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:* MSL Workshops (on-the-road)

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:

    a. LSTA overall purposes –"promote continuous improvement in library services in all types of libraries in order to better serve the people of the United states" and "enhance the skills of the current library workforce…" and " 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."

    b. LDSTF Task Force recommendations for Library Directors, Library Boards, Library Staff and Volunteers under the program of Training and Certification: The LDSTF recommends emphasis on leadership, analyzing community needs, communicating the library's role in economic development, collaborating with partners, creating and communicating a vision, board development, current trends, literacies- financial, digital, project management, customer service, lean management.

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 other MSL staff based on session topics*

6. *Potential partnering institutions or entities for the project:*

    X Libraries

XHistorical societies
XMuseums
Archives
XCultural heritage organizations
Schools
Child care centers
XHigher education
Adult education
XHuman services organizations
Other (please list)

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.* Total approved for Training: , FY 16 LSTA funding: $16,000

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Public library trustees, directors, staff

2. *How will the project benefit this audience?* Promote lifelong learning and community engagement in library services; provide hands-on training for essential library skills and information; assist library staff and trustees to attain and maintain library certification.

    a. *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.*

    INPUTS: LD staff will plan MSL Workshops: a hands-on, seminar style training at 3 locations across Montana between August and November, 2016. MSL staff will present many of the workshops; as needed, additional presenters will be contracted for the workshops.

    OUTPUTS: Each event will feature the same 1-3 core training sessions: one on how to navigate and utilize the ecommerce site that will replace the MT Library Directory and 1-2 other core topics, TBD, so that all attendees, no matter which site they choose to attend, will receive essential training on these identified critical need-to-know topics.

    Every event will also feature a different set of topics that address a variety of skillsets and knowledge to improve library services in Montana. By offering some different topics at different locations and times, Montana librarians and trustees will be able to

select the venue that is closest to them, or has the most interesting content, or they may even choose to attend more than one event. Larger libraries that have not been

able to send as many staff as they would like to the former iteration of Fall Workshops, may elect to send different staff to each venue.

100+ library directors, trustees, and staff will attend one or more of the 3 events.

OUTCOMES: (NOTE: These topics are from the LDSTF recommendations and are a preliminary list based on a single brainstorming meeting with SLR-LD staff; more detailed planning will take place following the NAC meeting on 5/17/2016.)

Library boards will gain knowledge and skills:

- governance
- library issues/trends

Library directors and staff will gain knowledge and skills:

- utilizing the MSL ecommerce site that is replacing the MT Library Directory
- Project Outcome
- project planning
- expanding their library's online presence
- measuring impacts/telling the library's story
- analyzing community needs
- nurturing collaboration/partnerships
- collecting statistical data
- leadership

3. *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.*

   We will utilize the "data roadmap" approach in order to carry out evaluation, including:

   a. Survey - post- training evaluation after each event

b. Statistics analysis of survey results: a meeting with key staff to review survey data, capture observations

c. Observation - evidence of outcomes attainment includes the number of MSL certification applications, the range and number of library programs and services noted in our annual statistical data, and by reports from libraries on their activities and programs.

d. Formative evaluation will take the form of a meeting of MSL staff after the first two events to discuss and make adjustments to the upcoming events. Summative evaluation will consist of a staff review of the aggregated survey data and a meeting to discuss any observational data that can be noted beyond items in c. At this time, MSL training staff will note changes they have observed at libraries and issues for follow-up.

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.*

a. April-June 2016 – pre-planning, analysis, identify critical issues/topcis, potential presenters. Planning includes approaching the Federation Coordinators about combining either their Fall ((Golden Plains, Pathfinder, South Central, Sagebrush)

b.) or their Spring (Broad Valleys, Tamarack) meetings an bringing a workshop to them July 2016 – finalize 3 venues, dates, topics; provide conference program

c. August 2016 – registration opens;

d. September 2016 – formative evaluation of 1st event; registration continues; 1-2 events

e. October 2016 – formative evaluation of 2nd event; registration continues 1-2 events

f. November 2016 – summative evaluation: review and analysis of survey data

g. March-May 2017 – registration and third event (coordinated with Spring Federation meeting(s))

h. December 2016- July 2017 – monitor observational data from certification applications, library statistics and library visits by consultants to document evidence of outcomes.

This project is anticipated to continue after the FY16 LSTA funding period. The MSL has provided a seminar-style training event for many years and it is a necessary addition to the training offered by other agencies or by MSL in other ways. Most librarians that

seek certification in Montana note the Fall Workshops as one of the events they attend to attain their credits. Since MSL requires public library directors to attain 60+ credit units every four years, MSL remains committed to providing plenty of opportunities to attain those credits without having to leave Montana.

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: 3 events at 3 different locations between August and November to reach a total of 100+ librarians and/or trustees.

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project? ?* Logo design, 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?* Logo design

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, also a new logo for this event.

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:*

MSL Workshops 2016						
LSTA budget request					$16,000	
Expenses						
Three One-day events; total CE pp: 8 - 9	per item	# items	estimate per site	#sites		notes
meeting rooms - 2 breakout rooms, one lunch room, reg desk	400	1	$400.00	3	$1,200.00	perhaps able to use library or college facilities for free?
lodging- MSL staff	$95.00	5	$475.00	5	$2,375.00	2 of three venues would require 2 nights
coffee/beverage breaks	$6.00	50	$300.00	3	$900.00	incl gratuity, delivery, set-up
Per Diem & fuel - MSL staff	$60.00	5	$300.00	3	$900.00	average two days travel time per site
PRESENTERS honoraria/stipend	$500.00	2	$1,000.00	3	$3,000.00	presenters pay their own travel expenses and hotel, if needed
materials/supplies	$200.00	1	$200.00	3	$600.00	
						$8,975.00
New Library Directors (estimate 12)						
travel stipend for new directors	$300.00	4	$1,200.00	3	$3,600.00	fixed amount to cover all travel ex
travel stipend for trustees	$300	2	$600.00	3	$1,800.00	
Logo design					$1,000.00	
TOTAL estimated costs					$15,375.00	

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.*

September 2016: $7,000

October 2016: $5,000

March- May2017: $4,000