



south dakota
STATE LIBRARY

Leadership. Innovation. Excellence.

LSTA 5 Year Plan 2018-2022

**Library Services and Technology Act
South Dakota State Library
Five-Year Plan: 2018-2022**

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First Reading
South Dakota State Library Board
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Executive Summary

I am pleased to present the South Dakota State Library's five year plan for utilizing Library Services and Technology Act funds for the 2018 - 2022 funding cycle.

LSTA funds have provided considerable benefits to the people of South Dakota over the years. Currently the use of these funds is focused on statewide services including an important core collection of electronic resources available to every South Dakotan; training and development for South Dakota's public libraries, especially those in rural and underserved areas; support for summer reading programs throughout the state; and support for interlibrary loan activities. In addition, the LSTA funds provide critical support for services to visually or physically impaired South Dakotans.

Through surveys, focus groups, and other stakeholder feedback, it is clear that our current use of LSTA funds has wide support throughout the state. This new plan anticipates continuing this same approach to the use of these funds. If funding permits, this new plan will allow judicious expansion of support services, most especially for school libraries as they retool to meet the 21st century "Future Ready" pedagogy and instructional trends within our state.

This LSTA Five-Year Plan includes an optimal list of goals and activities which may be pursued by the South Dakota State Library if adequate funding is available. When funding is limited, some of the goals and activities may not be fully realized. In addition, this LSTA Five-Year Plan does not encompass the full strategic plan for the State Library, only that portion which may be financed with LSTA funds.

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Introduction

Located in the capital city of Pierre, the South Dakota State Library (SDSL) serves primarily public and school libraries. As part of the South Dakota Department of Education, the SDSL also provides the state government with a range of services, including reference and interlibrary loan services and digitization.

As of 2017, SDSL provides service to 112 public library administrative entities, 30 branches, and four bookmobiles. Almost two-thirds of South Dakota's public libraries (63%) serve communities of fewer than 2,500 people. The State Library also serves 379 school libraries at the system level. This includes 150 public school districts, 44 non-public school systems, 20 tribal and one special school for the blind. The Braille and Talking Book program serves over 2,000 South Dakotans annually. We also serve over two dozen academic and special libraries within the state.

Vision Statement

Well-resourced libraries are critical to the social and economic development of our communities and to the vitality of a free and democratic society. To ensure quality and equity in access to information, the State and Federal government does have a direct interest in strengthening the following goals:

The South Dakota State Library

- Strengthens the work of public, school and academic libraries throughout the state.
- Expands citizen, including student, access to library services.
- Develops specialized collections that supplement the resources of our state's individual libraries.
- Improves the work of state government, libraries and schools by providing timely access to information.
- Through this work, South Dakota's citizens are enriched and our state government and educational institutions become more efficient and effective while strengthening local workforce and community development efforts.
- Provides library services in accessible formats to those who cannot read standard print due to visual or physical impairment.

Mission

The South Dakota State Library provides leadership for innovation and excellence in South Dakota libraries and services for state government.

The South Dakota State Library

- Provides back-up services to local libraries to supplement their ability to meet citizen information needs. (Strengthening local library institutional capacity)
- Increases proficiency of librarians by providing training and continuing education. (Building library staffing's institutional capacity to serve local information/resource needs)
- Provides specialized services or materials that individual SD libraries cannot feasibly deliver or afford on their own. (Supporting local library's institutional capacity)
- Serves the library needs of state government employees via interlibrary loan and research.

In collaboration with other libraries throughout South Dakota, the State Library also plays a vital role in the collective effort to

- Build & strengthen communities by enabling all citizens to engage in lifelong learning,
- Link citizens and businesses to new economic and workforce opportunities,
- Promote information literacy using 21st century technology,
- Protect, preserve, and promote our heritage.

Services are designed to support South Dakota libraries in order to improve their quality of life whether directly or through other state/local organizations. Services are delivered in the manner appropriate to the program and include online delivery, formal programming, and individual consulting.

Needs Assessment

In the fall of 2015, the South Dakota State Library conducted an evaluation of programming and services with an extensive statewide survey. Nearly 500 individuals from a broad spectrum of library stakeholders participated in either the survey or one of the open forums conducted throughout the state in early 2016. Based on the results of these surveys and via open forums, our outside/independent evaluator concluded and validated that considerable changes in the State Library's mission and operational organization over the past decade have been both beneficial and effective. However, the one caveat was the significant reduction (30%) of the Development office staffing in the fall of 2015 including the loss of a second School Library Coordinator position. However overall, librarians within the state are pleased

with the services and resources the State Library provides. The State Library continues to focus on its three service groups: libraries of all types, registered patrons of the Braille and Talking Book Program and state government employees.

The South Dakota State Library Board and the staff of the State Library agreed that the four service needs identified in the two previous five-year plans, and in the State Library's Strategic Plan, need to be continued, supported and strengthened. Three of the four service needs are consistent with the purposes outlined in the federal (LSTA) Library Services and Technology Act. These are included within the following LSTA State Programs Five-Year Plan. These service needs are:

- 1. Stronger libraries in South Dakota,**
- 2. Collections that support the mission, and**
- 3. Access for all through collaboration.**

The fourth area, service to state government, does not fit federal grant criteria.

Education in South Dakota

The State Library will work in concert with the Department of Education and other agencies to strengthen local libraries which serve the educational and research needs of our citizens.

South Dakota has an aspiration that all students leave the K-12 education system college, career and life ready. Attaining this aspiration is dependent upon strong partnerships with, and alignment of goals and strategies among, the higher education system and ultimately the workforce. Both the state's university system and its Workforce Development Council have adopted a goal that 65 percent of South Dakota citizens, ages 25 to 34, will hold some type of postsecondary credential by 2025. The K-12 education system's aspiration of college, career and life readiness for all students directly fuels this goal.

A set of milestones are used to measure progress towards meeting the aspiration of college, career and life readiness for all students. These are:

- Students enter 4th grade proficient in reading.
- Students enter 9th grade proficient in math.
- Native American students experience increased academic success.
- Students graduate high school ready for postsecondary and the workforce.

Recognizing that students learn in different ways, at different paces, and with individual end goals, a number of South Dakota schools have begun to integrate principles of mass customized learning and mastery of standards, as an alternate approach to the traditional, Industrial Age model of learning that currently characterizes the K-12 system. In the long-term, such changes to the system will serve to honor the diversity of the state's student body, while maintaining equity through equal access to opportunity for all students. This paradigm shift is being supported by

the South Dakota Department of Education (SD DOE) and will be reflected in SD DOE's approach to accountability provisions under the Every Student Succeeds Act (ESSA).

The state's plan under ESSA supports South Dakota's aspiration-related work by laying out an accountability system that is credible, meaningful and relies on multiple measures that contribute to a student's preparation for postsecondary education, the workforce and life. Further, the state's ESSA plan outlines a system of support focused on ongoing improvement for schools and consistent access to opportunities for students no matter where they live across South Dakota. (From the *South Dakota Department of Education ESSA Plan*)

Each of these service needs and their associated goals, LSTA purposes, outcomes, and programs are described in the body of this document.

Federal LSTA purposes set forth in 20 U.S.C. § 9121 are:

1. To enhance coordination among Federal programs that relate to library and information services;
2. To promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
3. To facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
4. To encourage resource sharing among all types of libraries for the purpose of achieving economical & efficient delivery of library services to public;
5. To promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;
6. To enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;
7. To ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
8. To enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and
9. To promote library services that provide users with access to information through national, state, local, regional and international collaborations and networks.

NOTE: Throughout the remainder of this document, LSTA Purposes will include the above goals referencing their number only.

Need #1 Stronger Libraries in South Dakota

Summary Needs Assessment:

- South Dakota is a sparsely populated, predominantly rural state with limited professionally trained library personnel. For instance, only 9% of all public library staff (out of approximately 600 total staff) holds a master's degree in library science. The July 2016 state population count was 865,454, with a 1% annual growth rate.
- Eighty-four of the 112 public libraries (75%) serve communities of fewer than 5,000 in population; 70 of those 84 public libraries serve communities of fewer than 2,500. Eighty-two public libraries are automated, but only half (56 of 112) of those 82 have online catalogs connected to the Internet. The rural and geographically expansive nature of the state has a significant impact on the ability of library boards to readily obtain the trained staff needed to efficiently manage a local public library. Likewise, the ability of these small rural communities to attract college educated directors or staff with technology expertise is extremely limited if not impossible. With these limitations in mind, the State Library's Public Library Institute, now in its 30th year, is appreciated and consistently well-attended.
- Surveys conducted during the evaluation of the current 5-year plan identified the popularity and need for on-going continuing education opportunities (group, one-on-one, self-directed, and distance) that utilize a variety of delivery systems which are free to the viewers/attendees. Local governments simply cannot afford to pay for this needed exposure of their staff or trustees to new opportunities, trends and technology.
- School libraries are at an all-time low. A NCES report ranks South Dakota fourth from the bottom in librarian-to-student ratio. In the annual SD School Library Survey only 116 out of 457 positions statewide (25%) are currently filled by certified school media endorsed teacher/librarians. One out of five (20%) of all South Dakota schools do not provide a school library facility by any definition while 5% of all South Dakota students (6,962) do not have access to a school library. Nearly 1,000 SD K-12 students in isolated, rural communities do not have access to a school or a public library. Though a small percentage, this is a significant factor in the educational opportunities of these particular students.

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As funding allows, we hope to accomplish the following goals:

Goal 1A: Improve library services delivered to South Dakota citizens through increased professional development opportunities related to the nine LSTA Purposes, in collaboration with the South Dakota Library Association and others.

LSTA Purposes: 1, 2, 4, 5, 6, 8

IMLS SPR program: Sub-fund #40- Library Training & Public Library Institute

Programs (Activities):

1. Provide library staff with appropriate and relevant training opportunities services related to any of the services and programs of one or more of the LSTA Purposes.
2. Promote and assist library staff in implementation of 21st century library skills which support one or more of the LSTA Purposes through websites and training materials.
3. Support South Dakota's Department of Education (DOE) activities that promote strengthening school library programs that support one or more of the LSTA Purposes.
4. Promote literacy for all ages through collaboration with other agencies, organizations, or institutions.
5. Increase awareness among educators and school administrators of the need for 21st century/ "Future Ready" school libraries and trained professionals in the school systems.
6. Provide a variety of social media tools for communication and educational purposes.
7. Facilitate collaborative meetings of local library staff to explore and implement appropriate library board training opportunities.

Procedures to Carry Out Activities:

- a. Workshops/Trainings – provided by in-house staff, additional presenters, or outside online training program memberships such as Web Junction.
- b. Sponsor webinars when and where appropriate, and promote webinars provided by other organizations and libraries.
- c. Provide training to library staff through Public Library Training Institute and School Library Boot Camp programs.
- d. Publish Cornerstone (e-newsletter blog).
- e. Present and exhibit at statewide conferences.
- f. Maintain an interactive/accessible website.
- g. Promote and increase the use of social media for the purpose of communicating and training.
- h. Work collaboratively with educators and DOE to support the goal of the Common Core standards for all students to be college and career ready.
- i. Work collaboratively with DOE to promote reading initiatives and train educators, and librarians to integrate reading initiatives into the local school's curriculum and community.
- j. Provide a variety of general and subject-based online databases statewide.

- k. Partner with DOE to offer school librarian/classroom teacher professional development focused on Common Core, text complexity, & digital formats.
- l. Partner with state universities to deliver information literacy training and events, such as School Library Boot Camp for current and prospective school librarians and other educators.
- m. Promote South Dakota school library standards and guidelines based on national standards and guidelines.
- n. Promote voluntary certification for public library staff and accreditation for public libraries.
- o. Promote adult, teen, and children's services literacy programming.
- p. Provide Jump Start annual training workshops in collaboration with National CSLP (Collaborative Summer Library Program).
- q. Promote the DOE certification of teacher/librarians in South Dakota schools.
- r. Partner with educators and school districts to showcase 21st century/ "Future Ready" school libraries and programming.
- s. Partner with DOE, educators, and school districts to provide professional development opportunities to school districts.
- t. Promote/refine our 21st Century School Library self-assessment tool to serve as a guide for best practices; recognizing schools through a formal award program who have successfully transitioned to this 21st century model.
- u. Provide basic and on-going board training to build leadership capacity among local trustees.
- v. Review and strengthen the South Dakota State Library accreditation standards.
- w. Create materials to promote benefits of school libraries.

Outcomes:

- 1. Library staff are educated and informed about current library applications and trends.
- 2. Educational leaders are informed and educated about current library applications and 21st century school library trends.
- 3. Librarians collaborate with local agencies and organizations.
- 4. Librarians collaborate with schools to enhance reading and literacy opportunities.
- 5. Librarians gain certification for themselves and accreditation for their libraries.
(Increase numbers to half our public libraries)
- 6. School libraries gain recognition for meeting 21st century school library state standards and guidelines. (Increase recipients by 10%)
- 7. Children increase reading levels over the summer.
- 8. Increased participation among public libraries offering literacy programming for children, teens, and adults.
- 9. Increased number of public libraries participating in Jump Start workshops. (Increase by 10%)
- 10. Increased number of people participating in local summer reading programs. (Increase by 10%)
- 11. Increased number of school districts will hire library media endorsed professionals. (Increase

by 10%)

12. Increased school library programming; more library hours available to students.
13. Increased student achievement scores and higher reading level scores.
14. Increased awareness among educators regarding 21st century/ “Future Ready” school library programs.
15. Increased use of State Library social media tools.
16. Increased opportunities for library board training/building local leadership capacity.

Funding:

- Fund the Public Library Institute and the School Library Boot Camp each year using LSTA funds.
- Purchase online statewide databases with LSTA funds or use as state match from general funds.

Timeline:

- During the time frame of 2018 – 2022.
- Subscriptions for online resources are paid annually.

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Goal 1B: Strengthen the ability of local libraries to meet the needs of their local constituents by providing resources and professional expertise that supports one or more of the LSTA Purposes.

Focus Area: Institutional Capacity

Intent: Improve Library Operations

LSTA Purposes: 1, 2, 3, 4, 5, 6, 7, 8, 9

IMLS SPR program: Sub-funds # 20- Statewide Services- Online Databases; #44 Inter Library loan Services and Support; #30- Statewide Services- Digital Services and Reference; #41– Children and Youth Services; and # 40 Library Training and Public Library Institute.

Programs (Activities):

1. Collaborate with all types of libraries and organizations, including statewide, regional, and national networks, to facilitate library services that support one or more of the LSTA purposes.
2. Provide consultation, workshops, programs, and materials which improve the ability of local libraries to meet the needs of their constituents.
3. Collaborate with SDLA and other organizations to promote professional development in one or more of the LSTA Purposes.
4. Provide South Dakota’s citizens and libraries with appropriate online databases to meet

educational and research needs, as well as those which improve quality of life.

5. Provide resources in appropriate formats which meet stakeholder needs including digital, print, and talking books.
6. Collaborate with public and school librarians to write and promote “best practices” and standards.
7. Provide a variety of social media tools for communication and educational purposes.
8. Promote and advocate for effective access to government information and other freely available resources.
9. Collaborate with South Dakota Department of Education and other agencies to bring training opportunities to librarians (school, public, academic) and educators working among Native Americans.
10. Collaborate with the South Dakota Department of Education (various divisions) and other agencies to bring training opportunities to librarians (school, public, academic) and educators in the areas of preschool literacy and teen/technology services (i.e. maker-spaces).
11. Maintain an appropriate collection of materials at the State Library to support research needs.
12. Provide research and reference training to local library staff.
13. Provide electronic resources that support the research needs of citizens statewide.

Procedures to Carry Out Activities:

- a. Workshops/Trainings – provided by in-house staff, additional presenters, or outside online training program memberships such as Web Junction.
- b. Webinars – promote webinars provided by other libraries and organizations (including free webinars and those provided by SDLA and others).
- c. Provide training through Public Library Training Institute and the School Library Boot Camp.
- d. Provide Cornerstone (e-newsletter blog).
- e. Present and exhibit at statewide conferences.
- f. Perform site visits as requested.
- g. Maintain interactive and current website.
- h. Promote and increase social media for the purpose of communicating and training.
- i. Collaborate and coordinate with other organizations, as appropriate, in purchasing online databases accessible statewide.
- j. Provide training to educators and local library staff for statewide online databases and other electronic resources.
- k. Provide Braille and Talking Book services.
- l. Provide access to state and federal documents through ongoing digitization projects.
- m. Facilitate regional meetings through collaboration with area public libraries for increased board training opportunities and building local institutional capacity.
- n. Select materials for the State Library collection based on the State Library’s collection development policy.

- o. Promote/refine our 21st Century School Library Self-Assessment tool which serves as a guide for best practices and recognizes schools through a formal award program. (Those who have successfully transitioned to the 21st century model.)
- p. Create materials to promote local libraries (school or public).
- q. Publish promotional material for services and training offered by the State Library.
- r. On a rotating (bi-annual) basis provide for a “Tots ‘n Teens” (T-n-T) workshop every November promoting early literacy or teen technology.
- s. Provide research services for local libraries statewide if assistance is requested.
- t. Provide electronic resources or online digital documents that will assist local libraries to meet the research needs of their patrons.
- u. Provide training for local library staff to develop basic and advanced research skills (via in-person training or a variety of ‘Electronic Resource Challenge’ online courses or webinars).

Outcomes:

1. Libraries and citizens statewide will have access to the same collection of online databases provided by the South Dakota State Library.
2. Librarians are educated and informed about current library applications and trends.
3. Library Training Institute attendees will report implementing a minimum of two new/changed library practices/skills annually as a result of attending the Institute.
4. Ensure 100% of public libraries are visited at least once every five years by State Library staff.
5. Ensure 100% of school libraries are visited at least once every five years by State Library staff.
6. Ensure 100% of academic libraries are visited at least once during the five-year plan by State Library staff.
7. Graduate 30 library staff from the Library Training Institute in the next five years.
8. Educators and library staff are aware of accessible electronic resources available online.
9. Increased interest among our libraries in serving early literacy needs and tween/teenage needs.
10. The number of patrons using the Braille and Talking Book Program will increase by 10%. (Individual enrollments and institutional membership)
11. Patrons using the Braille and Talking Book Program will be satisfied or very satisfied with the service they receive.
12. The State Library’s website will see increased web traffic.
13. At least 100 school librarians will attend 21st century school library skills training (Boot Camp, Ed Camps, and SDLA) sessions each year over the next five years.
14. Increased awareness among South Dakota educators regarding 21st century/Future Ready School library programs.

15. Increased numbers of schools (school libraries) receiving recognition for 21st century school library programs.
16. Increased use of State Library social media tools.
17. Increased access to local, state and federal government information.
18. Library boards will be more aware of South Dakota library law and will play a more active, professional role in understanding their responsibilities as well as provide more local advocacy and community leadership.
19. Local communities demonstrate a greater awareness and appreciation of their local public library through increased usage and financial support.
20. Public libraries will be accredited through our voluntary accreditation program by 10% increase.
21. 100% of public libraries will complete the IMLS public library annual survey.
22. More public librarians will be credentialed through our voluntary credentialing program.
23. Library staff serving Native American populations will be more engaged with State Library staff and more aware of available statewide resources and services.
24. Provide accurate and timely responses to research questions referred from local libraries.
25. Increase the ability of local library staff to respond to research questions.
26. Increase the State Library staff's ability to answer reference questions.

Funding:

- Each year the Public Library Institute is funded using LSTA funds.
- Each year the School Library Boot Camp is funded using LSTA funds.
- Online statewide databases are purchased with LSTA funds.
- Start to shift some non-salary Braille and Talking Book program activities off of LSTA funds.

Timeline:

- During the time frame of 2018 – 2022.
- Subscriptions for online statewide databases are paid annually.

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Need #2 Collections that Support the Mission

Summary Needs Assessment:

Access to information is an essential element in the success of South Dakota's 868,799 citizens. In today's world, an individual's location should not prevent their access to information. In South Dakota, many people choose to work from home, relocate their businesses or return to smaller communities. They want a quality of life found in rural and semi-rural areas. If information becomes available only in certain areas or only to those who can afford to access it, our economy and the basic foundation of our democracy is threatened. Limited access to accurate and timely information also places an individual's quality of life at risk and limits their opportunities for economic growth and personal enrichment.

As funding allows, we hope to accomplish the following goals:

Goal 2: Collections (print, media, and electronic) of the South Dakota State Library will meet the specialized needs of the state's citizens.

Focus Area: Information Access Intent: Improve users' ability to discover information resources

LSTA Purposes: 2, 3, 4, 5, 9

IMLS SPR program: Sub-funds #20- Statewide Services- Online Databases;
#30 – Digital Services and Reference; and #42 Braille and Talking Book Services

Programs (Activities)

1. Continue to use the Electronic Resources Task Force to evaluate and recommend additional electronic resources.
2. Continue to fund licensed databases available statewide which support education, government, health and cultural resources.
3. Train local library personnel to market the statewide SDSL resources to their patrons.
4. Train local library personnel to effectively search in provided electronic resources.
5. Develop programs and learning modules that local libraries can adopt and implement.

6. Continue to monitor and update the State Library's interactive website/fully accessible website.
7. Identify, capture, digitize, preserve, promote, and make accessible state and federal documents and historical publications.
8. Acquire, organize, and maintain multi-format collections that are mission focused (SD history and culture, Native American history and culture, reference, professional collection, Braille & Talking book collection, and federal/state documents).
9. Circulate materials in State Library collections.

Procedures to Carry Out Activities:

- a. Provide in-person and online training to local library staff on marketing the electronic resources.
- b. Provide in-person and online training to local library staff on searching the electronic resources.
- c. Purchase statewide licensed databases based on a needs assessment, and recommendations of the Electronic Resources Task Force.
- d. Select materials for the State Library collection based on the State Library's collection development policy.
- e. Work collaboratively with state agencies and the regental libraries to identify, capture, digitize, preserve, and promote state and federal documents and historical publications.
- f. Expand use of the state and federal documents through educating local library staff about those documents.
- g. Explore the "next generation" of audio and e-book collections and technology including new emerging Wi-Fi technology. (See National Library Service Five-Year Plan.)

Outcomes:

1. Usage of statewide databases and state digitized resources will increase.
2. Information found in online resources will meet the needs of the user.
3. Training opportunities will increase.
4. Use of the Library Professional Collection will increase.
5. The number of items in the digital library will increase.
6. E-book collections and e-book usage statewide will increase.

Funding:

- Online statewide databases are purchased with LSTA funds.

Timeline:

- During the time frame of 2018 – 2022.
- Subscriptions for online databases are paid annually.
- ERTF meets on alternating years/volunteers from all areas of librarianship statewide.

Need #3 Access for All through Library Collaboration

Summary Needs Assessment:

South Dakota is a rural state with many areas with intense poverty. Nowhere is this more evident than on any of our nine Indian reservations. Library resources and personnel are often among the first services considered peripheral and are discontinued. This is particularly the situation in remote schools with fewer than one hundred students in the entire K-12 student body.

Fledgling businesses are springing up in South Dakota's rural communities. They need resources to support their efforts. Rural communities need access to timely and current business information to be able to compete with larger metropolitan areas. Vast distances separate people from quality library services. Online resources allow citizens to access information through their home, school, or office/work computer.

It is important to ensure that all South Dakotans have access to quality resources in order to secure the quality of their lives and education. Access to library resources insures lifelong learning and continued civic engagement. The South Dakota State Library's mission includes providing accessible electronic resources and serving as a broker among libraries for collaboration.

South Dakota Share-It is a new service of the South Dakota State Library paid for with State funds. This service is provided at no cost to participating libraries. South Dakota Share-It allows individual libraries to have their own ILS (integrated library system/catalog) and still be able to search multiple catalog and electronic resources at one time, as well as participate in statewide interlibrary loan. The State Library is working to configure 100 libraries across the state. To date, there are 78 libraries of all types in the system. The State Library functions as the ILL intermediary for most of the 70 small/rural public libraries with populations less than 2500 and for the majority of schools.

Forty-six libraries within the state are served directly by the statewide courier system which is paid in full or in part by LSTA funding.

As funding allows, we hope to accomplish the following goals:

Goal 3A: Promote and encourage resource sharing

Focus Area: Information Access

Intent: Improve users' ability to discover information resources

LSTA Purposes: 1, 2, 3, 4, 7

IMLS SPR program: Sub-fund #44 – Interlibrary Loan Services and Support

Programs (Activities):

1. Continue to negotiate optimal statewide contracts for online databases.

2. Expand resource sharing by collaborating with libraries of all types, including public, school, and academic to make state and federal documents available online and educating librarians about those documents available in digital form.
3. Provide training to improve the skills of library staff statewide to ensure balanced and informed resource sharing. (Not part of 5-Year Plan: Continue to configure the remaining 22 libraries for SD ShareIt network on a first come, first served basis.)
4. Provide reference assistance to librarians when requested.
5. Collaborate with individual libraries and consortia to strengthen our SD Share-It “discovery layer” for bridging multiple online systems including a statewide ISSI system for regional interlibrary loan capabilities. (*ISSI -the Inter-System Sharing Initiative which operates between Share-It systems.)
6. Promote the South Dakota State Library’s ecard (access to all statewide databases 24/7).
7. Promote local workforce development through increasing awareness among local businesses of statewide resources of benefit to their businesses/local economies.

Procedures to Carry Out Activities:

- a. Offer and conduct trainings to educators and local library staff on searching the online databases and other electronic resources.
- b. Purchase/sustain statewide licensed databases based on the recommendations of the Electronic Resources Task Force.
- c. Offer in-person and online training to local library staff about the information that can be found in state and federal documents and how to access the documents online.
- d. Offer in-person and online information literacy training to local library staff.
- e. Provide reference assistance to South Dakota libraries.
- f. Strengthen discovery layer solutions that will bridge multiple online systems and offer regional ILL access.
- g. Promote ecard registration through the State Library’s website, exhibits, conferences and Cornerstone newsletter blog.

Outcomes:

1. Librarians and educators will learn what information and resources are available through the online databases.
2. Use of the online databases will increase.
3. Use of state and federal documents will increase.
4. Librarians will receive timely and accurate responses to their reference questions.
5. Accessibility to state and federal documents will increase.
6. By 2022, 75% of all SD public libraries will be automated with Internet connectivity.
7. Satisfaction among non-ShareIt librarians placing and filling interlibrary loan requests with the State Library will increase.
8. Increased SDSL ecard registration.

Funding:

- Online databases will be purchased with LSTA funds.
- Statewide courier system costs will be split between SDSL LSTA funds and statewide consortia.

Timeline:

- Training will be ongoing during the time frame of 2018 - 2022
- Subscriptions for online databases will be paid annually.

Goal 3B: Provide services to visually/physically impaired and reading disabled citizens.

Focus Area: Information Access - Intent: Improve users' ability to obtain and/or use information

LSTA Purposes: 1, 2, 3, and 5

IMLS SPR program: Sub-fund #42 – Braille and Talking Book Services

Programs (Activities):

1. Acquire, organize, maintain, and promote collections that meet the needs of users.
2. Provide users with reading materials in braille or audio format.
3. Provide users with reliable reading equipment appropriate to their needs.
4. Produce special format materials on request (ADA compliant materials, regional materials, talking books, braille and large print textbooks, etc.).
5. Provide training to local libraries, school districts, organizations, and nursing homes about available services.
6. Collaborate with state government and other agencies to promote ADA compatibility of websites, digital products, electronically archived images, etc.
7. Explore and prepare to transition to the “next generation” of NLS audio accessible readers.
8. Sponsor summer and winter reading programs for children ‘Birth to 19’.

Procedures to Carry Out Activities:

- a. Titles will be selected for the collection based on the Braille and Talking Book collection development policy.
- b. State Library staff will visit nursing homes and other residential facilities to discuss the Braille and Talking Book programs.
- c. State Library staff will present and exhibit at local and state conferences.
- d. State Library staff will present information about Braille and Talking Book services during the annual *Jump Start* program and/or at other conferences such as SDLA.

Outcomes:

1. Users will be satisfied or highly satisfied with service/delivery on patron satisfaction surveys.
2. Users will be satisfied or highly satisfied with the quality of the collections.
3. Users will be satisfied or highly satisfied with the reliability of the equipment provided.
4. Special format textbooks ordered by deadline will be available on the first day of term.
5. Increased numbers of South Dakotans will enroll in our B&TB programs.

Funding:

- The Braille and Talking Book Program is funded with LSTA and state funds.

Timeline:

- During the time frame of 2018 – 2022.

Goal 3C: Facilitate shared purchasing of resources by libraries.**Focus Area: Institutional capacity****--****Intent: Improve Library Operations****LSTA Purposes:** 2, 3, and 5

IMLS SPR program: Sub-fund #30, Digital Services and Reference

Programs (Activities):

1. Continue to identify unique statewide needs and solutions to meet those needs.
2. Continue to gather suggestions for group purchases.
3. Negotiate contracts at the lowest possible prices.
4. Solicit consortia members.
5. State Library will work collaboratively with the SD Board of Regents for specific shared resources and services.

Procedures to Carry Out Activities:

- a. The Electronic Resources Task Force will convene alternating years to evaluate and trial current online databases and potential purchases.
- b. South Dakota State Library will facilitate online collaborations such as *SD Titles to Go* (Overdrive's audio and e-books).
- c. South Dakota State Library will investigate other statewide collaborative purchases.
- d. South Dakota State Library will negotiate ongoing statewide resource contracts.
- e. South Dakota State Library will recruit libraries and train local library staff to join collaborative efforts.
- f. Sign an MOU agreement for specific shared resources and services.

Outcomes:

1. The Electronic Resources Task Force (ERTF) will prepare a report of their evaluation analysis to present to the South Dakota State Librarian alternating years.
2. *SD Titles to Go* (e-book consortium) will increase collection titles.
3. The number of libraries participating in *SD Titles to Go* (e-book consortium) will increase by 10%.
4. Collaboration with the BOR and private institutions in the state broadens all of our abilities to access resources not available outside of our partnership.
5. The Digital Resources coordinator will research the feasibility of additional collaborative purchases (i.e. movie licenses, music licenses, etc.).

Funding:

- Online databases and shared services will be paid for with LSTA funds.

Timeline:

- During the time frame of 2018 – 2022.

Coordination Efforts:

The South Dakota State Library attempts to coordinate their efforts with a number of state agencies or institutions and with statewide organizations. Among these are the South Dakota Department of Education, South Dakota Humanities Council, The South Dakota Discovery Center, South Dakota Department of Labor & Regulations, South Dakota School for the Blind and Visually Impaired, South Dakota Library Association (SDLA), the national Collaborative Summer Library Program (CSLP), The South Dakota “After School” Network, The South Dakota Board of Regents, including but not limited to Northern University, University of South Dakota, South Dakota State University, Black Hills State University, and University of Sioux Falls as well as regional and local libraries, groups and consortia.

Evaluation Plan:

Targeted outcomes identified in the plan will be monitored by State Library staff. Customer feedback will be sought as described in the stakeholder involvement and communications sections below.

Records maintained by the South Dakota State Library will be used to evaluate the Five-Year Plan goals. These records include the public library and school library annual surveys, registration records from continuing education events, library accreditation reports, librarian certification reports, Library Training Institute pre- and post-tests, School Library Boot Camp pre- and post-tests, IMLS SPR and well as other surveys designed to measure outcome-based performances. Statewide surveys and focus groups will be conducted at the mid-point.

Stakeholder Involvement:

The South Dakota State Library will post the Five-Year Plan on the State Library's website. Subscribers to four electronic Listservs will be notified that the draft of the plan is available on the website. Comments and suggestions will be encouraged. The State Library will hold four in-person focus groups and one online focus group. The in-person focus groups will be held in the eastern, central and western parts of the state. The State Library staff will gather information from the library community regarding their concerns and needs in implementing the LSTA program and updating plan goals and programs. These assessments will measure end-user satisfaction with current services, prioritize services currently provided and identify and prioritize new services needed by end-users.

The 2012 – 2017 Five-Year Evaluation Report by Lesley Boughton, independent consultant from Wyoming was reviewed and approved by the South Dakota State Library Board on February 16, 2017. The Five-Year Plan for 2018 – 2022 will be reviewed and approved by the South Dakota State Library Board at their July 13, 2017 meeting. The SDSL will conduct an outside evaluation of the new five-year plan based upon IMLS evaluation guidelines in 2020.

Communication and Public Availability:

The LSTA Five-Year Plan 2018 – 2022, upon approval of IMLS, will be available on the State Library's website. The plan will be located in the publications area of the website, <http://library.sd.gov/SDSL/publications/index.aspx>. South Dakota libraries will be notified when the final plan is available on the website. The Five-Year Plan also will be made available in print form upon request.

The South Dakota State Library will submit an annual report to IMLS. The annual report will be posted on the State Library's website. Print copies will be available upon request. The SD State Library, State Library's newsletter, *Cornerstone*, and the State Library's listservs will be used to notify South Dakota libraries of updates, significant programs, and new projects. State Library staff will attend South Dakota Library Association executive board meetings. Staff will also attend meetings of the various sections of SDLA including, but not limited to, Public Library and Trustee Section, School Library Section, and Academic and Special Library Section.

Monitoring:

The LSTA Five-Year Plan will be reviewed semi-annually by State Library staff to make sure that all outcomes are being met. The submission of the IMLS SPR (State Progress Report) is also a time of evaluation. After an annual assessment any necessary adjustments to outcomes, the programs themselves, or the LSTA program, will be discussed and implemented with IMLS approval.

Assurances:

Submitted separately.

Definitions

<i>Term</i>	<i>Definition</i>
ADA	Americans with Disabilities Act
B&TB	Braille and Talking Books; Braille and Talking Book Library program
BIE	Bureau of Indian Education
BIT	South Dakota Bureau of Information and Telecommunications
Boot Camp	Started in 2010, the School Library Boot Camp is an annual four-day workshop for school librarian continuing education. It can be taken for graduate or undergraduate college credit through a BOR university. Various topics, trends and current ‘best practices’ are explored.
Common Core	The Common Core State Standards Initiative is a state-led effort to establish a shared set of clear education standards in English language arts and mathematics for grades K-12.
Cornerstone	The newsletter blog of the State Library’s Library staff.
CSLP	Collaborative Summer Library Program (CSLP) is a consortium of states working to provide a summer reading theme along with professional art and graphics and evident-based materials. Their purposes are to provide member libraries a high quality summer reading program at the lowest possible cost and to play a significant role in literacy initiatives. Membership is purchased for every public library within the state of South Dakota.
Discovery Layer	A discovery layer provides a single point of access to the full library collection across bought, licensed and digital materials. A discovery layer can also provide one search point for multiple library systems.
Electronic Resources	Online information resources, including bibliographic databases, electronic reference books, e-books, search engines for full text collections, digital collections of data and data sets.

ERTF	Electronic Resources Task Force. The Electronic Resources Task Force is a committee made up of school, public, and academic librarians, and one state employee. The task force is appointed by the State Librarian for the purpose of recommending for selection the online databases which the State Library will purchase for statewide use with federal funds.
IMLS	The Institute of Museum and Library Services (IMLS) is an independent Federal agency that fosters leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. Created by the Museum and Library Services Act of 1996, P.L. 104- 208, IMLS administers the Library Services and Technology Act and the Museum Services Act.
Literacy Programming	Programming which focuses on the users' ability to use language critically and analogically to read, understand, write, listen, speak and/or conduct research searches as in "information literacy".
LSTA	The Library Services and Technology Act (LSTA), part of the Museum and Library Services Act, authorizes federal library funding. Funding is administered primarily through formula grants to states for technology and service to the underserved.
OCLC	OCLC is a nonprofit membership organization and global library cooperative serving 41,000 libraries in 120 countries and territories around the world representing nearly 500 languages and dialects. Founded in Ohio in 1967 as a nonprofit, member-driven library community, its mission is to further access the world's information and to reduce library costs by offering services for libraries and their users. The WorldCat database contains 400 million records and has 2.5 billion holdings. OCLC processes over 40 million searchers per day worldwide.
Online Databases	These are defined as search engines for full text collections, e-book collections, and electronic reference books.
Public Library Training Institute	Public Library Training Institute coordinated by the SD State Library, the Institute is a four-year program of continuing education for library practitioners, support staff and trustees of primarily from small or rural public libraries. Starting in 1985 as a 2-week training institute at Northern University, Aberdeen it is now held at South Dakota State University at Brookings. Public library staff and trustees who attend the Institute learn the basic skills necessary to run an effective public library in a small or medium-sized community. Celebrating 30 years of summer sessions in June 2017.
Resource Sharing	Resource sharing is defined as providing resources, providing information resources, and providing answers to questions.

School Library Boot Camp	School Library Boot Camp is an annual continuing education event designed for school librarians, paraprofessionals, teachers, and administrators.
Site Visit	Site visits are the requested visits that the Library Development staff makes to public, academic, and school libraries and to library boards. These visits are used to answer questions from local library staff and trustees, and to inform local library staff and trustees about services that are available to them and national trends. It is also an opportunity for State Library staff to learn about new and innovative ideas that local library staff are implementing in their libraries.
SDLA	The South Dakota Library Association (SDLA) is a membership organization of librarians, library staff, board members, and friends of South Dakota's public, school, academic, and special libraries.