

Summary of Findings

November 6, 2015

On October 7, the South Dakota State Library received a letter and report based on a visit from IMLS liaison, Michele Farrell, August 24-28, 2016 for the SDSL's Five year review. The following is a summary of their findings and our response to remedy any shortcomings or concerns.

Positive Findings

- ✚ Certifications and assurances are up-to-date
- ✚ Property is appropriately inventoried and acquired
- ✚ There is strong support in the field (school, public and academic libraries) for the projects the department is funding
- ✚ State Library has made numerous changes within the past five years in space allocation, collections, services and staffing to meet the Department of Education's goals.
- ✚ Statewide strong awareness and field support for the State Library's efforts in technology support, continuing education for library personnel and services to those with disabilities
- ✚ No compliance issues found
- ✚ The State Library is making progress toward the goals listed in their current plan

Concerns

- ✚ The largest concern is that the State Library continue to have adequate staff to handle the LSTA grant program
- ✚ Current staffing deficiencies:
 - Braille & Talking Book program has a part-time temporary appointment
Remedy: When there is a retirement within B&TB one position will be upgraded so that a full-time staff, master's level librarian, can be hired to oversee this area as the team-leader; another currently part-time position will return to full-time and assume some readers advisor responsibilities.
 - The State Librarian should not also be the LSTA Coordinator.
Remedy: Currently the Assistant State Librarian position is being filled; this person will hold the title of LSTA Coordinator, previously part of Asst. State Librarian position
 - There needs to be adequate staff to handle the LSTA grant program
- ✚ There is no grants procedures and policy manual to reflect latest federal laws and regulations.
- ✚ Files need to be created that include information on how match and MOE (maintenance of effort) funds are identified. A permanent, complete file on each grant project should be maintained for the required period to meet federal regulations.
 - Remedy: Work with Finance department and our IMLS liaison to write this manual and create these files
- ✚ Needed: A review process put in place to assure that prior to printing or posting, IMLS is acknowledged on all publications, flyers, websites, etc. where LSTA funds were used
 - Remedy: Ask IMLS for "best practices" examples and write a review procedure.