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Memo

To: Montana State Library Commission
From: Jennie Stapp, State Librarian
Date: May 25, 2012
Re: Draft Commission Work Plan

Please find below a *proposed initial draft* of a work plan based on the goals of the newly adopted MSL Long Range Plan, 2012 -2022. This proposal is intended for your discussion and revision.

**MONTANA STATE LIBRARY (MSL)
LONG RANGE PLAN 2012 - 2022**

VISION

Develop and deliver 21st 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://governor.mt.gov/boards_councils/default.asp.

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 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;

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.

DRAFT

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 and approve budgets that enhance access to information through statewide resource sharing initiatives;

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.

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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;

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

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.

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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;

4.1.a. Pacific Northwest Library Association;

4.2.b. Intermountain GIS Conference.

Comment [SJ1]: Does the Commission have specific meetings or venues in mind? Two are offered as examples.

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 2013;

4.2.b. Each Commissioner will attend the Montana Library Association Conference;

4.2.c. Facilitate a Conversations with the Commission session at the Montana Library Association Conference;

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.

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

Comment [SJ2]: Where and how do we educate people about the Commission and libraries? For example, do Commissioners attend other meetings and conferences where information about the Commission should be shared?

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.

Comment [SJ3]: The Risk2Rewards conference is a good example. There may be examples from other disciplines as well.

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.

Comment [SJ4]: What professional representation and partnerships do the Commissioners bring to the State Library and the library community?

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Goal Six—Sustainable Success—Discussion

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

6.1. 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;

6.1.a Invite Arnie Fishbaugh to the December Commission meeting to discuss the role of advocacy for Commission members;

6.1.b. Each Commissioner will attend campaign events with local and statewide candidates to educate and inform candidates about the library community and to understand the candidates views' of library service;

6.1.c. At least one Commissioner will attend the Montana Library Legislative Day in January;

6.1.d. The chair of the Commission will provide testimony before the Legislature on behalf of the Montana State Library and the library community;

6.1.e A member of the Commission will attend National Library Legislative Day May 6-7 in Washington, D.C.;

6.2. 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;

6.2.a. Invite a representative from the Department of Administration to offer Roberts Rules of Order training at the August Commission meeting.

6.3 Direct the Marketing and Communications Coordinator to develop strategic talking points and elevators talks that target community members, legislators and policy makers that can be used to communicate a consistent message about the Montana State Library and the Montana library community;

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.