<u>**FY 2017 Library Development Project Proposal Form**</u>

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

<u>**Section One: Basic Information**</u>

1. *Project Title:* **2017 MSL Summer Leadership Institute**

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, biennial project

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* <u>LSTA-specified Grants to States Priorities</u>? *If so, which one? Please explain.*

   Leadership training was identified as a critical ongoing need by the LDSTF, specifically noted for library directors, but the qualities identified as a need for library staff and volunteers include these attributes which will form the outcomes for this project:
   - *Analyze community needs*
   - *Manage library resources efficiently*
   - *Understand & communicate the libraries' role in economic development*
   - *Collaborate with partners*
   - *Contribute to the professional community*
   - *Manage change & transitions*
   - *Create and/or communicate a vision*

4. *Primary Project Manager:* Joann Flick

5. *Other MSL staff that will be involved in the project's implementation:* Pam Henley, Lauren McMullen, Suzanne Reymer, Tracy Cook

6. *Potential partnering institutions or entities for the project:*
   X Libraries
   Historical societies
   Museums
   Archives
   X Cultural heritage organizations
   Schools
   Child care centers
   X Higher education
   Adult education
   Human services organizations

X Other (please list) MT 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.* LSTA $ 15,500

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Library directors, library staff, library trustees – emerging leaders across disciplines in Montana that have not attended a library leadership training before. The other primary audience are previous graduates of the Summer Leadership Institute who will form the facilitator cohort to develop and present the 2017 institute.

   How will the project benefit this audience? Attendees will develop long-term projects that emulate a variety of leadership skills; within each participant's project and with continued mentoring and guidance from facilitators and MSL staff.

   Facilitators will also see similar measurable outcomes. Facilitators will extend their leadership skills by participating in the design, development, implementation, and evaluation of the institute.

   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.
   Participants will demonstrate the mastery of specific leadership skills such as:
   - *Analyzing community needs*
   - *Managing library resources efficiently*
   - *Understanding & communicating the libraries' role in economic development*
   - *Collaborating with partners*
   - *Contributing to the professional community*
   - *Managing change & transitions*
   - *Creating &/or communicating a vision*

   Facilitators will expand their leadership skills in observable ways such as:
   - Analyzing the needs of the participants and the communities they serve
   - Managing the project within its budget
   - practicing mentoring and providing guidance to participants
   - collaborating with other facilitators and MSL staff
   - contributing to the professional community
   - managing change and transition
   - creating and communicate a vision for the institute.

2. *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.*

   The institute's 4-day training will be evaluated by use of a survey tool and by capturing facilitator's and participant's observations in a guided discussion during the institute's wrap up on the last day. Participants will be given a reflection journal with guided questions to apply and ponder what they are

learning. Pre and post assessments will be given at the institute. In addition, attendees will be given three statements like "I am very confident about my ability to implement my project" and then asked to rank where they fall on the continuum. This is a visual and effective way for attendees and MSL to see how things are going.

Following the initial institute, participants will meet at least 6 more times either online or in person to facilitate their networking and peer mentorship. At each meeting, the coordinator conducts a formative evaluation, noting any follow-up or further training and support needed to advance the participant's learning to meet the stated outcomes. This information is used to plan additional training or activities for the group.

Direct impacts on library services and outcomes will be observed with project reports, an evaluation survey, a possible MSL follow-up visit for the public libraries, and a wrap-up meeting with the participants 9-12 months following the institute. The participants collectively plan a formal presentation to the MSL Commission and the library community on their work.

Section Three: Timeline

1. *Please give a <u>detailed</u> 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.*
October-December 2016 – secure venue, recruit and select facilitators.
January – February 2017 – meet with facilitators to develop the curriculum for the institute
February – April 2017 – recruit participant applications
May 2017 select participants and finalize plans for event
June-July 2017 conduct 4-day institute at Rising Wolf Ranch; conduct a formative evaluation to inform follow-up activities
July 2017 – March 2018 – conduct at least 6 following meetings online or in person with participants and facilitators; at least two of those involve project updates so that participants stay on track with their projects; participants and facilitators jointly identify the content of these events and the coordinator schedules them. Conduct formative evaluation following each event to identify needs for follow-up and support.
March-April 2018 – Project report to the MT State Library Commission
March-May 2018 – Summative evaluation survey and wrap up discussion

2. *Do you anticipate any change in level of effort or scope during the project? Explain why or why not.* No. The institute is designed to be responsive to participants needs over the time it is planned, beginning with the initial recruitment of facilitators and continuing through the presentation of projects. This adaptive design model anticipates that the needs of the participants will be identified and addresses incrementally within the project's design.

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project?* Flyer or brochure

2. *If a third party vendor is involved, what marketing assistance can the vendor supply?* N/A

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?* Flyer design and printing

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
   Event locations, catering, services
   Services or content provided by third-party vendors
   Hardware or software
   Supplies and materials
   Equipment
   Marketing

Summer Leadership Institute				
BUDGET				$15,500
item	per	#	estimate	
stipend	$500	5	$2,500.00	
mileage/perdiem: facilitators	$400	5	$2,000.00	
Cultural speaker			$200.00	
Rising Wolf Lodge - rooms			$5,000.00	
Rising Wolf Lodge - meals	40	75	$3,000.00	
Meeting tent (20x20)	375	3	$900.00	
Chairs/walls (rental)	2	75	$400.00	
Follow - up meetings			$1,000.00	
materials-supplies	30	25	$500.00	
TOTAL			$15,500.00	

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.*

   July – December 2016 – 1,000 deposit for Rising Wolf Lodge
   January 2017 - $500 stipend for faciliators ($100 ea. X 5) for completion of curriculum planning
   May-June 2017 - $7000 - supplies, tent/chair rental; balance due for ranch
   June- July 2017 $7000 – remaining stipends, meals, travel reimbursement for facilitators, cultural speaker honorarium