

## **MONTANA STATE LIBRARY COMMISSION WORK PLAN FY 2016/2017**

### **VISION**

Develop and deliver 21<sup>st</sup> Century library resources and information services.

### **MISSION**

The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service.

### **VALUES**

MSL values:

- An educated and inquisitive citizenry.
- Library services that are responsive to users' needs.
- Free government information that is easily accessible and widely distributed.
- Patron privacy.
- Equitable access to all library resources and services.
- Competent and professional staff.
- Open, direct, and timely communication.
- Economic development of Montana and Montanans.

The State Library Commission is established by Montana statute 22-1-101 (MCA).

The role of the State Library Commission is to set forth policies and funding priorities that empower the State Library to meet its mission and statutory obligations and to advocate for the State Library and the Montana library and information communities whenever possible.

The State Library Commission Group norms:

- The Commissioners will read and come to meetings prepared to discuss agenda items;
- Commission meetings follow Roberts Rules of Order;
- Commissioners are bound by the State Code of Ethics and Standards of Conduct: [http://leg.mt.gov/bills/mca\\_toc/2\\_2\\_1.htm](http://leg.mt.gov/bills/mca_toc/2_2_1.htm).

## Goal One—Content—Discussion

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

1.1. Advise, review and approve policies that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.2. Advise, review, prioritize and approve budgets that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

**(February 2016):** At the December 2015 Commission meeting Talking Book Library Supervisory Christie Briggs shared with the Commission a recommendation from the National Library Service for a new recording studio. In the next few months MTBL plans to pursue this recommendation and will bring to the Commission a request to use funds from the State Library Trust to install a new booth. Doing so will significantly increase MTBL's capacity to record Montana titles for our collection.

**(Update June 2016)** TBL will bring a request for trust funds to procure and install a modular recording studio.

**(Update June 2016)** At the April Commission meeting the Commission took action to align the Statewide Library Resources budget to the Library Development Study Task Force recommendations. The budget is a mix of Library Services and Technology Act (LSTA) and Coal Severance Tax (CST) monies. The new budget took into account a \$46,000 reduction in available CST monies this biennium.

At the May Commission meeting the Commission approved a reduction in the SLR budget to resolve a further \$166,000 CST reduction.

1.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the content needs of Montana Library users.

## Goal Two—Access—Discussion

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Advise, review and approve policies that enhance access to information through statewide resource sharing initiatives;

2.2. Advise, review, prioritize and approve budgets that enhance access to information through statewide resource sharing initiatives;

**(Update February 2016):** At the December 2015 Commission meeting the Commission authorized the use of State Library Trust funds to pay for the creation of new marketing materials to market the Ready2Read texting program.

2.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the access needs of Montana Library users;

2.3.a. Montana Memory Project Director will offer a presentation to the Commission on the Digital Public Library of America (DPLA) at the December Commission meeting.

**(Update February 2016):** At the December 2015 Commission meeting the Commission heard a presentation from Jennifer Birnel about Montana librarians' involvement in the DPLA including training that Montana librarians were selected to receive in order to create curated collections of digital Montana content in the DPLA (<http://dp.la/exhibitions/exhibits/show/industries-settled-montana>) and plans to become a DPLA hub.

### Goal Three—Training—Discussion

3. MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

3.1. Advise, review and approve policies that enhance Montana State Library's statewide training opportunities;

**(Update December 2015):** At the October 2015 Commission meeting the Commission approved a new MSL Table training lab use policy making new tablet training labs available to staff and MSL partners to enhance training services.

3.2. Advise, review and approve budgets that enhance Montana State Library's statewide training opportunities;

**(Update December 2015):** At the October 2015 Commission meeting the Commission approved a MSL Trust request to help fund the purchase of a replacement laptop training lab.

3.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the training needs of Montana Library users.

**(Update June 2016):** At the April Commission meeting the Commission received a report from 2015 attendees from the Summer Institute. Due to time constraints the Commission was unable to view a video attendees prepared to document the impact of the training. A link to the video was shared with Commissioners after their meeting.

## Goal Four—Consultation and Leadership—Discussion

4. MSL provides consultation and leadership to enable users to set and reach their goals.

4.1. Represent the interests of MSL partners including public libraries and the GIS community in appropriate legislative, community, regional, and national forums;  
**(Update February 2016):** After recognizing an inconsistency in the MSL Administrative Rules pertaining to the granting of deferrals for public library standards, at the recommendation of the State Librarian, the Commission completed a process to formally revise the rule.

4.2. Establish and maintain contact with Library Directors and Trustees, and other MSL partners, to remain cognizant of their needs and the challenges they face;

4.2.a. Each Commissioner will attend at least one library federation meeting during fiscal year 2016;

**(Update October 2015):** Commissioner Kish attended the Broad Valleys Federation teleconference on September 22, 2015.

Commissioner Roberts attended the South Central Federation meeting on September 26, 2015, in Forsyth.

**(Update December 2015):** Commissioner Wall attended the Tamarack Federation meeting teleconference on October 22, 2015.

Commissioner LaFromboise attended the Pathfinder Federation meeting on October 22, 2015 in Ft. Benton.

Commissioner Roberts attended the South Central Federation meeting on September 26, 2015, in Miles City.

**(Update April 2016):** Commissioners Newell and Bartow attended the Broad Valleys Federation on March 11 and 12, 2016 meeting in Butte.

Commissioner Eissinger attended the Sagebrush Federation meeting on March 5, 2016 in Miles City.

Commissioner Roberts attended the South Central Federation meeting on March 5, in Roundup.

**(Update June 2016):** Commissioner Eissinger attended the Golden Plains Federation meeting on April 21, 2016 in Wolf Point.

Commissioner LaFromboise attended the Pathfinder Federation meeting on May 19, 2016 in Fort Benton.

Commissioners LaFromboise and Wall attended the Tamarack Federation meeting on May 20 and 21, 2016 in Big Fork.

4.2.b. Each Commissioner will attend the 2016 Montana Library Association Conference, April 6-9, 2016 in Missoula, Montana;

4.2.c. The Commission Chair will facilitate Conversations with the Commission session at the Montana Library Association Conference;  
**(Update June 2016):** The Commissioners hosted a well-attended, interactive session in which the Commissioners were able to describe some of recommendations of the Library Development Study Task Force, to share information about how the recommendations will impact library development services from MSL, and to hear feedback about priorities of librarians and trustees.

**(Update August 2016):** The 2017 MLA Conference is scheduled for March 28-April 1 in Billings.

4.2.d. At least one Commissioner will attend meetings of the Montana Shared Catalog and MontanaLibrary2Go each year;

4.2.e. Commissioners are encouraged to visit libraries as they travel the state. Advanced notice to the libraries is recommended;

**(Update October 2015):** The Commission's August Commission meeting was held in the Flathead Valley. Events included a reception hosted by the Whitefish Community Library and a Lunch & Learn hosted by the ImagineIf Library in Kalispell.

**(Update October 2015):** Commissioners Wall & LaFromboise attended the Fall Work Shops in Helena.

4.3. Share information about the role of the State Library Commission beyond the boundaries of the Montana Library Community;

4.4. At least one Commissioner will attend at least one "visioning" conference during the fiscal year, as funding allows. Discuss findings with the Commission and MSL staff and make recommendations for future opportunities for improved library services;

4.4.a. Commissioner LaFromboise attended the Research Institute for Public Libraries workshop in Colorado Springs, Colorado; discussion will focus on evaluation design and implementation, data collection and use for strategic planning and measures for reporting library impact;

4.4.a.1. Commissioner LaFromboise and staff will present information from the workshop at the October Commission meeting;

**(Update December 2015):** At the October 2015 Commission meeting the Commission heard a presentation and participated in a discussion about the Research Institute for Public Libraries conference on creating a culture of outcome based planning.

**(Update August 2016):** Commissioner Roberts was scheduled to attend the 2017 RIPL Conference. A new commissioner may need to be identified to attend in his place.

**(Update October 2016):** Commissioner Newell, along with Cara Orban and Tracy Cook will attend the 2017 RIPL Conference.

4.5. The Commission will invite at least one recipient of a Montana Land Information Act (MLIA) grant to present on the outcomes of their grant in order to better educate the Commission on the role, outcome and impacts of the MLIA.

**(Update February 2016):** At the December 2015 Commission meeting the Commission approved the 2017 Montana Land Plan.

**(Update October 2016):** The City of Shelby, represented by Lorette Carter, gave a wonder presentation on the MLIA grant that they received to do water main mapping. Originally mapped by a contractor, she reported that the grant gave them the confidence to continue the process on their own, meeting a fundamental goal of the grant program to build GIS capacity at the local government level.

## **Goal Five—Collaboration—Discussion**

5. MSL promotes partnerships and encourages collaboration among its users.

5.1. Facilitate information-sharing partnerships among federal, tribal, state and local governments, businesses and citizens. Partnerships should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state;

5.2. Commissioners designated to serve on the Network Advisory Council and the NRIS Advisory Committee will attend committee meetings to represent the interests of the Commission and will provide feedback to the Commission regarding committee reports and initiatives;

5.3. The Commission will continue a process to learn more about broadband service availability to libraries in Montana and opportunities to further support expansion of broadband technology to meet the needs of library public computing centers;

5.3.a. A designee of the Governor's Office will be invited to share the broadband priorities identified by the Main Street Montana Interconnectivity and Telecommunications Key Industry Network.



## Goal Six—Sustainable Success—Discussion

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

**(Update December 2015):** Commissioners Kish participated in the November 19 meeting of the Library Development Study Task Force during which the task force formulated their draft recommendations to the Commission. Commissioner Newell also attended the meeting in the morning.

**(Update August 2016):** Under the leadership of Central Services Manager, Kris Schmitz, the Commission is evaluating the need for and updating all MSL Commission policies. At that June Commission meeting the Commission recommended deletion of several policies that are either no longer relevant or that have been replaced by state policies and/or the Montana Operations Manual documentation.

**(Update August 2016):** At a special May meeting of the Commission, the Commission voted to approve four budget requests to move forward to the Governor's Office in accordance with the Executive Planning Process. At that meeting the Commission also took action to reduce expenditures tied to Coal Severance Tax monies as a result in the precipitous decline in CST revenue.

6.1. The Commission will evaluate the outcomes of the current long range strategic plan and will conduct a new strategic planning process.

**(Update April 2016):** The Commission began the strategic planning process during a work session at their February meeting. The Commission agreed to seek the expertise of an outside facilitator to guide the planning process. The State Librarian, with input from the Commission, issued a limited solicitation to identify a facilitator. Responses to the solicitation will be evaluated at the April meeting.

**(Update June 2016):** The Commissioner selected facilitator Ned Cooney to guide a strategic planning process. The Commission will have an initial planning meeting with him on June 9, 2016.

**(Update August 2016):** The Commission participated in a work session with facilitator Cooney. During the work session the Commission conducted a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis and identified stakeholders that Cooney will interview ahead of the August 9 work session.

**(Update October 2016):** The Commission participated in a second work session with facilitator Cooney at the Medicine Spring Library in Browning. During the work session the Commission developed a Practical Vision and Strategic Direction for the agency. Staff then used the vision and direction to derive actionable ideas to implement the plan.

6.2. Advocate for the Montana State Library and the Montana Library Community with federal, tribal, state and local governments, businesses and citizens. Advocacy should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state;

6.2.a. Commissioners will monitor the activities of the Education and Local Government (ELG) Interim Committee by listening to the meetings virtually. Chair Rep. Don Jones of Billings will be invited to the December Commission meeting;

**(Update December 2015):** The ELG meeting no longer coincides with the December Commission meeting so we were unable to arrange for this meeting. Future opportunities will be evaluated.

6.2.b. A member of the Commission will attend National Library Legislative Day (NLLD) May 2-3, 2016 in Washington, D.C.;

**(Update June 2016):** Commissioner Eissinger attended NLLD as well as the spring meeting of the Chief Officers of State Library Agencies the following day.

6.2.c. At least one Commissioner will attend a conference of the Montana Association of Counties;

**(Update October 2015):** Commissioner Wall attended the Montana Association of Counties and offered a presentation with GIS Coordinator Stu Kirkpatrick on the training and use of ArcGIS Online by counties as funded by a Montana Land Information Act grant.

**(Update April 2016):** Commissioner Wall joined Evan Hammer and Michael Fashoway at the National States Geographic Information Council midyear meeting in Annapolis, Maryland. The trip included meetings with our congressional delegation in Washington, DC.

6.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commissions on issues that will help the Commission to continually grow as a Commission and to support the work of the State Library;

6.3.a. Communications and Marketing Coordinator Sara Groves will present information about MSL's marketing efforts at the October Commission meeting;

**(Update October 2015):** At their August Commission meeting the Commission heard a presentation from Statewide Projects Librarian Cara Orban on the MakerSpace pilot used by libraries through the state.

**(Update December 2015):** At the October 2015 Commission meeting Sara Groves presented information about MSL's marketing efforts. Of particular interest was the successful engagement in the use of Facebook

as a means of increasing use of the Montana Memory Project and access to state government information.

6.4. Advise, review and approve policies that recognize the significant contributions of and develop the leadership and management skills of MSL staff;

6.5. Provide guidance on and evaluation of the State Librarian work plan and performance.

6.5.a. Annual evaluation of the State Librarian scheduled for the June Commission meeting.

**(Update August 2016):** A formal evaluation of the State Librarian was completed during an executive session of the June Commission meeting.