

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 – Peer2Peer training model
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, and 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:* LD Consulting librarians, SLR-LD Director, and the MT 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
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 LSTA proposed - \$4,000

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Library board members: public library trustees, members of library friends or foundation boards, advisory 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 apply model practices of board service.
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, recruit peer trainers among public library boards, foundations and friend's groups, and provide technical support in setting up, arranging for registration and evaluating training events.

OUTPUTS: Development of self-paced online training and orientation for peer trainers. Recruitment of at least 2 trustee peer trainers. 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 or a stand-alone training event may be planned as resources permit.

OUTCOMES:

- a. Library boards will conduct effective meetings that adhere to all Montana State laws and best practices for conducting open and transparent governance to sustain public goodwill toward public libraries and promote support of public libraries in Montana.
 - 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 leaders for their library and for library services in Montana, participating in library activities 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 trustee activities will be noted, and reports solicited from library directors of increased or improved 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 of need that are best addressed with peer trainers; identify potential existing trustees to be peer trainers and determine best ways to train this group
- organize a recruitment and incentive plan within the budget.
- Develop an online self-paced tutorial for peer trainers. If needed, develop in-person trainings for peer trainers. Identify a process for application and acceptance into the peer training program. Assign support staff for each peer trainer. Develop a contract for services for peer trainers.
- 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;

Winter – Spring 2016-17

- Schedule and provide 1-3 training events for library board members utilizing peer trainers.
- Conduct formative and summative evaluation. Identify additional support needed by peer trainers to optimize the outcomes. Solicit observational data from library directors.

This project is anticipated to continue past the funding period, though the key topics addressed will likely change in upcoming years. In this pilot year, the focus will be on identifying what is needed to sustain a library board peer training project.

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:*

Stipend/travel costs for peer trainers: \$2,500
Event locations, catering, services (2-3 sites) - \$1,000
Informational flyer - \$200
Materials/supplies \$300

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.*

Funding is FY 16 LSTA

Oct-Dec 2016 \$500

Feb- May 2017 \$3,500