

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



**Fiscal Year FY 2024-2025
Agency Budget Plan**

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS <i>(FORM B1)</i>	For FY 2024-2025, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.
NON-RECURRING REQUESTS <i>(FORM B2)</i>	For FY 2024-2025, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.
CAPITAL REQUESTS <i>(FORM C)</i>	For FY 2024-2025, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.
PROVISOS <i>(FORM D)</i>	For FY 2024-2025, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

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

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

I have reviewed and approved the enclosed FY 2024-2025 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
SIGN/DATE:	<i>Leesa M. Aiken 9/18/2023</i>	<i>Alicia Wildman</i>
TYPE/PRINT NAME:	Leesa M. Aiken	Alicia Wildman

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

Fiscal Year 2024-2025 Executive Summary

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

Agency Priority	Request Type	Title	General Dollars	Federal Dollars	Earmarked Dollars	Restricted Dollars	Total Dollars	General FTEs	Federal FTEs	Earmarked FTEs	Restricted FTEs	Total FTEs
1	B1 - Recurring	Increase to Personnel and Fringe	\$988,380	\$0	\$0	\$0	\$988,380	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Operational Funds for Collection Management	\$200,000	\$0	\$0	\$0	\$200,000	0.00	0.00	0.00	0.00	0.00
Subtotal:			\$1,188,380	\$0	\$0	\$0	\$1,188,380	0.00	0.00	0.00	0.00	0.00

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

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	1
------------------------	---

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Increase to Personnel and Fringe
--------------	---

Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$988,380</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$988,380</p>
---------------	---

What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
----------------------	------

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

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

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

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

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

--	--

RECIPIENTS OF FUNDS

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

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

JUSTIFICATION OF REQUEST

In order for the South Carolina State Library (SCSL) to fulfill its required mandates, we are requesting an increase in state personnel funds for salary and fringe for thirteen vacant positions. We are requesting salary and fringe (based on 42% rate provided by the Division of State Human Resources) for a total of \$988,380. The South Carolina State Library currently needs more funding to cover these positions which are designated to be paid for by state funding.

The challenges of hiring qualified people have increased over time as we directly compete with larger state agencies and several libraries in the area that can offer higher salaries. State salaries, in general, have lagged behind the market, which has had a disproportionately negative impact on smaller agencies, as larger agencies can offer higher salaries and more advancement opportunities. It has been necessary for us to increase salary offers to potential candidates to secure them for employment, which also necessitates increasing existing internal personnel salaries to maintain internal equity. With increased personnel costs and a lack of funding to support these cost changes, the SCSL has utilized existing personnel funding to exhaustion. Funding meant to cover the salary of several positions may only cover the salary for one position now, ultimately leaving the SCSL with a deficit in personnel funding.

The State Library is the document depository for **all documents created by each state agency**. This role is imperative to the function of state government, Members of the General Assembly, and information access by the general public. This area of the SCSL, has drastically changed over the last ten years, requiring a higher-level skill set, knowledge, education, etc. State documents must be retained as part of South Carolina's history; some items in our collection date back over 200 years. These documents require special handling and preservation techniques. In contrast, documents that are "born digital" (the agency does not publish a hard copy) require an employee with a different skillset with advanced technological skills. The staff at the SCSL are highly educated, with most positions requiring a minimum of a Bachelor's degree, but often a Master's degree is required. Changes in technology have created a more complex library system with technical equipment/software/practices, which require a higher corresponding skill level and experience and, thus, a higher corresponding salary.

To fulfill our mandates the South Carolina State Library must receive additional personnel funds in order to perform the work. Thank you in advance for your consideration of this request.

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

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

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	2
------------------------	---

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Operational Funds for Collection Management
--------------	--

Provide a brief, descriptive title for this request.

AMOUNT	General: \$200,000 Federal: \$0 Other: \$0 Total: \$200,000
---------------	--

What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
----------------------	------

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

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

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

ACCOUNTABILITY OF FUNDS	<p>The South Carolina State Library is the state's document depository for all state documents created by each state agency. Last year, we added 8,596 documents and an additional 17,132 pages.</p> <p>These funds will be used to preserve and provide access to state documents, and our unique South Carolina collection. Several specific strategies will be addressed with these funds to include:</p> <ul style="list-style-type: none"> • Preservation: Government and Citizens. Advanced collection stewardship and access. In order to meet these goals we must digitize and preserve the activities of South Carolina state agencies and South Carolina history. • Preservation: Education, training, and human development. The South Carolina State Library is the State's Document Depository. As such, we provide transparency in government with centralized and free statewide access to state publications. • Preservation: Education, training, and human development. Encourage reading, writing, and literacy among all ages of South Carolinians through access. Staff must maintain current preservation knowledge to meet appropriate standards. • Participation: Government and Citizens. Provide equitable access to information. Acquire, process, catalog, maintain, and deliver quality resources.
--------------------------------	---

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

RECIPIENTS OF FUNDS

Operating costs associated with collection management, of historically significant state documents which may include items that are rare or fragile. Preservation of these documents are necessary for historical context of the activities of every state agency and associated programs of the agency. Costs are associated with supplies to maintain, store, protect, restore, and preserve these historically significant items.

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

JUSTIFICATION OF REQUEST

The South Carolina State Library (SCSL) is the library of the state – we are the document depository for all state documents created by each state agency. The SCSL is responsible for storage and access of all state documents created by all state agencies. Items in the SCSL collection are diverse and vary according to the corresponding agency's mission. We receive print copies of each state agency's documents; if no print copy is created, we receive those documents through a webcrawler service that crawls all state agency websites each night to capture documents which are created digitally. Some items included in the SCSL collection are:

- Acts of the General Assembly of the State of SC (1808-2022)
- Acts and Joint Resolutions of South Carolina
- Accountability Reports for all State Agencies, Colleges, and Universities
- SC Department of Social Services Annual Reports
- SC Department of Education Annual Reports
- SC Department of Natural Resources, South Carolina Wildlife magazine 1954-2023.

As the State's Document Depository, we are charged with not only preserving these and thousands of other documents, we must also provide access to these state documents. We strive to provide equal access to this information through digitization efforts.

In FY23, there were 424,366 page views of state documents from around the world, which is a 38% increase from last year. There are currently 50,521 state documents loaded in the State Library's Digital Depository. In FY23, we added 8,596 documents to the collection and an additional 17,132 pages of digitized Acts and Joint Resolutions from 1970-1980. The South Carolina State Library assists the public, legislators, state agencies, local government, and state employees with research, information services, and access to information.

We have not received an increase in operating funds to support the state documents collection for at least 20 years. Ongoing additional funds for supplies, materials, technology, and staff training are desperately needed. Ongoing additional funds are needed to offset the increase in costs for aging items that require specific preservation boxes and materials.

The state documents collection is always aging. Care of this special collection requires consumable materials and supplies. We make our own preservation boxes to save on costs, but a more efficient approach would be to purchase the necessary equipment, which will eliminate the manual process currently required. We are currently using bricks wrapped in paper as weights for this process which takes several days; a machine can make that same box in a matter of seconds.

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

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

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

TITLE	Agency Cost Savings
--------------	---------------------

AMOUNT	\$600,700
---------------	-----------

What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	<p>The South Carolina State Library currently has 13 vacancies – which is 25% of our allotted positions. We are unable to reduce staff or staffing positions - our staff are our greatest resource. Their ingenuity and intelligence are what have afforded us the possibly to continue to meet the needs of our customers to include the General Assembly, public libraries, teachers, students, other state agencies and families.</p>
----------------------------------	--

How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	<p>A 3% fund reduction based on the total budget received by the South Carolina State Library includes Reduction in pass through funds allocated by the General Assembly to State Aid to Public Libraries. State Aid funds to public libraries and Discus, South Carolina's electronic library for the K-12 community to include, teachers, students, and families would take the bulk of any reduction.</p>
----------------------------------	--

What programs or activities are supported by the General Funds identified?

SUMMARY	<p>The 3% reduction calculation includes pass-through funds titled "Aid to County Libraries" and should be excluded from the State Library's budget calculation. Aid to County Libraries makes up approximately 67% of the State Library's total budget. The reduction has been calculated including the funding for aid to county libraries. Reducing the general fund reduction amount to the true 3% of the State Library appropriation, not to include pass-through funds would be significantly lower at \$191,579.</p> <p>If the general fund reduction is not recalculated, the State Library will be forced to reduce funds for the aid to county libraries by \$409,127. The State Library will also reduce our electronic resources budget by \$191,579, which will limit the databases purchased to support Discus. Discus is the state's on-line library used by teachers, children, the K-12 community, and South Carolina residents</p>
----------------	---

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

**AGENCY COST
SAVINGS PLANS**

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

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

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

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Discus, South Carolina's Virtual Library for the K-12 Community
--------------	---

Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	\$54,000,000 per year.
--	------------------------

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

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input type="checkbox"/>	Repeal or revision of regulations.
	<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.
	<input type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.
	<input checked="" type="checkbox"/>	Other

METHOD OF CALCULATION	The South Carolina State Library saves the State over \$54,000,000 dollars in cost avoidance every year by leveraging the State's funds for Discus. The South Carolina State Library negotiates statewide contracts with vendors for products included in Discus, for approximately \$2,700,000 per year. If each school and library purchased the products that are provided through Discus the cost would exceed \$56,000,000. Discus provides equal access to accurate information to all South Carolinians.
------------------------------	---

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

REDUCTION OF FEES OR FINES	N/A
-----------------------------------	-----

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

REDUCTION OF REGULATION	N/A
--------------------------------	-----

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

	<p>The South Carolina State Library's mission, vision, goals, and objectives center on creating an environment with equal access to information that supports growth both personally and professionally for individuals and businesses. We believe in leveraging our funding to provide access to quality resources. We have found that partnerships help us achieve our goals by sharing resources for a broader impact. Our partners include USC, SC Department of Education, the Columbia Museum of Art, SC ETV, the SC Arts Commission, and the South Carolina Human Affairs Commission.</p> <p>The Discus collection of more than 70 subscription databases is available 24/7 and supports K-12 schools, public libraries, and academic institutions. All K-2 schools, including charter, virtual, public, home, and private, use Discus extensively for research, learning, and programming. Discus saw a 4% increase in usage from the previous year and had a seamless access rate (not requiring the Discus username and password) of 97%.</p> <p>In the fall of 2021, the State Library announced a three-year \$1.5 million partnership with the SC Department of Education to address the continuing academic impact of the COVID-19 pandemic by ensuring funding for Tutor.com. Utilizing the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund, the Tutor.com service provides equal access to individualized learning for all students and families. Tutoring is available for English and Spanish speakers 24/7 and offers access to highly qualified tutors in more than 200 subject areas.</p>
--	--

SUMMARY

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

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

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

The Discus Training and Outreach Coordinator presented to 29 groups, including school districts, organizations, libraries, and adult education programs. These specific training sessions were attended by 650 attendees. There were also 24 live webinars hosted by vendor partners and the Discus Training and Outreach Coordinator. These sessions were open to educators, parents, and the public, with 150 attendees and 319 recordings viewed throughout the year. Discus exhibited nine times at workshops, family literacy nights, and homeschool conferences reaching 2,776 attendees.

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