrator to provide summer reading grants to most public libraries in SC, and continued to support libraries throughout the summer with assistance at several summer reading events.
- Partnered with Denver Public Library to offer three webinars related to youth services outreach, movement and play, and trauma-informed storytimes.
- Partnered with Spartanburg County Public Library to host a Performers Showcase where diverse presenters across the state and country shared highlights from their summer presentations and met with staff to book summer reading events across the state.
- Created a "Supercharged Storytime Stars" cohort that met four times in person and online; series was based on the popular Supercharged Storytimes book and free online modules.
- Partnered with NASA's StarNet to offer SEAL – Solar Eclipse training activities for libraries. Included in this program were two new circulating kits of STEM materials for all ages such as a telescope, sun spotter, and more.
- Worked with SCLA to chair the Youth Services Section committee and hosted a business meeting at the annual conference in Oct. 2023. Also worked with the conference chair to review proposals and select youth services presentations.
- Public library staff used a Dementia Program kit, *Tales and Travel Memories – Excursion to Japan*, to take assisted living facility residents "on a trip".

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 help to reach 128,394 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: 6,786
- Twitter followers: 6,803
- Instagram followers: 2,129 (Instagram posts: 976)
- YouTube channel views during FY24: 21,600 (watch time 3,600 hours). 1,060 total subscribers (134 new in FY24)
- LinkedIn followers: 1171

Risk assessment and mitigation strategies

The mandates of the South Carolina State Library are broad and diverse. They include: service to people who are blind or print-disabled; resources for the K-12 community; acting as the State's document depository for state agencies; acting as a federal document depository; providing research, reference, and consultation services to a broad group of patrons including state employees, libraries, and the legislature. How we meet those mandates must evolve and change over time as the needs of our patrons change.

There are several key issues facing the South Carolina State Library in the coming year. As the State Document Depository for all state documents created by each state agency and State-supported academic institution, the State Library is responsible for thousands of documents each year. Our collection contains documents from the late 1700s through the FY23 Legislative session. As the State's documents depository, the State Library does not have a collection that will be weeded over time as public, school, or academic libraries do. The South Carolina State Library is considered a special library. The documents in our collection are of significant historical value and serve as records of South Carolina government operations. Our challenges in these efforts revolve around the preservation and digitization of the documents. Digitizing these critical documents will provide greater access to South Carolinians and information.

The State Library needs additional positions to handle its current and projected workload. Although additional positions have not been added to the State Library for over twenty years, our service output has significantly increased. It is challenging to compete with larger agencies and libraries for qualified staff.

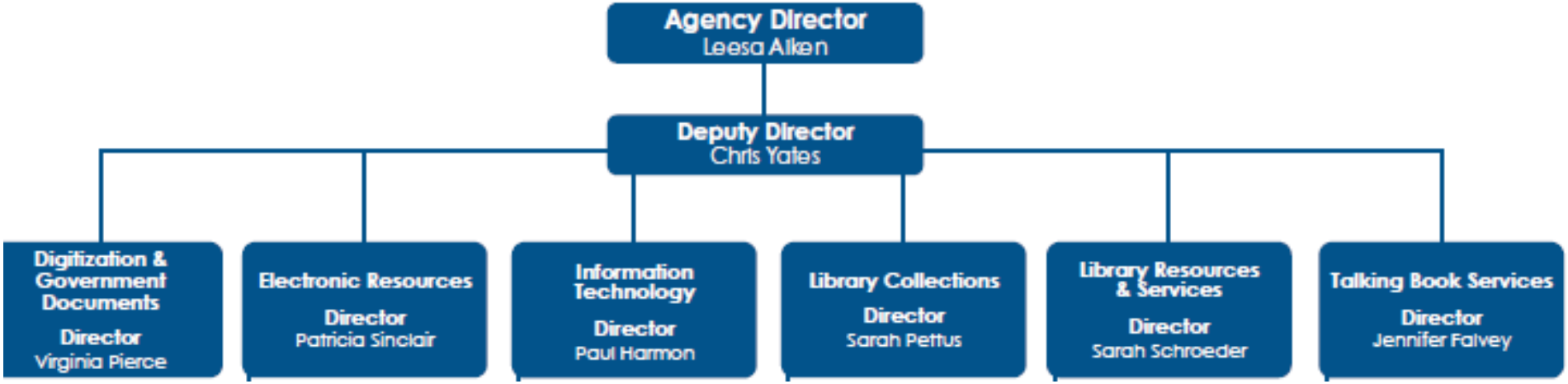
1. Preservation and Digitization of State Documents: The South Carolina State Library's collection is an incredibly valuable record of our State's history. As the State's document depository, we must upgrade our equipment, materials, capabilities, and skillsets to meet the demands of this unique collection. Challenges exist in the diversity of the materials we receive, which requires multiple mediums to address the documents' storage, aging characteristics, and handling.
Potential Most Negative Impact: An inability to preserve South Carolina's valuable historical documents, which serve as a record of our State, will lead to deterioration of the documents and eventual loss due to age and storage environment.
Outside Help to Mitigate the Impact: Additional funding for preservation materials and equipment can be used on site to create specific containers that meet preservation standards for individual documents to ensure their longevity. Equipment includes the ability to digitize documents so that they are available as an online resource.

2. Additional Positions: The number of positions allocated to the State Library has not changed in the last twenty years. We need additional staff to complete our current workload and projected growth in our service to the State.
Potential most negative impact: An inability to complete the volume of work, limiting our service to South Carolinians.

Outside help to mitigate the impact: The addition of positions to the State Library's position allocation is needed so that we can meet the demands of service. The ability to compensate staff at a higher rate will assist the State Library in our recruiting efforts.

AGENCY NAME:	State Library		
AGENCY CODE:	H870	SECTION:	027

AGENCY ORGANIZATIONAL CHART



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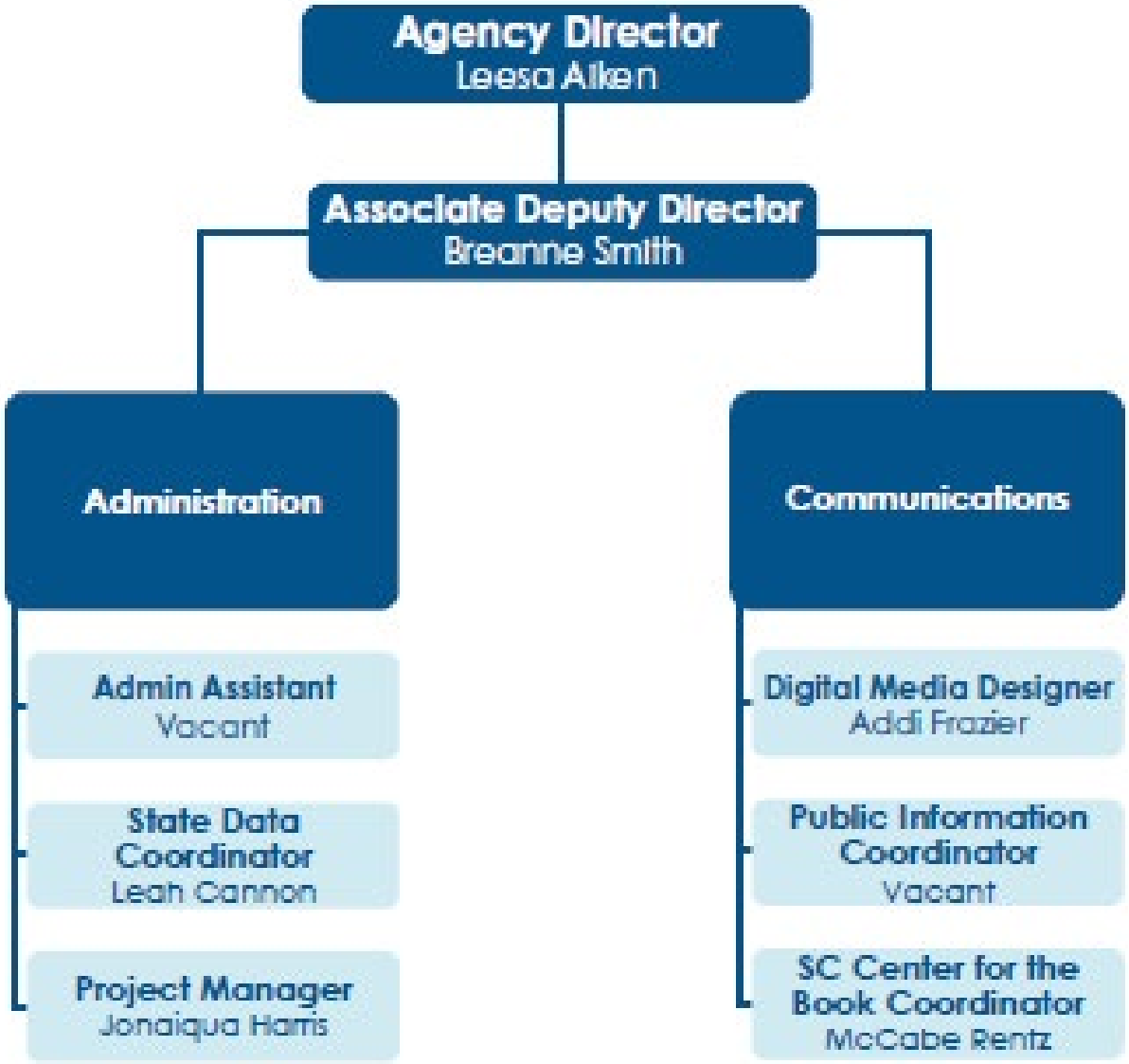

2024

Reorganization and Compliance

as submitted for the Accountability Report by:

H870 - State Library

Primary Contact

First Name	Last Name	Role/Title	Email Address	Phone
Leesa	Aiken	Agency Director	laiken@statelibrary.sc.gov	803-734-8668

Secondary Contact

First Name	Last Name	Role/Title	Email Address	Phone
Chris	Yates	Deputy Director of Library Resources and Services	cyates@statelibrary.sc.gov	803-734-4618

Agency Mission

Adopted in: 2015

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

Agency Vision

Adopted in: 2015

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

Recommendations for reorganization requiring legislative change:

None

Agency intentions for other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in the succeeding fiscal year:

Creation of Administration Department

Significant events related to the agency that occurred in FY2024

Description of Event	Start	End	Agency Measures Impacted	Other Impacts
Summer Reading Program for SCTBS patrons	July	August		No impact on performance measures
SCSL/SCTBS Podcast pilot episode	July	November		No impact on performance measures
TBS Book Club	October	June		No impact on performance measures
Winter Reading Program for SCTBS patrons	January	February		No impact on performance measures
Art Gallery Competition for SC blind/visually impaired students	May	May		No impact on performance measures
Accessibility Insights workshop for public and school librarians	November	November	TBS Outreach participants	
Camp Rocky Bottom Activities	June	June	TBS Outreach participants	
SCLENDS Consortium migrated to a new ILS, SirsiDynix	July	July		No impact on performance measures
Purchased Zeutschel OS QO Scanner for new Digitization Lab; set up new Digitization Lab	July	May	Number of SCSL and partner items added to the South Carolina Digital Library	No impact on performance measures

Partnered with SCDNR to celebrate the 70th Anniversary of South Carolina Wildlife Magazine	July	March		No impact on performance measures
Department reorganized into three new departments	November	May		No impact on performance measures
State Library partnership with Mr. Cecil Williams and the Cecil Williams Civil Rights Museum to coordinate with South Carolina public libraries and museums around the state to host the Unforgettable Civil Rights Photography Traveling Exhibit.	July	September		No impact on performance measures. After seven successful years, this program was discontinued in September 2023.
The preservation work space was renovated with new furniture, equipment and archival supplies for expanded preservation work to be conducted on the aging and fragile items in the collection.	September	May		No impact on performance measures
Director's Summit	March	March		No impact on performance measures
Institutional Libraries Collection Project	October	June		No impact on performance measures
Public Library Weeding Project	July	June		No impact on performance measures

Is the agency in compliance with S.C. Code Ann. § 2-1-220, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? (See also S.C. Code Ann. § 60-2-20).	Yes
Reason agency is out of compliance: (if applicable)	
Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).	Yes
Does the law allow the agency to promulgate regulations?	No
Law number(s) which gives the agency the authority to promulgate regulations:	
Has the agency promulgated any regulations?	No
Is the agency in compliance with S.C. Code Ann. § 1-23-120 (J), which requires an agency to conduct a formal review of its regulations every five years?	Yes
(End of Reorganization and Compliance Section)	

FY2024

Strategic Plan Results

as submitted for the Accountability Report by:

H870 - State Library

Goal 1 Innovation: Demonstrate Excellence in Library Services

Goal 2 Collaboration: Strengthen Community Engagement

Goal 3 Participation: Provide equitable access to information

Goal 4 Preservation: Advance collection Stewardship and Access

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
1.1	**Continuing Education and targeted skill development for library professionals and paraprofessionals**									**State Objective: Education, Training, and Human Development**				
1.1.1	Number of outreach activities and training sessions conducted	167	170	72	Count	equal to or greater than	State fiscal year	Total number of training sessions offered by the library including exchanges, webinars, etc.; Count of all training events hosted	State library training calendar	Library Development	Library staff training for purposes of increasing skills and raising the level of library service. Direct contact with users stimulates understanding and usage of the resources.	Library staff and administrators	4503.000000.000, 4004.000000.000	We changed subscription services from live webinars to asynchronous online training, which decreased the number of trainings conducted.
1.1.2	Number of library certifications provided to public library staff	60	65	96	Count	equal to or greater than	State fiscal year	Count of all certifications processed	State Library OnBase database	Library Development	Public library staff certification required for library directors per state statute; available to other staff as a credential	Public library staff and administrators	4503.000000.000	
1.1.3	Number of training sessions provided to trustees and friends groups	4	6	7	Count	equal to or greater than	State fiscal year	Statistical count	Simple tally	Library Development	Train trustees on library board responsibilities, procedures, and administration.	Library Board of Trustees and Friends of the Library members; library directors and administration.	4503.000000.000	
1.1.4	Number of training sessions on Equity, Diversity, and Inclusion provided	25	25	0	Count	equal to or greater than	State fiscal year	Total number of training sessions	Internal Records, libCal	Library Development	Guidance and best practices related to equitable, diverse, and inclusive library services	SC library staff and administrators	4503.000000.000	There is no longer a separate project related to Equity, Diversity, and Inclusion training. Any trainings on these topics are included in the general training numbers.
1.1.5	Number of educational trainings to State and Federal Correctional Institutions	1	2	1	Count	equal to or greater than	State fiscal year	Grand total reported	Internal records	Library Collections & Services	Access to State Library collections and services	State Correctional Institutional Libraries and Federal Correctional Institutional Libraries located in SC and their inmate population	4004.000000.000	
1.2	**Provide consulting services to library staff and library board of trustees.**									**State Objective: Education, Training, and Human Development**				
1.2.1	Number of consultations provided to public library staff	134	175	286	Count	equal to or greater than	State fiscal year	A consult is considered one interaction in person, by phone, or by email with a library staff member, administrator, supporter, or community partner	Monthly reporting from Library Development consultants	Library Development	Public library staff and administrators; K-12 educators, public librarians, academic librarians, parents	Libraries need consulting assistance for a variety of topics related to administration, staff training, patron interactions, and other related concerns	4503.000000.000	Consults and site visits continue to increase since the pandemic.
2.1	**Provide reader advisory service and library materials to patrons who are blind or print disabled.**									**State Objective: Education, Training, and Human Development**				

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
2.1.1	Number of active TBS patrons	4,755	4,855	4,087	Count	Equal to or greater than	State fiscal year	Count of all patrons using TBS services	Internal records	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	We increased the average of active patrons over last year, which is excellent
2.1.2	Circulation of TBS materials	430,373	435,000	193,793	Count	Equal to or greater than	State fiscal year	Count of TBS materials circulated to patrons	Keystone Library Automation System, Utah State Library Braille print book service, National Library Service	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	Changed the way circulation is calculated
2.1.3	Digital Book Machines out to TBS patrons	729	750	760	Count	Equal to or greater than	State fiscal year	Total number of Digital Book Machines sent to TBS patrons	Keystone Library Automation System	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	These numbers fluctuate over the SFY; June 30, 2024 active patrons were 656
2.1.4	TBS BARD patrons	738	750	596	Count	Equal to or greater than	State fiscal year	Count of all TBS patrons using the BARD platform	National Library Service	Talking Book Services	Fostering a lifelong love of reading by providing assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.5	Donations to TBS	8,818	9,000	10,150	Count	Equal to or greater than	State fiscal year	total monetary donations given to TBS during fiscal year	Internal records	Talking Book Services	Assist Talking Book Services financially and in-kind to provide equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.6	TBS Volunteer hours	438	450	337	Count	Equal to or greater than	State fiscal year	Total hours worked by TBS volunteers	Internal records	Talking Book Services	Assist Talking Book Services financially and in-kind to provide equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	Volunteer roster fluctuates
2.1.7	TBS Outreach sessions	16	26	46	Count	Equal to or greater than	State fiscal year	Number of times TBS staff performed outreach to patrons or community	LibCal, Internal Records	Talking Book Services	Fostering a lifelong love of reading by providing assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	Addition of an assistant Reader Advisor added staff to outreach events
2.1.8	TBS Outreach participants	1,156	1,750	3,008	Count	Equal to or greater than	State fiscal year	Count of individuals who attended TBS outreach sessions	LibCal, Internal records	Talking Book Services	Fostering a lifelong love of reading by providing assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	Number of outreach events continues to increase with additional staff
2.1.9	TBS Books recorded	5	6	3	Count	Equal to or greater than	State fiscal year	Number of book readings recorded for TBS patrons	Internal records	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	Difficulty in finding volunteers with enough time to narrate an entire book.
2.1.10	TBS Magazines recorded	21	30	19	count	Equal to or greater than	State fiscal year	Count number of completed magazine recordings	TBS statistical records	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
2.2	**Develop collaborative and strategic partnerships with relevant state agencies, libraries, schools, and community-based organizations in order to maximize service potential, share resources, and extend outreach to South Carolinians.**									**State Objective: Education, Training, and Human Development**				
2.2.1	Number of Summer Reading participants 18 and under	63,883	70,000	102,165	Count	equal to or greater than	State Fiscal Year	Total reported	post-survey	Library Development	Improves literacy and prevents the "summer slide"	Children and early readers in South Carolina	4503.000000.000	Returning to normal after the pandemic
2.2.2	Number of reference questions answered by mail for State Correctional Institutional Residents	49	50	62	Count	equal to or greater than	State fiscal year	Grand total reported	Internal records	Library Collections & Services	Providing reference services via correspondence to underserved populations	State Correctional Institutional Libraries and Federal Correctional Institutional Libraries located in SC and their inmate population		
2.3	**Incorporate data and storytelling to effectively communicate the valuable services of libraries to partners, customers, and stakeholders.**									**State Objective: Education, Training, and Human Development**				
2.3.1	Number of individuals reached with email marketing updates to promote programs and training opportunities	268,236	270,000	128,394	Count	equal to or greater than	State fiscal year	Total of departmental and general weekly and monthly emails sent out through Constant Contact email marketing system	Constant Contact	Communications	News and information	Patrons, Library directors, library staff, state employees	4503.000000.000	We have moved from weekly emails to monthly,
2.3.2	Number of individuals attending quarterly social media idea exchange meetings.	56	25	0	Count	Equal to or greater than.	State fiscal year	Tally count from attendee sign-in sheet.	Sign-in sheet.	Communications	News and information	State agency employees	4503.000000.000	Social Media Idea Exchanges are no longer being held.
3.1	**Acquire, process, catalog, maintain, and delivery quality resources.**									**State Objective: Education, Training, and Human Development**				
3.1.1	Number of items circulated from the Inclusive Services Collection	188	100	19	Count	equal to or greater than	State fiscal year	Total number of items circulated from this collection	SCLENDS / Evergreen	Library Development	Access to diverse and accessible library materials	Library card holders, including SC library staff and the general public	4503.000000.000	A new ILS system changed how these circulation statistics are gathered. In the future, this collection can be tracked as part of our general circulation data and does not need a
3.1.2	Number of library programming kit circulations	269	300	197	Count	equal to or greater than	State fiscal year	KitKeeper report on annual circulation total	Kit Keeper online circulation management software report	Library Development	Programming kits allow libraries to offer events that they would otherwise not have, without financial commitment from the library	Public library staff and patrons	4503.000000.000	Lower than expected because we changed the reservation system and kits were not available for a few weeks.
3.1.3	Number of items in electronic materials collection	285,641	280,000	286,038	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Library Collections & Services	Resource assistance.	SCSL cardholders	4004.000000.000	
3.1.4	Number of electronic materials retrieved	102,828	110,000	146,944	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Library Collections & Services	Resource assistance.	SCSL cardholders	4004.000000.000	
3.1.5	Number of items retrieved from Historical Black Newspaper Collection	10,419	11,000	10,910	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Library Collections & Services	Resource assistance.	SCSL cardholders	4004.000000.000	
3.1.6	Number of library cards issued	2,463	3,500	4,016	Count	Equal to or greater than	State fiscal year	Total new library cards issued during the fiscal year	Internal records	Library Collections & Services	Access to State Library physical and electronic collections	South Carolina residents	4004.000000.000	
3.1.7	Number of e-Books retrieved	41,576	42,250	55,914	Count	equal to or greater than	State fiscal year	Grand total reported	Obtained from vendor reports	Library Collections & Services	Access to State Library collections	SCSL cardholders		
3.2	**Provide professional reference and research services to South Carolinians, K-12, state and local government, businesses, and libraries**									**State Objective: Government and Citizens**				

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
3.2.1	Number of visitors to state library	6,332	6,500	5,923	Count	Equal to or greater than	State fiscal year	Total visitors through State Library's front entrance	Internal records	Library Collections & Services	Access to State Library collections and services	General public	4004.000000.000	
3.3	**Provide teachers, students, families, libraries, and the general public with access to electronic resources to meet informational needs of South Carolinians.**										**State Objective: Education, Training, and Human Development**			
3.3.1	Number of Discus training screencasts provided	24	30	20	Count	equal to or greater than	State fiscal year	Total for the period reported	Simple tally	Electronic Resources	Homework and research assistance.	K-12 students and educators, public library patrons, and academic institutions	4004.000000.000	Lost a staff member
3.3.2	Number of views of Discus training screencasts	150	150	331	Count	equal to or greater than	State fiscal year	Total for the period reported	Simple tally	Electronic Resources	Resource assistance and greater knowledge of database functionality.	K-12 educators, public librarians, academic librarians	4004.000000.000	124 live, 207 watched the recording.
3.3.3	Number of locations receiving promotional project kits	1,480	1,480	1,500	Count	equal to or greater than	State fiscal year	Total number of public schools, libraries, individuals, and partners that receive promotional kits from include Discus (SC's Virtual	Simple tally	Electronic Resources	Increased program awareness.	K-12 students and educators	4004.000000.000	
3.3.4	Usage of Discus online resources retrieved	24,040,950	25,000,000	24,018,004	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Electronic Resources	For homework and informational purposes by citizens.	K-12 students and educators, public library patrons, and academic institutions	4004.000000.000	
4.1	**Preserve interest in South Carolina cultural and artistic information by encouraging reading, writing, and literacy among all ages of South Carolinians through programs and activities.**										**State Objective: Education, Training, and Human Development**			
4.1.1	Literacy materials sent	48,529	50,000	70,008	Count	Equal to or greater than	State fiscal year	Count of total literacy items sent to libraries, schools, day care centers, churches, homeschooling groups, preschools, Department of Education, and other agencies/organizations.	Internal records	Library Development	Increase literacy at an early stage of development.	Children and early readers in South Carolina	4503.000000.000	There were more teachers and staff from the school districts requesting materials for events at the beginning of the school, during and at the end of the year to keep families learning during the summer break.
4.2	**Digitize and preserve South Carolina history.**										**State Objective: Government and Citizens**			
4.2.1	Number of SCSL and partner items added to the South Carolina Digital Library	347	350	0	Count	equal to or greater than	State fiscal year	Statistical count	Simple tally	Library Collections & Services	Increased visibility of documents to public.	General public	4004.000000.000	Change in process this fiscal year, expect to continue in FY2025.
4.2.2	Number of SCSL items now accessible via the South Carolina Digital Library	49,699	52,000	49,699	Count	equal to or greater than	State fiscal year	Statistical count	System report from external partner	Library Collections & Services	Increased visibility of documents to public.	SCSL cardholders, General public	4004.000000.000	
4.3	**The SCSL is South Carolina's state government depository. Provides transparency in government with centralized and free, statewide access to state publications. Serve as a depository for federal publications.**										**State Objective: Education, Training, and Human Development**			
4.3.1	Number of Document Depository training sessions provided	5	5	0	Count	Maintain range	State Fiscal Year	Statistical count	Simple tally	Library Collections & Services	Train depository library staff on how to provide access to documents.	12 state depository libraries	4004.000000.000	We didn't need to hold as many trainings this past year after the local state documents files procedure was perfected.

FY2025

Strategic Plan Development

as submitted for the Accountability Report by:

H870 - State Library

Goal 1 Innovation: Demonstrate Excellence in Library Services

Goal 2 Collaboration: Strengthen Community Engagement

Goal 3 Participation: Provide equitable access to information

Goal 4 Preservation: Advance collection Stewardship and Access

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
1.1	**Continuing Education and targeted skill development for library professionals and paraprofessionals**								**State Objective: Education, Training, and Human Development**				
1.1.1	Number of outreach activities and training sessions conducted	72	80	Count	equal to or greater than	State fiscal year	Total number of training sessions offered by the library including exchanges, webinars, etc.; Count of all training events hosted	State library training calendar	Library Development	Library staff training for purposes of increasing skills and raising the level of library service. Direct contact with users stimulates understanding and usage of the resources.	Library staff and administrators	4503.000000.000, 4004.000000.000	
1.1.2	Number of library certifications provided to public library staff	96	80	Count	equal to or greater than	State fiscal year	Count of all certifications processed	State Library OnBase database	Library Development	Public library staff certification required for library directors per state statute; available to other staff as a credential	Public library staff and administrators	4503.000000.000	
1.1.3	Number of training sessions provided to trustees and friends groups	7	7	Count	equal to or greater than	State fiscal year	Statistical count	Simple tally	Library Development	Train trustees on library board responsibilities, procedures, and administration.	Library Board of Trustees and Friends of the Library members; library directors and administration.	4503.000000.000	
1.1.4	Number of educational trainings to State and Federal Correctional Institutions	1	1	Count	equal to or greater than	State fiscal year	Grand total reported	Internal records	Library Collections & Services	Access to State Library collections and services	State Correctional Institutional Libraries and Federal Correctional Institutional Libraries located in SC and their inmate population	4004.000000.000	
1.1.5	Number of titles purchased in the library sciences subject areas.	24	76	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal records	Library Collections & Services	Increased use of professional development materials specifically for librarians and library staff.		4004.000000.000	
1.2	**Provide consulting services to library staff and library board of trustees.**								**State Objective: Education, Training, and Human Development**				
1.2.1	Number of consultations provided to public library staff	286	250	Count	equal to or greater than	State fiscal year	A consult is considered one interaction in person, by phone, or by email with a library staff member, administrator, supporter, or community partner	Monthly reporting from Library Development consultants	Library Development	Public library staff and administrators; K-12 educators, public librarians, academic librarians, parents	Libraries need consulting assistance for a variety of topics related to administration, staff training, patron interactions, and other related concerns	4503.000000.000	
2.1	**Provide reader advisory service and library materials to patrons who are blind or print disabled.**								**State Objective: Education, Training, and Human Development**				
2.1.1	Number of active TBS patrons	4,087	4,125	Count	Equal to or greater than	State fiscal year	Count of all patrons using TBS services	Internal records	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.2	Circulation of TBS materials	193,793	194,000	Count	Equal to or greater than	State fiscal year	Count of TBS materials circulated to patrons	Keystone Library Automation System, Utah State Library Braille print book service, National Library Service	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
2.1.3	Digital Book Machines out to TBS patrons	760	800	Count	Equal to or greater than	State fiscal year	Total number of Digital Book Machines sent to TBS patrons	Keystone Library Automation System	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.4	TBS BARD patrons	596	650	Count	Equal to or greater than	State fiscal year	Count of all TBS patrons using the BARD platform	National Library Service	Talking Book Services	Fostering a lifelong love of reading by providing assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.5	Donations to TBS	10,150	10,250	Count	Equal to or greater than	State fiscal year	total monetary donations given to TBS during fiscal year	Internal records	Talking Book Services	Assist Talking Book Services financially and in-kind to provide equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.6	TBS Volunteer hours	337	400	Count	Equal to or greater than	State fiscal year	Total hours worked by TBS volunteers	Internal records	Talking Book Services	Assist Talking Book Services financially and in-kind to provide equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.7	TBS Outreach sessions	46	55	Count	Equal to or greater than	State fiscal year	Number of times TBS staff performed outreach to patrons or community	LibCal, Internal Records	Talking Book Services	Fostering a lifelong love of reading by providing assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.8	TBS Outreach contacts	3,008	3,250	Count	Equal to or greater than	State fiscal year	Count of individuals who attended TBS outreach sessions	LibCal, Internal records	Talking Book Services	Fostering a lifelong love of reading by providing assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.9	TBS local book recording	3	4	Count	Equal to or greater than	State fiscal year	Number of book readings recorded for TBS patrons	Internal records	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.1.10	TBS Magazines recorded	19	20	count	Equal to or greater than	State fiscal year	Count number of completed magazine recordings	TBS statistical records	Talking Book Services	Fostering a lifelong love of reading by providing equipment, materials, and assistance to the blind and print disabled	South Carolina's blind or print disabled	1501.000000.000	
2.2	**Develop collaborative and strategic partnerships with relevant state agencies, libraries, schools, and community-based organizations in order to maximize service potential, share resources, and extend outreach to South Carolinians.**								**State Objective: Education, Training, and Human Development**				
2.2.1	Number of Summer Reading participants 18 and under	102,165	100,000	Count	equal to or greater than	State Fiscal Year	Total reported	post-survey	Library Development	Improves literacy and prevents the "summer slide"	Children and early readers in South Carolina	4503.000000.000	
2.2.2	Number of reference questions answered by mail for State Correctional Institutional Residents	62	50	Count	equal to or greater than	State fiscal year	Grand total reported	Internal records	Library Collections & Services	Providing reference services via correspondence to underserved populations	State Correctional Institutional Libraries and Federal Correctional Institutional Libraries located in SC and their inmate population	4004.000000.000	
2.3	**Incorporate data and storytelling to effectively communicate the valuable services of libraries to partners, customers, and stakeholders.**								**State Objective: Education, Training, and Human Development**				
2.3.1	Number of individuals reached with email marketing updates to promote programs and training opportunities	128,394	130,000	Count	equal to or greater than	State fiscal year	Total of departmental and general weekly and monthly emails sent out through Constant Contact email marketing system	Constant Contact	Communications	News and information	Patrons, Library directors, library staff, state employees	4503.000000.000	
3.1	**Acquire, process, catalog, maintain, and delivery quality resources.**								**State Objective: Education, Training, and Human Development**				

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
3.1.1	Number of library programming kit circulations	197	250	Count	equal to or greater than	State fiscal year	KitKeeper report on annual circulation total	Kit Keeper online circulation management software report	Library Development	Programming kits allow libraries to offer events that they would otherwise not have, without financial commitment from the library	Public library staff and patrons	4503.000000.000	
3.1.2	Number of items in electronic materials collection	286,038	285,000	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Library Collections & Services	Resource assistance.	SCSL cardholders	4004.000000.000	
3.1.3	Number of electronic materials retrieved	146,944	130,000	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Library Collections & Services	Resource assistance.	SCSL cardholders	4004.000000.000	
3.1.4	Number of items retrieved from Historical Black Newspaper Collection	10,910	11,000	Count	Equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Library Collections & Services	Resource assistance.	SCSL cardholders	4004.000000.000	
3.1.5	Number of library cards issued	4,016	4,000	Count	Equal to or greater than	State fiscal year	Total new library cards issued during the fiscal year	Internal records	Library Collections & Services	Access to State Library physical and electronic collections	South Carolina residents	4004.000000.000	
3.1.6	Number of e-Books retrieved	55,914	50,000	Count	equal to or greater than	State fiscal year	Grand total reported	Obtained from vendor reports	Library Collections & Services	Access to State Library collections	SCSL cardholders	4004.000000.000	
3.2	**Provide professional reference and research services to South Carolinians, K-12, state and local government, businesses, and libraries**								**State Objective: Government and Citizens**				
3.2.1	Number of visitors to state library	5,923	6,000	Count	Equal to or greater than	State fiscal year	Total visitors through State Library's front entrance	Internal records	Library Collections & Services	Access to State Library collections and services	General public	4004.000000.000	
3.2.2	Number of attendees at virtual, in-person trainings	10	30	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal records	Library Collections & Services	Increased educational training to state agencies		4004.000000.000	
3.3	**Provide teachers, students, families, libraries, and the general public with access to electronic resources to meet informational needs of South Carolinians.**								**State Objective: Education, Training, and Human Development**				
3.3.1	Number of Discus training screencasts provided	20	30	Count	equal to or greater than	State fiscal year	Total for the period reported	Simple tally	Electronic Resources	Homework and research assistance.	K-12 students and educators, public library patrons, and academic institutions	4004.000000.000	
3.3.2	Number of views of Discus training screencasts	331	200	Count	Equal to or greater than	State fiscal year	Total for the period reported	Simple tally	Electronic Resources	Resource assistance and	K-12 students and educators, public library patrons, and academic institutions	4004.000000.000	
3.3.3	Number of locations receiving promotional project kits	1,500	1,500	Count	equal to or greater than	State fiscal year	Total number of public schools, libraries, individuals, and partners that receive promotional kits from include Discus (SC's Virtual	Simple tally	Electronic Resources	Increased program awareness.	K-12 students and educators	4004.000000.000	
3.3.4	Usage of Discus online resources retrieved	24,018,004	25,000,000	Count	equal to or greater than	State fiscal year	Grand total reported.	Obtained from vendor reports.	Electronic Resources	For homework and informational purposes by citizens.	K-12 students and educators, public library patrons, and academic institutions	4004.000000.000	
4.1	**Preserve interest in South Carolina cultural and artistic information by encouraging reading, writing, and literacy among all ages of South Carolinians through programs and activities.**								**State Objective: Education, Training, and Human Development**				
4.1.1	Literacy materials sent	70,008	80,000	Count	Equal to or greater than	State fiscal year	Count of total literacy items sent to libraries, schools, day care centers, churches, homeschooling groups, preschools, Department of Education, and other agencies/organizations.	Internal records	Library Development	Increase literacy at an early stage of development.	Children and early readers in South Carolina	4503.000000.000	

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
4.1.2	Number of exhibits and displays	12	24	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal Records	Library Collections & Services	Promote State Library Collections		4004.000000.000	
4.2	**Digitize and preserve South Carolina history.**								**State Objective: Government and Citizens**				
4.2.1	Number of SCSL and partner items added to the South Carolina Digital Library	0	100	Count	equal to or greater than	State fiscal year	Statistical count	Simple tally	Library Collections & Services	Increased visibility of documents to public.	General public	4004.000000.000	
4.2.2	Number of SCSL items now accessible via the South Carolina Digital Library	49,699	52,000	Count	equal to or greater than	State fiscal year	Statistical count	System report from external partner	Library Collections & Services	Increased visibility of documents to public.	SCSL cardholders	4004.000000.000	
4.3	**The SCSL is South Carolina's state government depository. Provides transparency in government with centralized and free, statewide access to state publications. Serve as a depository for federal publications.**								**State Objective: Education, Training, and Human Development**				
4.3.1	Number of Document Depository training sessions provided	0	3	Count	Maintain range	State Fiscal Year	Statistical count	Simple tally	Library Collections & Services	Train depository library staff on how to provide access to documents.	12 state depository libraries	4004.000000.000	
4.3.2	Number of new collections made in digital catalog	52	94	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal records	Library Collections & Services	Digital Repository Accessibility		4004.000000.000	
4.3.3	Number of pages of documents digitized this fiscal year and added to State Library digital collections	48,587	75,000	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal records	Library Collections & Services	Expand access to physical state and federal documents		4004.000000.000	
4.3.4	Number of SC federal document items cataloged and made available in the catalog	394	750	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal records	Library Collections & Services	Increased visibility and accessibility of SC federal documents to the public	General public	4004.000000.000	
4.3.5	Total number of items preserved in historical and current federal publication collections	220	270	Count	Equal to or greater than	State Fiscal Year	Statistical count	Internal records	Library Collections & Services	Serve as GPO Preservation Stewards	General public	4004.000000.000	

2024

Budget Data

as submitted for the Accountability Report by:

H870 - State Library

State Funded Program No.	State Funded Program Title	Description of State Funded Program	(Actual) General	(Actual) Other	(Actual) Federal	(Actual) Total	(Projected) General	(Projected) Other	(Projected) Federal	(Projected) Total
0100.000000.000	Administration	Oversees the State Library	$ 1,237,025.20	$ -	$ -	$ 1,237,025.20	$ 1,630,320.00	$ 39,000.00	$ 300,699.00	$ 1,970,019.00
1501.000000.000	Talking Book Services	Program provides audio books utilizing proprietary players and/or BARD online app as well as related library lending services throughout the entire state of South Carolina for the blind, visually impaired, or physically handicapped, commonly referred to as the print disabled.	$ 451,462.54	$ -	$ 63,287.47	$ 514,750.01	$ 518,533.00	$ 80,000.00	$ 50,397.00	$ 648,930.00
4004.000000.000	Library Resources	Responsible for reference, research, programming, training, outreach, accessing print and electronic collections, and circulation	$ 3,837,834.83	$ 547,684.00	$ 1,297,300.69	$ 5,682,819.52	$ 3,910,219.00	$ 148,000.00	$ 1,304,184.00	$ 5,362,403.00
4503.000000.000	Statewide Development	Library consulting, grant administration, communications and marketing, and services for special populations as well as all statewide special projects	$ 13,887,938.50	$ -	$ 876,178.73	$ 14,764,117.23	$ 15,331,302.00	$ -	$ 844,287.00	$ 16,175,589.00
4503.000000.001	Statewide Development							$-		
9500.050000.000	State Employer Contributions	State Employer Contributions refers to the funds the agency pays toward employee benefits such as health and retirement.	$ 723,189.07	$ -	$ 397,976.62	$ 1,121,165.69	$ 1,092,694.00	$ -	$ 201,579.00	$ 1,294,273.00

2024

Legal Data

as submitted for the Accountability Report by:

H870 - State Library

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2024
23-31-210	State	Regulation	Open Carry with Training Act	Not related to agency deliverable		No Change
60-1-10	State	Statute	Establishment of South Carolina State Library; State Library Board; appointment and terms of office of board members; vacancies.	Not related to agency deliverable		No Change
60-1-100	State	Statute	Services of libraries open to public; fees for certain services; provision for penalties.	Not related to agency deliverable		No Change
60-1-110	State	Statute	State Library to assist libraries of state institutions.	Not related to agency deliverable	State insititutional libraries request assistance on an as needed basis.	No Change
60-1-120	State	Statute	Library services to be rendered to blind and physically handicapped readers.	Requires a service	Provide library service to the blind and physically handicapped readers in cooperation with the United States Library of Congress	No Change
60-1-130	State	Statute	State Library to promote cooperation among governmental bodies and libraries for the sharing of resources.	Not related to agency deliverable		No Change
60-1-140	State	Statute	State Library to establish statewide library network.	Requires a service	Operate a statewide library network to facilitate the sharing of resources and information among South Carolina libraries	No Change
60-1-150	State	Statute	Authority of public libraries to participate in statewide library network; authority of director to allow participation.	Requires a manner of delivery		No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2024
60-1-160	State	Statute	State Library to receive statistical reports from libraries.	Requires a manner of delivery		No Change
60-1-170	State	Statute	Authority of director to cooperate with United States Department of Education and other agencies in the administration of funds.	Not related to agency deliverable		No Change
60-1-20	State	Statute	Chairman and vice-chairman of board; other officers; board meetings; compensation of board members.	Not related to agency deliverable		No Change
60-1-30	State	Statute	Director of State Library; qualifications; evaluation and term of office.	Not related to agency deliverable		No Change
60-1-40	State	Statute	Duties and authority of board.	Requires a service	Library and information services to state government, South Carolina libraries, and the citizens of the State	No Change
60-1-50	State	Statute	Duties of director.	Requires a service	Provide advice and technical assistance to public and other libraries, agencies of the State, political subdivisions, and planning groups concerning library services and operations	No Change
60-1-60	State	Statute	Duties of State Library in executing library policy.	Requires a service	Development and extension of library services throughout the State	No Change
60-1-70	State	Statute	State Library to provide research services to General Assembly and others.	Requires a service	Provide library and library research services to the General Assembly, state officers and agencies, and state government employees	No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2024
60-1-80	State	Statute	State Library to provide assistance to public libraries and county governments.	Requires a service	Provide advice and assistance to public libraries, library boards, and county governments in matters concerning the establishment, support, operation, improvement, and coordination of library services	No Change
60-1-90	State	Statute	Administration of state and federal grants to public libraries; eligibility for grants.	Distribute funding to another entity		No Change
75-1	State	Regulation	State Aid to Public Libraries: Regulations	Distribute funding to another entity		Amended
75-2	State	Regulation	Certification of Public Librarians: Regulations	Requires a service	Four types of public library certificates for professional and pre-professional staff	No Change

2024

Services Data

as submitted for the Accountability Report by:

H870 - State Library

Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2024	Summary of changes to services
Discus - South Carolina's Virtual Library	Public: statewide access to schools, libraries, and the general population	School districts	Public libraries, academic libraries, and the general population	Electronic Resources	Provides electronic resources for the public and the K-12 community. Ensures delivery of online databases and other electronic resources providing information for the public, especially students in South Carolina schools	Students, educators, families, and SC citizens will not have the resources for research and education.	No Change	
Public library consulting services	South Carolina public libraries	Public Libraries	Library boards; community partners; patrons	Library Development	Consults and provides training and other services to county public libraries statewide. Support, strengthen and develop public library operations and staff	Libraries will lack support to help improve services to patrons.	No Change	
Audio books and related services for the blind, visually impaired, or physically handicapped.	Public: statewide access to the general population	Print-disabled population of South Carolina.	Caregivers; other stakeholders of the print-disabled population of South Carolina.	Talking Books Services	Provides services and books in formats for the blind, low vision, physically handicapped. Statewide delivery of audio and print materials for customers with disabilities	Agency violates Federal mandate outlined in Public Law 116-94, Division P, Title XIV, §1403(a) - SEC. 1403. NATIONAL LIBRARY SERVICE FOR THE BLIND AND PRINT DISABLED.	No Change	
Research services	State government	State government employees	SC citizens, researchers, scholars, out of state patrons	Library Collections & Services	Provides research for state government employees and elected officials as it relates to their position in state government.	State government employees would not have access to the research and expertise of State Library staff for their legislative research needs, constituent services needs, and the accurate and quality resources the State Library provides.	No Change	
Research services	State government	State government employees	SC citizens, researchers, scholars, out of state patrons	Library Collections & Services	Provides research for state government employees and elected officials as it relates to their position in state government.	State government employees would not have access to the research and expertise of State Library staff for their legislative research needs, constituent services needs, and the accurate and quality resources the State Library provides.	No Change	
Research services	State government	State government employees	SC citizens, researchers, scholars, out of state patrons	Library Collections & Services	Provides research for state government employees and elected officials as it relates to their position in state government.	State government employees would not have access to the research and expertise of State Library staff for their legislative research needs, constituent services needs, and the accurate and quality resources the State Library provides.	No Change	

Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2024	Summary of changes to services
Research services, cultural awareness programs, author talks	General Public, South Carolina residents	SC Residents	General public	Library Collections & Services	Provides research, educational events to the general public.	Patrons may not have the full understanding of the agency's mission.	No Change	
Access to State Government documents (digitized and physical)	State government, general public	State government employees	SC citizens, researchers, scholars, out of state patrons	Library Collections & Services	Provides online and physical access to documents and materials for research.	Access would be limited to physical state government documents.	No Change	
SCLENDS - multi-county consortium shared online catalog of materials	Public: statewide access to the general population	Residents of the counties whose public library systems are members of SCLENDS	State library cardholders	SCLENDS	Provides access to a consortium of 20 county libraries and the State Library . SCLENDS libraries share a single catalog, which means that patrons can search for items at any of the libraries as easily as they search for items at their home library.	Patrons of the member county libraries would lose access to the other member library systems' holdings/items.	No Change	
Day by Day SC - family literacy calendar and website	Public: statewide access to the general population and targeted to family literacy groups	Children	Young children; parents; caregivers; teachers; librarians	Library Development	The South Carolina Day by Day Family Literacy Calendar is designed to be a tool that families, caregivers, educators, and librarians can use at home and in the classroom to further develop early literacy skills that help young children become prepared for, and to do better in, school.	Children lack early literacy and school readiness	No Change	
SC Read Eat Grow	South Carolina public libraries and targeted groups	Library Patrons	Library staff; library patrons; children	Library Development	SC Read Eat Grow is an initiative started by the South Carolina State Library in an effort to increase information regarding and access to healthy food.	Lower nutrition literacy statewide.	No Change	
StudySC	Public: statewide access to schools, libraries, and the general population	School districts	Public libraries, academic libraries, and the general population	Electronic Resources, Library Collections & Services	Provides web resources for K-12 homework help, projects, and more. It also provides teachers with lesson plans and other content to support classroom activities.	Students, educators, families, and SC citizens will not have the resource for SC research and education.	No Change	
A Book a Librarian service was added in January 2021 in order to allow State Library cardholders to borrow SCLENDS items in a safe manner during State Library closures to the public during COVID-19.	This department directly serves state employees, elected officials, public libraries, and all South Carolina citizens.	Library Patrons	non State Library patrons, out of state researchers	Library Collections & Services	The Library 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 citizens.	Library Services Department staff would not have been able to continue excellent services to patrons during the library closure due to COVID-19.	Amend	Book a Librarian service has broadened patron access to our research services. Book a Librarian is also used for grant consultations.

Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2024	Summary of changes to services
Digitization Services provided to Confederate Relic Room and Military Museum	This department directly serves state employees, state agencies, elected officials, public libraries, and all South Carolina citizens.	State agencies	state employees, elected officials, public libraries, and all South Carolina citizens, out of state researchers	Library Collections & Services	The Library Collections Department coordinates the selection, purchasing, cataloging, and access to the print and electronic collections of the State Library and also provides online access to historic documents, books, and images as well as cultivates partnerships to make historic and cultural materials easily available online.	The Confederate Relic Room and Military Museum does not have the staff expertise or equipment to digitize and create detailed metadata to complete this type of project.	No Change	
The Notable State Documents Awards Program is presented annually by the South Carolina State Documents Depository System at the State Library. The program recognizes exemplary state publications produced by South Carolina state agencies each calendar year.	This program directly serves state agencies and state employees.	State agencies	state employees, elected officials, public libraries, and all South Carolina citizens	Library Collections & Services	The Library Collections Department coordinates the selection, purchasing, cataloging, and access to the print and electronic collections of the State Library and also provides online access to historic documents, books, and images as well as cultivates partnerships to make historic and cultural materials easily available online.	State agencies and state employees would not receive adequate recognition for the excellent information they produce.	No Change	
Duplication On Demand - New one cartridge, one patron process for providing audio books for the blind, visually impaired, or physically-impaired temporary and permanent residents of South Carolina.	Print-disabled citizens of South Carolina.	Print-disabled citizens of South Carolina.	Institutions serving the print-disabled of South Carolina.	Talking Book Services	Talking Book Serivces is the South Carolina network library of the National Library for the Blind and Print Disabled, a division of the Library of Congress.	Agency in violation of agreement with National Library Service for the Blind and Print Disabled	No Change	
More	"More" is the South Carolina State Library's monthly newsletter providing information about agency programs, news from libraries around the state, upcoming continuing education events, and national library news.	SC citizens	Individuals interested in news about SCSL and other library-focused news.	Communications	The Communications Department is responsible for the media relations, publicity, and promotion of all the State Library services, programs, and initiatives.	There would be less awareness of available training opportunities, programs, and events.	No Change	
Weekly Update	Weekly email advertising SCSL's upcoming events	SC citizens	Individuals interested in events at SCSL	Communications	The Communications Department is responsible for the media relations, publicity, and promotion of all the State Library services, programs, and initiatives.	There would be less awareness of available training opportunities, programs, and events.	Amend	email is now sent monthly rather than weekly.
Local audio recording production	Print-disabled citizens of South Carolina	Print-disabled citizens of South Carolina.	Caregivers; other stakeholders of the print-disabled population of South Carolina.	Talking Book Services	Talking Book Services is the South Carolina network library of the National Library for the Blind and Print Disabled, a division of the Library of Congress.	Failure to provide services that ensure equality of access to materials.	No Change	

2024

Partnerships Data

as submitted for the Accountability Report by:

H870 - State Library

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
State Government	Access South Carolina IT (ASCIT)	Partnering in offering virtual Accessibility conference	No Change
Professional Association	Association of Public Library Administrators	Works with library development and statewide services to host workshops and other educational opportunities to the state's public library administrators; Cross promotes events and programs	No Change
Non-Governmental Organization	Carolina Center for Family Engagement (CFEC)	Participation in interagency working group.	No Change
Federal Government	Center for the Book - Library of Congress	Partner in cross-promoting SC/other state authors, annual Route 1 Reads program	No Change
State Government	Department of Social Services	Partnership to assist foster children living in group homes and foster families with tutoring services provided through Discus and Tutor.com	No Change
Federal Government	Federal Depository Library Program (FDLP)	A government program created to make U.S. Federal government publications available to the public at no cost.	No Change
Private Business Organization	Graduation Alliance	Partnership to assist underachieving students and their coaches with tutoring services provided through Discus and Tutor.com	No Change
Federal Government	Institute of Museum and Library Services	Receive grant funds and promote national library-related programs and projects. The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.	No Change
K-12 Education Institute	K-12 Technology Committee	Attend meetings, make decisions related to technology/connectivity and statewide access in libraries and schools	No Change

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
Federal Government	National Library Service for the Blind and Print Disabled	Partner for statewide Talking Book Services program to circulates books and magazines in braille or audio formats, delivered by postage-free mail or instantly downloadable.	No Change
Professional Association	Partnership Among South Carolina Academic Libraries (PASCAL)	The South Carolina State Library maintains a joint subscription with PASCAL (Partnership Among South Carolina Academic Libraries) to a collection of core electronic resources made available within Discus statewide. This arrangement also allows for PASCAL member institutions to subscribe to additional “opt-in” resources at a significant discount.	No Change
Non-Governmental Organization	South Carolina Academy of Authors	Partner in promoting South Carolina's literary heritage	No Change
State Government	South Carolina Arts Commission	Partner on statewide literary projects and promoting SC authors through novel prize	No Change
Professional Association	South Carolina Association of School Librarians	We provide information and training on Discus. We continued to partner on various events.	No Change
Higher Education Institute	South Carolina Center for Children's Books and Literacy & Cocky's Reading Express	Work collaboratively on literacy initiatives for children and adults including the annual Read-In and annual Literacy Leaders awards	No Change
State Government	South Carolina Commission for the Blind	Cross promotion of services available via Talking Book Services and assistive technology	No Change
State Government	South Carolina Department of Education	Receive funding (1.5MM over 3 years) used toward tutor.com service.	No Change
State Government	South Carolina Department of Archives & History	Partner on digitization projects (see PASCAL above)	No Change
Higher Education Institute	South Carolina Digital Library	Provides free online access to historic materials, such as photographs, manuscripts, journals, book, oral histories, objects, etc. illustrating the history and culture of South Carolina from over 40 cultural heritage institutions across the state.	No Change

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
State Government	South Carolina ETV	Partner on statewide literary projects	Amend
Non-Governmental Organization	South Carolina Humanities	Cross promotes literary events/programs such as LTAI (Let's Talk About) Book discussion program to libraries statewide, author talks	Amend
Professional Association	South Carolina Library Association	Staff members serve on board and provide guidance and advice on issues related to all types of libraries	No Change
Local Government	South Carolina Library Electronic Delivery System (SCLENDS)	Serves as coordinating agency for 20 county consortium. SCLENDS libraries share a single catalog, which means that patrons can search for items at any of the libraries as easily as they search for items at their home library. Items are delivered to requesting partner library	Amend
K-12 Education Institute	South Carolina School for the Deaf and the Blind	Talking Book Services sponsors annual art contest for students and promotes reading/literary services	No Change
Professional Association	South Carolina Vision Education Partnership	Group connects eight (8) different agencies dedicated to the education and support of blind South Carolinians.	No Change
State Government	State Library of North Carolina	Partnership to host online conference	No Change
Higher Education Institute	University of South Carolina School of Information Science	Provide internship and volunteer opportunities for students from bachelor's to doctoral level; serve on advisory committees	No Change
Higher Education Institute	University of South Carolina School of Medicine Library	Partner in grants and educational initiatives	No Change
Higher Education Institute	University of South Carolina: Upstate - Special Education – Visual Impairment Program	Program trains, educates and professionally-certifies teachers of the visually-impaired (TVI's) for public and private K-12 institutions.	No Change

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
K-12 Education Institute	SC K-12 public schools	Talking Book Services sponsors annual art contest for SC public school students and promotes reading/literary services	Add
Non-Government Organization	National Federation of the Blind	Partnering in providing information and resources to members of the SC chapter of the NFB; present at statewide conference and annual Vision Summit	Add
Professional Association	American Library Association (ALA)	A State Library staff member serves as South Carolina Councilor to ALA.	Add
State Government	South Carolina State Parks	Provided 850 park passes. Passes were distributed to public libraries for patron use.	Add

2024

Reports Data

as submitted for the Accountability Report by:

H870 - State Library

Report Name	Law Number (if applicable)	Summary of information requested in the report	Date of most recent submission DURING the past fiscal year	Reporting Frequency	Type of entity/entities	Method to access the report	Direct access hyperlink or agency contact (if not provided to LSA for posting online)	Changes to this report during the past fiscal year	Explanation why a report wasn't submitted
Annual audit		Financial audit		Annually	South Carolina state agency or agencies	Electronic copy available upon request	Wendy Coplen, Director of Finance and Grants	No Change	While annual, this report can sometimes fall on either side of the end of the fiscal year and that this year it fell into July of 2024
Financial Status Report	2 C.F.R. § 200.328 Financial Reporting	Annual financial report of the final expenditure of Federal funds through the Library Services and Technology Act grant.	March 2024	Annually	Entity within federal government	Available on another website	Wendy Coplen, Director of Finance and Grants	No Change	
Five Year State Plan	USCODE-2012-title20-chap72 section 9134 https://www.govinfo.gov/content/pkg/USCODE-2012-title20/pdf/USCODE-2012-title20-chap72.pdf	The Five Year State Plan is the document that identifies South Carolina State Library's needs and activities to be taken toward meeting the identified goals and priorities supported with the assistance of Federal funds made available under the Library Services and Technology Act ("LSTA").	July 2022	Every Five years	Entity within federal government	Available on another website	https://www.statelibrary.sc.gov/sites/default/files/inline-files/scsl-lsta-five-year-plan-2023-2027.pdf	No Change	Submitted in July 2022.
Interim Financial Federal Report	2 C.F.R. § 200.328 Financial Reporting	Annual financial report of the interim expenditure of Federal funds through the Library Services and Technology Act grant.	December 2023	Annually	Entity within federal government	Available on another website	Wendy Coplen, Director of Finance and Grants	No Change	
South Carolina Annual Public Library Statistics Report		Broad range of data submitted by public libraries about budget, personnel, collections, services, and other aspects of library services	May 2024	Annually	Entity within federal government	Available on agency's website	https://guides.statelibrary.sc.gov/sc-public-library-statistics/annual	No Change	
State Program Report	2 C.F.R. §200.329 Monitoring and reporting program performance	Online system developed by IMLS for the annual Grants ot States reporting. The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.	March 2024	Annually	Entity within federal government	Available on another website	Wendy Coplen, Director of Finance and Grants	No Change	
K12 School Technology Initiative Progress Report		The South Carolina State Library department of Electronic Resources provides information on StudySC and Discus that is included in this joint report	June 2024	Annually	South Carolina state agency or agencies	Available on another website	https://sck12techinit.sc.gov/	No Change	

AGENCY NAME:	State Library		
AGENCY CODE:	H870	SECTION:	027

2024 Accountability Report

SUBMISSION FORM

I have reviewed and approved the data submitted by the agency in the following templates:

- Data Template
  - Reorganization and Compliance
  - FY2024 Strategic Plan Results
  - FY2025 Strategic Plan Development
  - Legal
  - Services
  - Partnerships
  - Report or Review
  - Budget
- Discussion Template
- Organizational Template

I have reviewed and approved the financial report summarizing the agency's budget and actual expenditures, as entered by the agency into the South Carolina Enterprise Information System.

The information submitted is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR *(SIGN AND DATE)*:	**SIGNATURE ON FILE**	**Signature Received:** 9/06/2024
(TYPE/PRINT NAME):	Leesa M. Aiken, Agency Director	

BOARD/CMSN CHAIR *(SIGN AND DATE)*:	**SIGNATURE ON FILE**	**Signature Received:** 9/07/2024
(TYPE/PRINT NAME):	Anna Claire Dando	