

FY 2017 Library Development Project Proposal Form

As you complete this form, please refer to:

The FY 17 Library Development Budget approved by the MSL Commission on April 6

The Library Development Study Task Force Recommendations

The IMLS list of LSTA-specified Grants to States Priorities

The current version of the Evaluation Planning Guide for Library Development Projects and Services

Section One: Basic Information

1. *Project Title:* Trustee Training – Advocacy & Governance
2. *Do you consider your project to be a one- time pilot that is not connected to any existing project or service? Or, does your project add services, access or content to an existing project? Please explain.* Existing project - ongoing with different emphasis/goals each year based upon identified needs.
3. *How does your project fall under a broader umbrella—i.e., one of the larger efforts described in the LDSTF Recommendations or in the IMLS list of [LSTA-specified Grants to States Priorities](#)? If so, which one? Please explain.*

Training & Certification: This training project will be open to library board members and directors for the express purpose of training them to be powerful advocates for the library and its services, an expressed priority need identified by the Library Development Study Task Force.

4. *Primary Project Manager:* Joann Flick, CE Coordinator
5. *Other MSL staff that will be involved in the project's implementation:* SLR-LD staff and the State Librarian
6. *Potential partnering institutions or entities for the project:*

X Libraries
Historical societies
Museums
Archives
Cultural heritage organizations
Schools
Child care centers
Higher education
Adult education
Human services organizations
X Other (please list) - Montana Library Association – Government Affairs

7. *Total FY 17 Library Development funding approved by the MSL Commission for this project/service? (not including MSL funded personnel): Please indicate whether the funding source is FY16 LSTA or FY17 CST monies. Note that some items in the FY 17 Library Development budget have funding from both sources. If so, please indicate each amount. CST funds: \$7,000*

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Library boards
2. *How will the project benefit this audience?* Improve library operations and services and secure adequate and sustained funding by training board members to communicate a vision, take on responsibilities, be accountable and to advocate for the public library they serve.
3. *Please list additional outcomes of the project. Refer to the specific outcome statements within the LDSTF Recommendations as well as the IMLS LSTA priorities. Note that the LDSTF statements are prioritized and that this is the first year of several to come of addressing these goals. Be specific.*

INPUT: MSL-LD staff and the MT State Librarian will plan training, secure contracts with presenters and venues and promote the stand-alone training events.

OUTPUTS: Training events at Federation meetings and MSL Workshops reaching at least 40 library board members between July 1, 2016 and June 30, 2017. Potentially, a webinar or webinar series may augment the planned face-to-face training.

OUTCOMES:

- a. Library boards will conduct effective meetings that adhere to all Montana State laws and best practices for conducting open and transparent governance.
 - b. Public library trustees will evolve library services, by expanding their knowledge of how to engage the community, identifying exemplary library services that meet community needs, and implementing policies that expand the library's role as a community anchor institution.
 - c. Library trustees will be skilled advocates for their library and for library services in Montana, participating in library advocacy at the local, state, and national level to improve financial and policy support for library services in Montana.
4. *Your project is expected to include evaluation techniques that utilize the steps outlined in the Evaluation Planning Guide for Library Development Projects and Services. Please describe the evaluation methods and processes you will engage in for this project, based on the information in the Guide.*

Evaluation follows the “data roadmap” approach in order to carry out evaluation including:

- a. Survey – post training evaluation will identify key take-away learning from participants
- b. Observation – MSL-LD staff will note any changes in library activities among participating boards; participation by board members at MLA’s Library Legislative Day in Helena and in ALA’s advocacy efforts will be noted, and reports solicited from library directors of increased or improved advocacy work by library trustees will be collected.
- c. Statistical analysis – after each training, formative analysis of the survey and of observations by MSL staff and contracted trainers will be utilized to improve upcoming trainings. Summative analysis of the survey results and observations made by staff will be performed at the conclusion of the project.

Section Three: Timeline

1. *Please give a detailed timeline for the project. The timeline should include all aspects of the project, including initial evaluation planning, project planning, implementation, launch and ongoing management, and if applicable, an end date. If you are creating training proposals for the funding period, please prioritize them. Do you anticipate continuing this project after the current funding concludes? Explain why or why not.*

Summer – Fall 2016: Meet with MLA trustee interest group and MSL-LD staff to identify specific topics; prepare topic/speaker list for Federations to select from, create contracts for 3rd party speakers/presenters conduct 1-3 training events; formative evaluation following each event utilizing an online survey;

Provide at least one training specifically directed at trustees at MSL Workshops-on-the-road; conduct formative evaluation;

Winter – Spring 2016-17 Adjust training offerings as indicated from previous training evaluation and offer events to Federations;

Invite trained board members to assist in planning and participating in MLA’s Library Legislative Day. Note attendance from trained board members.

Provide at least two additional training events; conduct formative and summative evaluation utilizing survey and analysis. Solicit observational data from library directors.

This project is anticipated to continue past the funding period, though the key topic addressed will likely change in upcoming years.

2. *Do you anticipate any change in level of effort or scope during the project? Explain why or why not.* NO – the training content and/or treatment may be adjusted, but the scope is not expected to change

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project?* Flyers, FB announcements, list serv announcements, trainer’s blog, posts to eCalendar and MSL Learning Portal
2. *If a third party vendor is involved, what marketing assistance can the vendor supply?* None
3. *Do you anticipate needing the MSL Marketing Coordinator’s assistance with marketing your project? If so, how much time do you anticipate will be needed?* Yes for developing a flyer for this project

Section Five: Proposed budget and spending calendar

1. *Please give a detailed budget proposal for the project. The budget should include all potential direct costs for the project (not including MSL funded personnel). Typical costs may include, but are not limited to:*

Contracted speakers, trainers or consultants including associated travel \$5,000
Event locations, catering, services (3-4 sites) - \$1,500
Supplies and materials - advocacy toolkit printing – 100 copies: \$300
Marketing - flyer - \$200

2. *Please give a close estimate of a spending calendar for the project. As you put this calendar together, consider whether or not your project will require an ITPR, RFI, RFP or Solicitation for Bid. Federal award FY16 LSTA expenditures should be completed well ahead of the September 30, 2017 spending deadline. State FY17 CST expenditures must be completed ahead of the June 30, 2017 deadline.*

Anticipated funding for this project is CST

Oct-Dec 2016 \$3,000

Feb- May 2017 \$7,000