



Montana State Library

State Librarian

FY 2014 Work Plan

July 1, 2013-June 30, 2014

Review prepared for the June 4, 2014

Commission Meeting

“The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service.”  
The State Librarian is established by Montana statute 22-1-102 (MCA).

The role of the State Librarian is to recommend to the State Library Commission policies and funding priorities that empower the State Library to meet its mission and statutory obligations, to offer administrative oversight, support and guidance to the staff of the State Library and to advocate for the State Library and the Montana library and information communities whenever possible.

This work plan is developed based on the goals contained in the [MSL 2012-2022 Long Range Plan](#). Specific work objectives for FY2014 are organized by the MSL six agency-wide Long Range Plan goals. Together, these objectives represent a collective approach to defining the highest priority tasks for the State Librarian for FY2014.

### **Goal One—Content**

MSL acquires and manages relevant quality content that meets the needs of Montana library users.

With input from staff, advisory councils and consortia memberships:

- 1.1 Advise, review and recommend policies that enhance the information resources of the Montana State Library and resources available statewide;
  - 1.1.a. Recommend for approval at the August 14, 2013 Commission meeting, the Climate theme for inclusion in the Montana Spatial Data Infrastructure.

*Climate Data was accepted by the Commission as the newest theme of the Montana Spatial Data Infrastructure. Access to this data is available through the Geographic Information web pages. Addition of climate data also led to a broad review and revision of the process to add new MSDI themes which should be much more user focused rather than steward focused.*

- 1.2. Advise, review and recommend budgets and expenditures that enhance Montana State Library’s information collections including statewide e-content subscription and purchase programs, the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

*Throughout the year, the Commission is presented budgets that accurately account for and effectively fund the programs of the State Library through both state and federal funding sources.*

## Goal Two—Access

MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

With input from staff, advisory councils and consortia memberships:

2.1. Advise, review and recommend policies that enhance access to information through local tools and applications as well as statewide resource sharing initiatives;

*Based on recommendations from staff and management, the Commission took action to approve a new Circulation and Information Access Policy for Library Information Services. According to this new policy, members of the general public will no longer be eligible for library cards. At face value this policy change seemed dramatic but it was determined that the actual impact to users was negligible and the change was necessary to align circulations practices with negotiated license agreements. The change in policy was communicated to the Governor's Office and all impacted patrons with no significant responses.*

2.2. Advise, review and recommend budgets and expenditures 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 me on issues that will inform my understanding of the access needs of Montana Library users.

2.4. Bring to the Commission for action any resulting recommendations from the Task Force charged with reviewing the OCLC cost share formula.

*In February the Commission heard the recommendation from the OCLC Cost Share Formula Task Force. The recommendations resulted in more stable and equitable distribution of costs for OCLC services across all libraries. The costs are easily justified through a relational cost share formula. Based on the recommendations, the State Library now funds the entire cost for OCLC interlibrary loan services which is in keeping with our mission to support statewide resource-sharing. The Commission also approved the Task Force recommendation to allocate an annual amount of \$20,000 towards the cost of OCLC cataloging services. Thanks to a negotiated cost reduction from OCLC, MSL staff was further able to reduce costs for libraries and to limit the gap that we must plan for that is paid through LSTA dollars. Finally, by adopting the recommendation that the State Library enter into a three-year contract, and by requiring libraries to also commit to a three-year enrollment, we are better able to plan for and allocate the necessary funds to meet the terms of the contract over a three year period.*

After reviewing several options for a more equitable cost allocation for the OCLC group services contract, the task force recommended a relational formula that factors OCLC holdings.

### **Goal Three—Training**

MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

With input from staff, advisory councils and consortia memberships:

3.1. Advise, review and recommend policies that enhance Montana State Library's statewide training opportunities;

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

*Jo Flick, the State Library trainer, has been assigned to serve on a grant advisory committee that will work together to create a national library training curriculum. This work is being developed thanks to a grant that was awarded to the Chief Officers of State Library Agencies (COSLA). Recognizing that this grant and the resulting curriculum and training resources will create great long-term training resources for Montana librarians, and with the continued advancement of the State Library Learning Portal, the State Library chose not to renew a subscription to WebJunction. WebJunction is an online learning platform offered by OCLC which was originally funded through Broadband Technology Opportunity Program grant funds.*

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 me on issues that will inform my understanding of the training needs of Montana Library users.

3.3.a. Organize a R2 workshop for the MSL Commission and staff and staff of the Montana Historical Society in coordination with the December Commission meeting.

*Unfortunately due to weather-related travel conflicts we were unable to hold this workshop during this fiscal year. We will re-evaluate the opportunity for the workshop when we compile next year's work plan.*

### **Goal Four—Consultation and Leadership**

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. Chief Officers of State Library Agencies; - *I attended in-person COSLA meetings in October and January and a teleconference in May. I also serve as COSLA's liaison to the Schools Health and Libraries Broadband Coalition to which I was recently elected board vice president.*

4.1.b. Montana Library Association; - *I attend MLA board meetings as an ex officio member and attended the MLA conference in April where I shared a State Library report during the membership meeting and facilitated the Conversations with the Commission panel;*

4.1.c. Montana Association of Geographic Information Professionals; - *I attended the MAGIP Intermountain GIS conference in April and addressed the membership as the chair of the Montana Land Information Advisory Council. This was an opportunity to inform the professional association about the role MLIAC plays in further GIS coordination and policy within the state.*

4.1.d. National States Geographic Information Council; and, - *I was not able to attend the NSGIC annual meeting because it conflicted with a COSLA meeting;*

4.1.e. State Information Technology Board. – *I attend quarterly meetings of this board where I continue to advocate for the board to take a more active role in the development of a state broadband initiative.*

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. Attend at least one library federation meeting during fiscal year 2014;

4.2.b. Attend the 2014 Montana Library Association Conference; - *See above.*

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

4.2.d. Attend the 2014 Montana Geographic Information Professionals Conference; *See above.*

4.2.e. Attend at least one meeting of the Chief Officers of State Library Agencies and more if scheduling and funding allow; *See above.*

4.2.f. Coordinate travel opportunities with other State Library staff to visit libraries as they travel the state;

4.2.g. Chair the Montana Land Information Advisory Council. – *I continue to chair quarterly meetings of this council. In particular, this year, the Council updated their administrative rules to align with legislation that was passed by the 2013 legislative session and is now drafting a strategic vision to guide their future work.*

4.3. Chair a Library District Task Force that will be charged with reviewing Montana Code for opportunities to clarify and ease the process of forming library districts. If necessary, bring to the MSL Commission, Montana Library Community and Governor's Office, proposes for changes in statute that may be brought to the 2015 Legislature.

*I chaired this task force from September 2013 to February 2014. Over the course of several meetings and through an extensive public feedback process, the Task Force determined that the challenges currently faced by library districts, or by communities that are considering becoming library districts, cannot be readily resolved through legislative changes. The Commission took action to accept this recommendation and the State Library and the Montana Library Association will not carry legislation during the 2015 legislative session to revise library district statutes. The Task Force was*

*congratulated by Representative Ed Lieser of Whitefish for coming to this decision through consensus prior to the legislative session. The State Library is making plans for efforts to continue to educate and ease the process for libraries to become districts. These efforts will be documented in FY15 work plans.*

4.4. Share information about the role of the State Library beyond the boundaries of the Montana Library Community;

*At the invitation of Lewis and Clark Library Director, Judy Hart, I gave an overview the Montana State Library to the Helena Rotary Club.*

4.5. Actively seek and encourage opportunities for cross-collaboration between State Library programs.

*At my request, programs of the Digital Library will make the content of some of their local repositories discoverable through the Montana instance of the Ebsco Discovery Service, Discover It! Digital state publications from Library Information Services can already be found through Discover It and are therefore available to libraries and patrons statewide. Beginning with the Montana Field Guide and the GIS Data List, resources of the Montana Natural Heritage Program and Geographic Information are currently being mapped by Ebsco so that the data can be indexed and should be discoverable through Discover It! later this summer. This effort provides increased opportunity for collaboration across the divisions of the state library which helps to foster further understanding of the work that is done by individual programs. It will also increase awareness and use of these information resources to audiences that are likely unfamiliar with the availability of these resources. And finally, by incorporating local repositories into EDS, the State Library services as a model and guinea pig for determining how other libraries across the state may do the same.*

### **Goal Five—Collaboration**

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 the GIS communities, and extend the reach of information services and delivery throughout the state.

5.1.a. Meet regularly with the Governor's Office regarding legislative initiatives and opportunities for on-going collaboration; - *Thanks to regular communication with the Governor's staff, I believe the State Library is well-positioned to move forward a number of our important new initiatives which align well with the Governor's priorities for education, economic development and efficiency in government.*

5.1.b. Partner with the Governor's Education Policy Advisor to draft a statewide early literacy policy initiative that includes Montana libraries; - *Unfortunately the State did not receive a federal Race To the Top Early Childhood grant, however, thanks to our efforts to support the grant application, the Governor's office is now well-versed on the valuable role that libraries play to support early literacy and we hope to have the Governor's support for a library literacy budget request that would, in part, support early literacy.*

5.1.c. Support the efforts of Library Information Services staff to promote to state officials the state publications management plan; - *This management document has been shared with all new administrators that joined Governor Bullock's administration.*

5.1.d. Share State Library resources and expertise with Montana PBS LearningMedia as an active member of the steering committee; - *Though this steering committee has not met in the past year, the State Library did collaborate with Montana Fish, Wildlife & Parks and Montana Head Start to develop a series of videos that can be used in conjunction with the Ready 2 Read Goes Wild Trunks. These videos will soon be available through Montana PBS LearningMedia.*

5.1.e. Share State Library resources and expertise as a member of the Montana Memory Project Advisory Council. - *I sat this council last fall and they have now met a couple of times. With broad representation from a variety of sectors including academia, non-profits, tourism and media, we believe that they will bring great expertise that will further inform the development and increase content and usage of the MMP.*

## **Goal Six—Sustainable Success**

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 and GIS Communities 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 the GIS communities, and extend the reach of information services and delivery throughout the state;

6.1.a. Work with the Communications and Marketing Coordinator, State Library staff, advisory committee members to create and present compelling argument for ongoing and increased legislative support to be reflected in Executive Planning Process priorities. These priorities will be presented to the Commission in April 2014;

*The Commission is scheduled to take action on our EPP priorities on May 23. The priorities truly represent the most critical needs of the agency, they are aligned with the Governor's priorities, many of them have the support of multiple agencies and/or the*

*communities we serve, and all can be easily justified as necessary when the time comes to testify in support of these requests during the 2015 legislative session.*

6.1.b. Attend National Library Legislative Day May 5-6, 2014 in Washington, D.C.;

*Unfortunately, due to my ongoing cancer treatment, I was unable to attend NLLD this year. I did draft talking points and directed State Library staff to prepare packets that were then shared by librarians representing Montana at that event. Representatives included Commissioner Brent Roberts.*

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 me on issues that will help me to continually grow as the State Librarian and to support the work of the State Library;

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;

*These talking points were shared with the Commission at their December Commission meeting.*

6.4. Direct and provide guidance to program managers on and evaluation of program work plans and performance objectives that empower and engage staff and that support the goals of the long-range plan.

*With advice from the Department of Administration, the State Library adopted new performance appraisal documents. These documents were shared with staff at the April all-staff meeting. Central to the documents are staff-developed performance objectives. Supervisors and staff understand that program work plans should be developed with significant staff input and should then drive individual performance objectives so that employees can directly see how their performance ties to program work plans and the overall agency long-term plan.*

6.5. Advise, review and recommend policies that recognize the significant contributions of and develop the leadership and management skills of MSL staff;

*MSL managers completed the Leadership Montana course in the fall. We are considering how we can better incorporate the management values described in the courses into our own management style.*

6.6. Celebrate State Library accomplishments.



*Celebration is always something we can make more time for. MSL managers host an annual breakfast for all staff and, in particular this year, we brought in cookies from a local bakery to celebrate the completion of the long-awaited upstairs cubicle reconfiguration.*