South Carolina State Library
Library Services & Technology Act (LSTA)
Five Year Plan 2023-2027

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Introduction

The South Carolina State Library (SCSL) is designated as the State Library Administrative Agency (SLAA) for receipt of federal Library Services and Technology Act (LSTA) funds administered by the Institute of Museum and Library Service (IMLS). The South Carolina State Library is an independent agency in South Carolina state government. The South Carolina State Library was originally formed in 1920 as the South Carolina State Public Library Association and Board. In 1969, as the result of action by the General Assembly, the SCSL assumed responsibility for public library development, library service for state institutions, service for the blind and print disabled, and library service to state government agencies and the South Carolina General Assembly. The South Carolina State Library's website is: https://www.statelibrary.sc.gov/

The LSTA five year plan is an integral part of the South Carolina State Library's larger strategic plan. Both the agency's strategic plan and the five year LSTA plan are used to set the priorities of the agency and plan projects and programs, all of which meet the intended purposes of LSTA funds. The South Carolina State Library utilizes LSTA funds to support statewide initiatives and services, and distributes a portion of these funds through a competitive sub-grant process.

Libraries in South Carolina

South Carolina has 46 counties, each of which is served by a public library system. One regional system is made up of four counties and the second system is made up of three counties. There are 61 academic libraries which include technological and two-year college libraries and or four-year university libraries, and approximately 1,256 public school library media centers. A few state government agencies and correctional institutions offer library services.

Mission Statement

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

South Carolina State Library's Vision and Values

Vision: We develop, support, and sustain a thriving statewide community of learners committed to making South Carolina stronger.

We outwardly demonstrate who we are as an organization through our values. Our people are our greatest resource and our values drive our people.

Values:

1. **Communication**
   We believe communication in every direction and through multiple methods is essential to doing our work at the highest level. As an information organization, we use a

transparent process for decision making which encourages creativity and fosters collaboration among staff and our community.

2. **Flexibility**
An agile organization is one that can change course to provide better services. We define our organization in this way and pride ourselves in being good stewards of all resources.

3. **Community Driven**
Our community is the state. Our value is demonstrated in what we are able to give back as public servants. We believe that by remaining open to our community's needs, we can personalize experiences for individuals and groups.

4. **Inclusivity**
We strive to expand opportunities to better connect with others and break down barriers. Integrity, respect, and equality guide our performance and we are committed to hiring staff that reflect our community.

5. **Professionalism**
Our staff model professionalism by providing a welcoming environment, excellent customer service, valuing diversity, and supporting multiple methods of service delivery. A well-trained and knowledgeable staff is our greatest asset.

Federal LSTA Purposes and Priorities

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills.
2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. 9134(b)(6), for the purpose of improving the quality of and access to library and information services.
3. (a) to provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals, including those from diverse and underrepresented background, to the field of library and information services.
4. Develop public and private partnerships with other agencies, tribes, and community-based organizations.
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management

and Budget and revised annually in accordance with 42 U.S.C. 9902(2)) applicable to a family of the size involved.

7. Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.

8. Carry out other activities consistent with the purposes set forth in 20 U.S.C. 9121, as described in the SLAA's plan.

Needs Assessment

The South Carolina State Library's five year evaluation report for 2018–2022 was completed in March 2022. Information from the 2018-2022 evaluation, discussion groups, and other professional organizations on trending needs of libraries and library users, along with formal surveys of constituent groups were used to inform the development of the 2023-2027 LSTA five year plan.

The South Carolina State Library contracted with QualityMetrics to conduct the LSTA five year evaluation and report for the period 2018-2022. QualityMetrics used information learned from the evaluation, data gathered through the State Program Report (SPR), internal statistical and narrative reports, survey data, and personal interviews with staff and representatives of the library community to formulate recommendations. South Carolina demographic data and trends, the current economic picture of the state and its probable effect on the library community, and the capacity of the South Carolina State Library to respond to particular needs in South Carolina were used to create the five year plan for 2023-2027.

The South Carolina State Library continually seeks different perspectives from user communities in order to design effective programs that respond to the needs of library users and fit within the LSTA priorities. State Library staff possess a wealth of knowledge about library history, facilities, and people from working directly with and alongside librarians and staff. The natural preference for sociable interpersonal contact that is native to our Southern region is a big asset in this regard. We have developed methods of sharing and maintaining knowledge learned from these interactions. Our primary source of sharing information is through open discussions, and an electronic platform which allows us to input, share, and store information about each library system. This enables us to quickly access records in various files and formats, for each public library so that any member of our team has an idea of current and past issues and successes.

The State Library also collects information through a number of feedback channels, including:

- Utilization of surveys and focus groups;
- Systematic and regular collection, review and analysis of data about library services, expenditures, facilities, staff;
- Attendance at regular meetings of the South Carolina Association of Public Library Administrators;
- Discussions with elected officials and their staff at municipal, county and state government levels;
- State Library Director and Library Development staff attendance at County Library Board of Trustees meetings;

- Formal consultations with a variety of State Library and public library stakeholders in the course of project development and implementation;
- Subsequent review and analysis of reports and observations made during site visits;
- Review of LSTA sub-grant applicants' justification of need for service in local communities;
- Professional reading and attention to printed and broadcast news of the region.

Needs

The following identified needs are used in the development of this five year plan.

- **Communication**: Most participates expressed a desire for more communication, outreach, and collaboration with SCSL.
- **Information Access**: Equal access to information is a cornerstone of the SCSL. Access to electronic resources provides South Carolinians access to current, accurate information on many topics. Electronic resources are heavily utilized by the K-12 community for education and by public library patrons for access to any number of topics including: health information, workforce development, and areas of personal interests.
- **Library Development and Training**: On-site consulting and continuing education of librarians and library professionals provides needed training that many would otherwise not receive due to local municipal budget constraints.
- **Targeted Services**: Targeted services which reach the most vulnerable South Carolinians such as: Talking Book Services and the Summer Reading Program are critical to the purposes outlined by IMLS.
- **Technology Support**: Technology support throughout the state for public libraries and those they serve is vital. Continuation of past projects and services is evident by information conveyed by public library directors and staff.

Prioritization of Goals

Desired outcomes of goals are often interrelated; prioritizing goals for the 2023-2027 LSTA plan is based on the needs identified and the responsibilities of the South Carolina State Library.

Libraries struggle with obtaining adequate funding to support the community needs. Innovation is the foundation from which libraries run many day to day operations and take on new challenges in order to meet those competing and changing needs. Collaborative partnerships and efforts increases a library's ability to impact the lives of those they serve in meaningful ways. Libraries are trusted institutions and have a responsibility to provide access to accurate and unbiased information. With equal access to information and resources people are able to engage and participate in their own education, work opportunities, and ultimately the community more fully, which has long lasting, positive outcomes. South Carolina has a rich cultural history with many shared experiences which represent differing points of views. Preserving the unique

cultural heritage, and documents and ensures current library users and future generations with continued access.

Goal 1: **Innovation: Demonstrate Excellence in Library Service**
Provide services, resources, and training to advance and improve libraries' ability to meet the current and future needs of the community.

Goal 2: **Collaboration: Strengthen Community Engagement**
Support community partnerships which impact literacy, education, cultural engagement, health, and economic stability for children, families, and at-risk or underserved populations.

Goal 3: **Participation: Provide Equal Access to Information**
Provide access to information resources which increases the ability of South Carolinians to participate in lifelong learning and the community in an impactful way.

Goal 4: **Preservation: Advance Collection Stewardship and Access**
Preserve and provide access to collections of cultural or historical significance to South Carolina.

Goal 1: Innovation: Demonstrate Excellence in Library Service
Provide services, resources, and training to advance and improve libraries' ability to meet the current and future needs of the community.

Federal Purpose(s):

2: Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. 9134(b)(6), for the purpose of improving the quality of and access to library and information services.

3: (a) to provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals, including those from diverse and underrepresented background, to the field of library and information services.

Need(s) Addressed:
- Communications
- Information Access
- Library Development and Training
- Targeted Services
- Technology Support

Projects

Potential projects that may be funded include but are not limited to:

1A. Continuing Education and targeted skill development for library professionals and paraprofessionals. Provide training, including continuing education, to improve skills, promote leadership, and enhance recruitment efforts within the profession, with an overall aim of advancing the delivery of library services.

Procedures/activities associated with this project for potential implementation may include:

a. Provide ongoing continuing education and professional development opportunities to librarians and library staff across South Carolina through workshops, seminars, and specialized trainings.
b. Offer workshops online and in-person on a variety of general and library specific topics for library staff.
c. Provide resources for rolling out innovative programs in libraries.
d. Professional learning opportunities developed based on need, interest, and future trends in libraries.

Expected benefits/outcomes:

- Increase the number of individuals who participate in professional development and their ability to implement practices and programs for members of their community.
  - Number of trainings administered
  - Number of individuals in attendance per session
  - Customer satisfaction survey/learning outcomes
  - Programs developed as a result of training

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds may be used for personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

1B. Library Consulting Services: Provide consulting services to library staff and library board of trustees.

Procedures/activities associated with this project for potential implementation may include:

a. Provide consulting services to libraries on library related topics and issues.
b. Provide support for programming and access to resources to assist libraries in meeting the needs of their patrons and communities.
c. Create and distribute a Library Standards (best practices) manual to all public library directors.
d. Create reports and/or infographics to share information on library impact.
e. Develop and provide training on model policies and procedures in all areas of library operations.
f. Provide resources and training to institutional library staff for programming.

Expected benefits/outcomes:

- Library staff and boards will have the knowledge and expertise to provide effective library programming, services, and leadership to serve their communities' needs.
  - Total number of consultation transactions
  - Consulting topics
  - Number of meetings with library boards
  - Number of meetings with librarian groups

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds may be used for personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

Goal 2: **Collaboration: Strengthen Community Engagement**
Support community partnerships which impact literacy, education, cultural engagement, health, and economic stability for children, families, and at-risk or underserved populations.

Federal Purpose(s):

5: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.

6: Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. 9902(2)) applicable to a family of the size involved.

7: Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.

Need(s) Addressed:
- Communications
- Information Access
- Library Development and Training
- Targeted Services
- Technology Support

Projects

Potential projects that may be funded include but are not limited to:

2A. Talking Book Services: Provide reader advisory service and library materials to patrons who are blind or print disabled.

Procedures/activities associated with this project for potential implementation may include:

a. Provide library services to patrons who are blind or print disabled. Collections include audio books, braille books, large print books, and descriptive videos.
b. Provide reference services to patrons.
c. Provide and expand the Talking Book Services collection.
d. Coordinate volunteers for recording books.
e. Coordinate a public awareness and outreach plan to enroll eligible South Carolinians.

f. Support training, professional development, and continuing education.

Expected benefits/outcomes:

- Increased awareness, use, and operational effectiveness of Talking Book Services
  - Number of new patrons for TBS service
  - Number of items circulated
  - Number of patron calls answered
  - Customer satisfaction survey
  - Number of outreach events
  - Number of books narrated and accepted by the National Library Service for the Blind and Print Disabled

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

2B. Summer Reading Program: SCSL will support a Summer Reading Program for children and youth.

Procedures/activities associated with this project for potential implementation may include:

a. Coordinate with public libraries the promotion and management of the annual statewide summer reading program to promote literacy and raise library awareness.
b. Promote literacy, engage children and youth, and connect families with the library community.
c. Provide materials for use by public libraries for their programs, including reading logs, bookmarks, posters, and like items public libraries need for a successful summer reading program.
d. Develop and present summer reading workshops to public libraries.
e. Support training, professional development, and continuing education opportunities for project staff.

Expected benefits/outcomes:

- Increase in the number of participants and average number of books read. Assist in combatting the summer slide that children who don't read over the summer experience with they return to school. Retention of literacy skills and educational knowledge.
  - Number of participants
  - Number of books read
  - Number of summer reading programs conducted
  - Number of participants attending summer reading programs

o Survey to gauge satisfaction and collect stories about impact.

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, travel and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

2C. Provide training and continuing education to library personnel on strategic planning, budgeting, and data analysis to effectively communicate a specific program.

Procedures/activities associated with this project for potential implementation include, but are not limited to:

a. Administration of the Annual Public Library Survey for IMLS, including one-on-one assistance during the survey submission window.
b. Educate library personnel on effective use of data to help them evaluate, manage, and support their organization.
c. Create a toolkit to help libraries promote programs.
d. Provide statistical reports, data, and training to libraries.
e. Support training, professional development, and continuing education opportunities for project staff.

Expected benefits/outcomes:

- Deepen the knowledge of Library Directors and staff related to strategic planning, budgeting, and data analysis.

    o An increase in participation of library services

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

Goal 3: Participation: Provide Equal Access to Information
Provide access to information resources which increases the ability of South Carolinians to participate in lifelong learning and the community in an impactful way.

Federal Purpose(s):

1: Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills.

Need(s) Addressed:

- Communications
- Information Access
- Library Development and Training
- Targeted Services
- Technology Support

Projects

Potential projects that may be funded include but are not limited to:

3A. Collection Management and Development: Acquire, process, catalog, maintain, and deliver quality resources. Provide information and access of library services to support the needs of South Carolinians.

Procedures/activities associated with this project for potential implementation may include:

a. Provide equal access to electronic and print resources.
b. Maintain a print and digital collection that meets the needs of diverse, underserved, and special populations across the state.
c. Expand access to information resources by creating new models of access.
d. Digitize collections for ease of access.
e. Purchase electronic resources to support areas of special needs.
f. Provide access to items which promote science, technology, engineering, and math.
g. Provide informational and educational circulating kits to libraries and schools aimed at promoting science, technology, engineering, and math concepts.
h. Provide informational and educational circulating kits to libraries aimed at engaging underserved and diverse populations.
i. Support training, professional development, and continuing educational opportunities.

Expected benefits/outcomes:

- Increase in efficiency in library operations and resource sharing. Increase access to information and improved quality of online collections.
  - Usage of electronic resources
  - Number of populations served
  - Number of digital collection materials available to the public
  - Number of kits circulated
  - Number of participants in programs
  - Survey results of program participants

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

3B. Provide professional reference and research services to South Carolinians, K-12, state and local government, businesses, and libraries.

Procedures/activities associated with this project for potential implementation may include:

   a. Provide research assistance.
   b. Provide training on how to conduct quality research and evaluate materials.
   c. Assist the South Carolina Legislature with special research projects.
   d. Support training, professional development, and continuing education opportunities.

Expected benefits/outcomes:

- Increase access and usage to information through professional reference, research services, and educational materials.
  - Number of reference/research question answered
  - Number of people served
  - Survey results of participants

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

3C. Electronic Resources/Discus: Provide teachers, students, families, libraries, and the general public with access to electronic resources to meet informational needs of South Carolinians.

Procedures/activities associated with this project for potential implementation may include:

g. Provide access to electronic resources and cooperative services to build a strong foundation for learning, literacy, business, and workforce development.
h. Seek partnerships with other organizations to increase availability and usage of electronic resources.
i. Evaluate database usage to inform purchases.
j. Maintain and expand statewide databases and promote their availability to libraries and South Carolinians.
k. Support training, professional development, and continuing education opportunities.

Expected benefits/outcomes:

- Provide equal access to quality resources for students, teachers, and South Carolinians. Access will increase the number of available, educational and research resources; provide resources for teachers to include: lesson plans, classroom activities, and professional development; provide access to health and wellness information; provide equal access to South Carolinians for research.
  o Usage of databases by various constituent groups: libraries, teachers, students, the general public, and others
  o Feedback from users through formal surveys and comments

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

Goal 4: **Preservation: Advance Collection Stewardship and Access**
Preserve and provide access to collections of cultural or historical significance to South Carolina.

Federal Purpose(s):

1: Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills.

4: Develop public and private partnerships with other agencies, tribes, and community-based organizations.

5: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.

7: Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.

Need(s) Addressed:

- Communications
- Information Access
- Library Development and Training
- Targeted Services
- Technology Support

Projects

Potential projects that may be funded include but are not limited to:

4A. South Carolina Center for the Book: Encourages reading, writing, and literacy among all ages of South Carolinians.

Procedures/activities associated with this project for potential implementation may include:

a. Create programs which engage children in literacy.
b. Promote South Carolina authors, books about South Carolina, and literacy programs.
c. Acknowledge the works of historical South Carolinians.
d. Participate in Library of Congress programs and literacy events.
e. Educate South Carolinians on the rich cultural heritage, traditions, and art of the state.

    f.   Support training, professional development, and continuing education opportunities.

Expected benefits/outcomes:

- Increase in literacy efforts by students. Promotion of South Carolina's rich culture heritage and of those who contributed to it.
    - Number of programs
    - Number of presentations/performances
    - Number of participants in programs, presentations, or performances
    - Survey results of program participants

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

4B. Digital Projects: Digitize and preserve South Carolina history.

Procedures/activities associated with this project for potential implementation may include:

    a.   Digitize South Carolina documents and make them available online.
    b.   Collaborate with partners to collect a variety of South Carolina relevant materials through digitization.
    c.   Identify opportunities to create digitization consortia and collaborations.
    d.   Identify digitization and preservation needs in libraries and agencies.
    e.   Provide digitization and preservation training.
    f.   Provide access to digitization in a box resources so that libraries and agencies can digitize items of historical significance or interest.
    g.   Support training, professional development, and continuing education opportunities.

Expected benefits/outcomes:

- Access to a unique historical and cultural collection specific to South Carolina.
    - Number of items reformatted, migrated, or digitized
    - Number of items conserved or preserved
    - Number of page views of digitized items
    - Number of digitization kits circulated
    - Number of presentations/trainings held
    - Number of attendees

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

4C. State Depository Library: The SCSL is South Carolina's state government depository. Provides transparency in government with centralized and free, statewide access to state publications.

Procedures/activities associated with this project for potential implementation may include:

a. Preserve an online and print library of state government documents, including born digital and scanned historical documents.
b. Provide access to publications produced by state agencies and state-supported academic institutions, which includes: statistics, accountability reports, and data on a variety of topics.
c. Provide original state document catalog record to libraries.
d. Maintain and update the online public access database.
e. Support training, professional development, and continuing educational opportunities.

Expected benefits/outcomes:

- Access to government documents for research and historical purposes.
  - Number of documents added to the collection
  - Number of participating state agencies
  - Number of research requests
  - Number of times the collection was accessed

How IMLS funds will be used to assist in meeting this goal:

- LSTA funds will be used for, but not limited to, personnel, equipment, materials, supplies, printing, and training to support programs and activities.

Timeline: All activities will take place during 2023-2027, unless otherwise indicated.

Coordination Efforts: Crosswalk			
Goal 1: Innovation: Demonstrate Excellence in Library Service			
Goal	**Project**	**Focal Area**	**Intent**
Provide services, resources, and training to advance and improve libraries' ability to meet the current and future needs of the community.	Continuing Education	Information Access	Improve users' ability to obtain and/or use information resources.
	Library Consulting	Institutional Capacity	Improve the library workforce and library operations.

Goal 2: Collaboration: Strengthen Community Engagement			
Goal	**Project**	**Focal Area**	**Intent**
Support community partnerships which impact literacy, education, cultural engagement, health, and economic stability for children, families, and at-risk or underserved populations.	Talking Book Services	Information Access	Improve users' ability to obtain and/or use information resources.
	Summer Reading Program	Lifelong Learning	Improve users' ability to discover information resources.
	Training	Institutional Capacity	Improve library operations.

Goal 3: Participation: Provide Equal Access to Information

Goal	Project	Focal Area	Intent
Provide access to informational resources which increases the ability of South Carolinians to participate in lifelong learning and the community in an impactful way.	Collection Management	Human Services	Improve users' ability to apply information that furthers their personal, family, or business interests.
	Electronic Resources/Discus	Information Access	Improve users' ability to obtain and/or use information resources.
	Reference and Research	Information Access	Improve users' ability to obtain and/or use information resources.

Goal 4: Preservation: Advance Collection Stewardship and Access

Goal	Project	Focal Area	Intent
Preserve and provide access to collections of cultural or historical significance to South Carolina.	SC Center for the Book	Civic Engagement	Improve users' ability participate in community conversations around topics of concern.
	Digital Projects	Information Access	Improve users' ability to discover and utilize information resources.
	State Depository Library	Information Access	Improve users' ability to discover and utilize information resources.

Evaluation Plan

Evaluation of the LSTA Five-Year Plan will be on-going and based on annual State Program Reports as submitted to IMLS. The LSTA Coordinator will have primary responsibility for managing, monitoring, and tracking the implementation of the five year plan, however the SCSL management team is also tasked with monitoring the projects and programs in their area of responsibility to ensure each meets the goals and intentions of the LSTA program. Individual programs will utilize various evaluative methodologies depending on the program. Standard evaluation tools utilized include surveys, data collection points, pre-assessment, post-assessment, record keeping, observation, and other tools which may be available for specific programs. These tools will be used to measure outcomes, outputs, quality, quantity, cost-effectiveness, and impact of projects. Evaluation will also include data from annual statistical reports, surveys measuring satisfaction, focus groups, interviews, site visits, and informal feedback from participants.

Documentation will be maintained to be included in the final assessment of the program.

Stakeholder Involvement

The South Carolina State Library's ongoing policy and practice is to seek input and ideas from all of our user groups. SCSL staff meet regularly, and consult with other departments and divisions, advisory groups, project teams, and partners to ensure all groups are accurately represented. Some user groups include:

- South Carolina Legislature and staff
- South Carolina's Office of the Governor
- South Carolina State Agency Heads and staff
- South Carolina First Steps
- South Carolina K-12 Technology Initiative Committee
- South Carolina Educational Television
- South Carolina Humanities Council
- South Carolina Arts Association
- South Carolina Digital Library
- South Carolina Department of Employment and Workforce
- South Carolina Department of Education
- South Carolina State Housing Finance and Developmental Authority
- South Carolina Department of Juvenile Justice
- South Carolina School for the Deaf and Blind
- South Carolina Commission for the Blind
- PASCAL (Partnership Among South Carolina Academic Libraries)
- South Carolina teachers
- South Carolina students
- Members of the blind and print disabled community
- Public library directors and staff
- University students

Communication and Public Availability

The completed, approved Five Year LSTA Plan will be published on the South Carolina State Library's website. Publication of the Five Year LSTA Plan will be announced through our electronic newsletter, email lists, and social media. Information is also posted on the SCSL website with specific programs and projects updates, announcements of competitive programs, and recognition of LSTA supported activities.

Monitoring

The State Library prepares an Accountability Report, which requires an in-depth examination and description of programs and activities annually. The State Library conducts all required evaluative and reporting tasks in a timely and efficient manner. Staff responsible for LSTA funded programs are trained in the appropriate use of funds and in the agency's procedures for reporting. Additionally, the Grants Coordinator is heavily involved in ensuring all standards and requirements are met for each project. The library community participates in needs assessment efforts which leads to projects and programs that meet local needs and priorities.

- Collect information and data about conditions around the state, especially in rural and underserved areas;
- Track current trends and needs to inform revision of projects and service planning;
- Monitor community and statewide resources available;
- Incorporate evaluative steps in the planning and implementation of projects, with documentation of findings;
- Share findings and make data easily accessible;
- Develop simple tools for project managers to use in collecting and reporting data;
- Provide training for SCSL and public library project managers in evaluation and reporting methods;
- Establish targets for programs to provide structure of documentation and measures;
- Incorporate financial metrics to assess the cost effectiveness and efficiency of library programs.

Assurances

Attached documents:
- Program Assurances include compliance with Internet Safety; Trafficking in Persons; Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; and Lobbing requirements
- Assurances of Non-Construction Programs
- State Legal Officer's Certification of Authorized Certifying Official
- Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries