

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27



Fiscal Year 2020-21 Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

**OPERATING
REQUESTS
(FORM B1)**

For FY 2020-21, 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
(FORM B2)**

For FY 2020-21, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.
<input checked="" type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**CAPITAL
REQUESTS
(FORM C)**

For FY 2020-21, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting funding for Capital Projects.
<input checked="" type="checkbox"/>	Not requesting any changes.

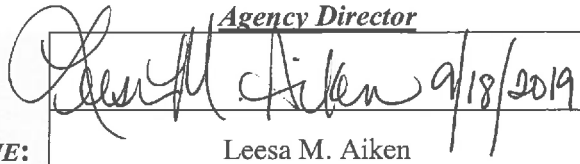
**PROVISOS
(FORM D)**

For FY 2020-21, my agency is (mark "X"):	
<input checked="" 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 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:	Leesa M. Aiken	803-734-8668	laiken@statelibrary.sc.gov
SECONDARY CONTACT:	Celina Fields	803-734-8917	cfields@statelibrary.sc.gov

I have reviewed and approved the enclosed FY 2020-21 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

SIGN/DATE:	<u>Agency Director</u>	<u>Board or Commission Chair</u>
	 9/18/2019	
TYPE/PRINT NAME:	Leesa M. Aiken	

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

Fiscal Year 2020-21 Budget Request Executive Summary

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

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Increase to Classified Positions	260,000				260,000	4.00	(4.00)			0.00
2	B1 - Recurring	Discus - Electronic Resources	250,000				250,000					0.00
3	B1 - Recurring	Administration - Operating	110,000				110,000					0.00
4	B1 - Recurring	Talking Books Services - Operating	131,000				131,000					0.00
5	B1 - Recurring	Increase to Aid to County Libraries	1,015,382				1,015,382					0.00
6	B2 - Non-Recurring	Education Lottery - Aid to County Libraries				2,000,000	2,000,000					0.00
7							0					0.00
8							0					0.00
9							0					0.00
10							0					0.00
11							0					0.00
12							0					0.00
13							0					0.00
14							0					0.00
15							0					0.00
16							0					0.00
17							0					0.00
18							0					0.00
19							0					0.00
20							0					0.00
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
TOTAL BUDGET REQUESTS			1,766,382	0	0	2,000,000	3,766,382	4.00	(4.00)	0.00	0.00	0.00

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	1
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Increase to Classified Positions
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$260,000 Federal: Other: Total: \$260,000
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	4.0 (Moved from Federal)
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Please provide the total number of new positions needed for this request.

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

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 checked="" type="checkbox"/> Public Infrastructure and Economic Development
<input type="checkbox"/> Government and Citizens	

ACCOUNTABILITY OF FUNDS	Strategic Direction I – Innovation: Providing guidance for excellence in library services.
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What specific strategy, as outlined in the FY 2019-20 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?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

RECIPIENTS OF FUNDS	Funds will be used by the South Carolina State Library.
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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	<p>The staff of the South Carolina State Library are our greatest asset. They ensure that our programs and products are of high quality and caliber. In 2016, the State Library reorganized services and created the Statewide Services Department to align resources and events that promote library engagement and focus on the whole community through programs that are meaningful, and that reach across a variety of topics. However, we do not have enough state funding for the classified positions that run the programs. We are currently using federal funds to supplement payroll. This funding request of \$260,000 will move four state employees from federal funding to state funding and will ensure that these meaningful programs continue. Programs include:</p> <ul style="list-style-type: none"> • Research assistance to Members of the General Assembly and their staff. • The South Carolina Documents Depository Notable Document Awards, which acknowledges quality publications that are useful, and represent South Carolina state government well. • Events and programs celebrating the many contributions and achievements of South Carolinians, and our rich, collective history are held each month with a visual display on the first floor of the State Library. • The South Carolina State Library’s Center for the Book hosts a South Carolina author for a discussion and book signing every month. • The South Carolina State Library provides in-person and online trainings developed for state employees on topics such as grant research, legislation, employment and commerce, social media use, and safety and emergency preparation. • State documents are of particular historic and social significance to a broad audience. State government documents and publications are digitized and made available online through a user-friendly portal, the SC State Documents Depository (dc.statelibrary.sc.gov.) The goal is to digitize the entire State Library collection.
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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:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	2
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Discus – Electronic Resources
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$250,000 Federal: Other: Total: \$250,000
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0
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Please provide the total number of new positions needed for this request.

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

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark “X” for primary applicable Statewide Enterprise Strategic Objective:	
	<input checked="" 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 type="checkbox"/>	Government and Citizens	

ACCOUNTABILITY OF FUNDS	Strategic Direction III – Participation: Providing equitable access to information
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What specific strategy, as outlined in the FY 2019-20 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?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

RECIPIENTS OF FUNDS	Funds will be used by the South Carolina State Library.
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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	<p>We must continue to expand our offerings for electronic resources in response to changing information needs. Electronic resources are used to support literacy for children and at-risk groups of all ages, teachers, families, students, state employees, the unemployed and underemployed.</p> <p>The South Carolina State Library provides electronic resources to all South Carolinians to include Discus, South Carolina’s virtual library. The cost to provide access to those electronic resource products has increased. We negotiate multi-year rate guarantees when possible to save the state money.</p> <p>If funding for electronic resources is not approved, individuals living in rural or lower economic areas will not have equal access to information, which could aid them in increasing their knowledge, abilities, preparation, and success both in the classroom and in the job market. Students and professionals without access to these resources will not be as prepared as their peers who do have access. They will have lower comprehension, test scores, graduation rates, and lower college acceptance rates.</p> <p>The electronic resources that we provide include databases that offer practice exercises and tests, skill-building resources, eBooks, and interactive tutorials for users from elementary school through college and adults seeking new skills or careers. The most relevant resources are:</p> <ul style="list-style-type: none"> ○ Individualized study plans ○ Built-in guidance pages and learning roadmaps ○ Math and reading comprehension skills improvement resources ○ Skill building tools for math, reading, writing, social studies, science, vocabulary and spelling improvement ○ Large selection of academic and career-related resources ○ Test preparation for high school equivalency and college admissions exams ○ College preparation center has practice ACT, SAT, AP, PSAT/NMSQT, TOEFL iBT Test, THEA Tst, and college admissions essay writing ○ GED Test prep in English and Spanish, and the HiSET and TASC practice tests. ○ The Job and Career Accelerator has features that can be used in the classroom to help students find a career match, explore occupations, search for internships, and find a college, through targeted guidance ○ Testing for the Career Center includes: entrance exam prep for Allied Health Program, Nursing School Entrance, Air Traffic Controller, Civil Service, Culinary Arts, Cosmetology, EMS, Firefighting, Law Enforcement, and Teaching ○ The Career Center also has preparation resources for the WorkKeys ○ Assessments and the TOEIC ○ Self-paced, online tutorial courses to help users improve computer skills. Some examples of the skill-building courses are: Adobe Dreamweaver, Flash and Photoshop; Microsoft Access, Excel and
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AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

	<p>SharePoint Designer</p> <ul style="list-style-type: none"> ○ Workplace resources include tools for job searching, exploring new careers, and preparing for occupational licensing exams ○ The Adult Learning Center has resources to build math, reading, grammar, and writing skills ○ Computer Skills Center has over 90 self-paced online tutorials from beginner to advanced levels, that help users learn the fundamentals of their computer, the internet, and popular software applications with easy to follow instruction. ○ Resources to become a US Citizen <p>The electronic resources offered by the State Library provide equal opportunity for South Carolina children to improve their abilities and to increase the likelihood that they will be accepted and successful in a college environment. Additional expected benefits to students include: increased knowledge and understanding in a variety of core curriculum subject areas; improved test scores; increase in South Carolina students and adults' ability to compete with other applicants; a more knowledgeable and prepared citizenry.</p>
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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:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	3
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Administration - Operating
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$110,000 Federal: Other: Total: \$110,000
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0
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Please provide the total number of new positions needed for this request.

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

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	Strategic Direction IV – Preservation: Protecting and promoting cultural heritage.
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What specific strategy, as outlined in the FY 2019-20 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?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

RECIPIENTS OF FUNDS	Funds will be used by the South Carolina State Library.
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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	<p>The South Carolina State Library serves every area of SC and its citizens. The diversity of our programs and products are purposeful so that we can effectively meet the needs of those we serve. We have not requested an increase in operating funds for at least 15 years but require an increase in order to continue to provide quality resources that meet the diverse needs of our patrons.</p> <p>We dedicated approximately \$3.5 million dollars to education last year. The bulk of that funding goes directly to electronic resources which we provide to the K-12 community. Our electronic resources include the Discus program – South Carolina’s Virtual Library. It has been a trusted staple of education for almost 20 years. Last year over 40 million items were retrieved using Discus. Literacy remains a primary focus of the State Library; we provided funding for STEM related programs at public libraries, support for incarcerated youth seeking their GED, and assisted public libraries with the summer reading program.</p> <p>We are state government’s document depository; we have over 21,000 state documents scanned and available online. Last year we had 162,000 page views. We assist the public, legislators, and state employees with research, information services, and meaningful programs that promote library engagement. The South Carolina State Library provides in-person and online trainings developed for state employees on topics such as grant research, legislation, employment and commerce, social media use, and safety and emergency preparation.</p> <p>We support public libraries through training and consulting, sub grant funding, and we act as a fiscal agent for state aid funds. Public libraries are community centers that provide equal access to information to all South Carolinians.</p> <p>Operating costs have continued to rise, we are asking for a modest increase in our operating funds for administration of our various services.</p>
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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:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	4
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Talking Book Services - Operating
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$131,000 Federal: Other: Total: \$131,000
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0
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Please provide the total number of new positions needed for this request.

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

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input checked="" 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 type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS	Strategic Direction III – Participation: Providing equitable access to information
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What specific strategy, as outlined in the FY 2019-20 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?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

RECIPIENTS OF FUNDS	Funds will be used by the South Carolina State Library for the Talking Book Services department.
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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	<p>The State Library’s Talking Book Services program provides South Carolinians who have vision impairments or who are unable to hold a book in a traditional manner with books so that they can continue to read. Talking Book Services maintains an extensive collection of books and assistive devices for participants and is free to our patrons; there are no limits on the number of books that patrons can read.</p> <p>Talking Book Services was previously funded with state dollars, however we have not received any state funding for operations since 2005. We pay for the entire program using federal funds, and a donation account. Relying on these funds places this program in an increasingly vulnerable position.</p> <p>Providing library services to our Talking Book Services patrons is a responsibility of the State of South Carolina. The budget request of \$131,000 is based on previous years’ funds spent and projected operating costs.</p> <p>Operating costs include costs associated with recording books onsite, exhibits, workshops for agencies who serve the visual impaired communities, including other state agencies, and assistive technology.</p> <p>Recordings are done on site in the library’s soundproof recording booth. The recording booth captures audio versions of various South Carolina materials read by talented local volunteers. Narrators record books and magazines about South Carolina and by South Carolina authors.</p> <p>Talking Book Services exhibits at many events and conferences informing the public about this specialized library service. We provide personally tailored services through telephone consultation and referral as well as delivering materials directly to customers.</p> <p>The South Carolina State Library provides workshops on assistive technology, sharing and collaborating with other agencies and professionals who serve individuals with qualifying disabilities. We also work with public libraries on appropriate assistive technology devices that can be used in public libraries to accommodate individuals and lend assistive technology for libraries to use with their own patrons.</p> <p>Talking Book Services is vital to the South Carolinians who use it; it is too important not to fund with State dollars.</p>
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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:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	5
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Increase Aid to County Libraries
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$1,015,382 Federal: Other: Total: \$1,015,382
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0
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Please provide the total number of new positions needed for this request.

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

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	Strategic Direction III – Participation: Providing equitable access to information.
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What specific strategy, as outlined in the FY 2019-20 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?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

RECIPIENTS OF FUNDS	<p>These funds are pass through funds from the State Library to all Public Libraries in the State of South Carolina. The State Library does not retain any of these funds for agency use.</p>
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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	<p>Disbursement of State Aid to County Libraries funding combined with local dollars provides funding to public libraries in South Carolina so that they may provide quality programs and products to South Carolinians.</p> <p>While each public library in our state receives some form of local support, it is the addition of state dollars that make many of the services and programs above the basic offerings possible. The request for an additional \$1,015,382 will increase State Aid to County Libraries to \$2.25 per capita. This funding will be used in a variety of ways depending on the needs of individual counties, some examples include:</p> <ul style="list-style-type: none"> • Expand early childhood literacy programs • Expand the summer reading program • Increase dedicated bandwidth through dark fiber to each branch library • Collection development of both print and digital materials • Increase e-book offerings • Add valuable training databases to increase skills which directly tie to workforce development and employment • Increase outreach activities • Partner with local school districts, and SC Works on workforce development activities • Add or expand streaming resources • Add materials for children, teens, and adults • Upgrade computer and photocopier equipment for patron usage • Expand electronic resources <p>Without these additional funds public libraries will be limited in their offerings of programs, materials, and valuable technology to aid workforce development, which fuels an area’s economic development.</p>
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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:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	6
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Education Lottery – Aid to County Libraries
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Provide a brief, descriptive title for this request.

AMOUNT	\$2,000,000
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:	
	<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 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 checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark “X” for primary applicable Statewide Enterprise Strategic Objective:	
	<input checked="" 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 type="checkbox"/>	Government and Citizens	

ACCOUNTABILITY OF FUNDS	Strategic Direction III – Participation: Providing equitable access to information
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What specific strategy, as outlined in the FY 2019-20 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?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

RECIPIENTS OF FUNDS	Funds will be distributed evenly between the 46 public library systems in South Carolina.
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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	<p>Libraries are part of the educational institution of our state. The education lottery funds are to be used for educational purposes by educational agencies, the South Carolina State Library is an integral part of the educational resource network of our state. The State Library is a longstanding partner on the K12 Board of Technology, which makes decisions regarding educational resources, funding, and equipment for schools in South Carolina. Additionally, the State Library provides comprehensive educational resources to the 3K-12 community through the Discus program, the state’s 24/7 virtual library which is heavily used by students, and teachers.</p> <p>Public libraries provide additional resources to South Carolinians, which include specific programs focused on early literacy and education. Each year public libraries consistently provide summer reading programs to over 150,000 children in South Carolina. This has a direct impact on reduction of the summer slide for children returning to school. Not only does the summer reading program combat the summer slide, children who participate in summer reading programs often gain new skills which directly relate to their ability to perform in an educational setting.</p> <p>The public library is the center of a community and provides equal access to all members of the community. Libraries provide programs, which increase South Carolinians workforce skills, directly affecting participant’s employability and the economic capacity and development of a community.</p> <p>Libraries value partnerships and frequently partner with local school districts, and other state agencies, such as SC Works to expand educational and workforce development. As such, libraries are woven into the fabric of the educational community and should receive funding to continue this work.</p>
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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. Does this non-recurring appropriation request create an annualization or need for recurring funds?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM D – PROVISIO REVISION REQUEST

NUMBER	3.4 <i>Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").</i>
TITLE	FY 2019-20 Lottery Funding <i>Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.</i>
BUDGET PROGRAM	N/A <i>Identify the associated budget program(s) by name and budget section.</i>
RELATED BUDGET REQUEST	Yes, education lottery distribution. <i>Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.</i>
REQUESTED ACTION	Amend <i>Choose from: Add, Delete, Amend, or Codify.</i>
OTHER AGENCIES AFFECTED	N/A <i>Which other agencies would be affected by the recommended action? How?</i>
SUMMARY & EXPLANATION	Add the South Carolina State Library back to the distribution of education lottery funding for \$2,000,000 to be passed through to county libraries for early literacy, educational preparedness, increased access to job and career resources, and in support of public infrastructure for education and economic development across the state. <i>Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.</i>
FISCAL IMPACT	N/A <i>Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.</i>

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

**PROPOSED
PROVISO TEXT**

There is appropriated from the Education Lottery Account for the following education purposes and programs and funds for these programs and purposes shall be transferred by the Executive Budget Office as directed below. These appropriations must be used to supplement and not supplant existing funds for education. For cash flow purposes, the Executive Budget Office may facilitate limited transfers from the general deposits of the state for the exclusive purpose of ensuring the timely distribution of scholarships and tuition assistance payments as provided below. Any use of this transfer allowance must include full reimbursement from the Education Lottery Account to the general deposit accounts of the state prior to the close of the fiscal year.

The Executive Budget Office is directed to prepare the subsequent Lottery Expenditure Account detail budget to reflect the appropriations of the Education Lottery Account as provided in this section.

All Education Lottery Account revenue shall be carried forward from the prior fiscal year into the current fiscal year including any interest earnings, which shall be used to support the appropriations contained below.

For Fiscal Year 2019-20, certified net lottery proceeds and investment earnings for the current fiscal year, Fiscal Year 2018-19 certified surplus, and Fiscal Year 2017-18 surplus are appropriated as follows:

South Carolina State Library - \$2,000,000.

Paste FY 2019-20 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

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

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	\$462,486 <i>What is the General Fund 3% reduction amount (minimum based on the FY 2019-20 recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by EBO.</i>
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ASSOCIATED FTE REDUCTIONS	None – our staff are our greatest resource. If we are forced to reduce our budget by 3% we will need the creativity and ingenuity of our excellent staff to meet our mandates and the needs of South Carolinians even more urgently. <i>How many FTEs would be reduced in association with this General Fund reduction?</i>
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PROGRAM/ACTIVITY IMPACT	III. Library Resources – Discus Program IV. Statewide Development - Aid to County Libraries <i>What programs or activities are supported by the General Funds identified?</i>
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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 \$152,413.</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 \$309,865. The State Library will also reduce our electronic resources budget by \$152,413, which will limit the databases purchased to support Discus. Discus is the state’s on-line library used by teachers, children, the K-12 community, and South Carolina residents.</p> <p>We will not reduce staff or staffing positions as our staff are our greatest resource. Their ingenuity and intelligence are what have afforded us the possibly to continue to meet the needs of our customers to include the General Assembly, public libraries, teachers, students, other state agencies, and families.</p>
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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 NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

AGENCY COST SAVINGS PLANS	<p>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, which is approximately 25% of our true operating budget, after pass through and designated funding.</p>
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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:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Discus, South Carolina’s Virtual Library
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Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	\$54,000,000 per year
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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	<p>Mark “X” for all that apply:</p> <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
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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 \$2,500,000 per year. If each school and library purchased the products that are provided through Discus the cost would exceed \$56,000,000. Discus provides equal access to accurate information to all South Carolinians.
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Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	N/A
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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
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Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

AGENCY NAME:	South Carolina State Library		
AGENCY CODE:	H870	SECTION:	27

SUMMARY

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.

Discus is available 24/7 and provides access to educational, business, and health resources for all ages that have been vetted, and are accurate and complete.

Discus provides equal access to resources for research, homework assistance, and individual interests. Teachers utilize lesson plans in Discus and consistently provide high praise for the resources. Discus ensures that every child in South Carolina has access to the same resources, even in locations that are minimally funded, providing all of the children in our state with the ability to learn, compete, and achieve. Learning opportunities are interactive and engage students thoroughly.

The use of Discus helps to educate citizens and offers resources that provide guidance. Discus resources for adults include: Business & Economics, Job & Career, Access to Consumer Reports, and even Auto Repair Reference Center. Additionally, Discus is used heavily by staff of Members of the General Assembly for research needs and includes access to over 500 newspapers online, including The State paper and The Charleston Post and Courier.

Discus prepares students, and adults for success in business and education, and increases South Carolinians ability to learn and compete locally and globally. Last year over 40 million items were retrieved using Discus, a clear demonstration of its value.

Additionally, the South Carolina State Library served on the Digital Learning Plan Study Committee which was created by proviso 1.A.86 of the 2018-2019 Appropriation Act. The committee was tasked with developing a digital learning plan for the State’s K-12 public education system. The State Library trained teachers, media specialists, and other school employees from five school districts on available resources through the Discus program. The Digital Learning Plan was a success and will be replicated with an additional 10 school districts participating in the coming year.

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