

## **MONTANA STATE LIBRARY COMMISSION WORK PLAN FY2014**

### **VISION**

Develop and deliver 21<sup>st</sup> 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://leg.mt.gov/bills/mca\\_toc/2\\_2\\_1.htm](http://leg.mt.gov/bills/mca_toc/2_2_1.htm).

## **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.

**August 14, 2013 – reviewed and approved a request to add climate data to the Montana Spatial Data Infrastructure.**

## **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.

**February 12, 2014 – the Commission approved a new Library Information Services circulation policy that aligns circulation policy with current practice and license agreements.**

**February 12, 2014 - The Commission voted to dedicate approximately \$54,000 in LSTA funds to support the OCLC Group Services contract. This funding ensures that the State Library can fully fund the costs for ILL services under the contract, thereby supporting the State Library's goal to encourage resource sharing. This funding also reduces the cost for cataloging services that is shared by member libraries by \$20,000.**

### **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.

**August 14, 2013 – heard a presentation on how GIS is being integrated into the curriculum at the Swan Valley school through funding from a Montana Land Information Act grant.**

**April 9, 2014 – heard a presentation from participants of the 2013 Summer Institute. Presenters discussed the projects that they developed to further refine their leadership skills using what they learned during the institute.**

## 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;

4.1.b. Intermountain GIS Conference, April 7-11, 2014, Billings, Montana.

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 2014;

**Commissioner Scheetz attended the Golden Plains Federation meetings on September 12 and May 8.**

**Note, travel to fall federation meetings was restricted due to the Federal Government shutdown.**

4.2.b. Attend the October 9, 2013 Commission meeting in Lewistown, Montana;

**Note, the Commission opted not to travel to Lewistown due to the Federal Government shutdown.**

4.2.c. Attend the April 9, 2014 Commission meeting at the new Billings Public Library in Billings, Montana;

**This meeting was held in the new Billings Public Library Community Room. Members of the Commission received a tour of the library following the meeting.**

4.2.d. Each Commissioner will attend the 2014 Montana Library Association Conference, April 9-12, 2014 in Billings, Montana;

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

**MLA conference proposal for the Conversations with the Commission session was held on April 10, 2014. Discussion focused on the topic of how the State Library can continue to right scale support for three areas of library responsibility – infrastructure, innovation and engagement. One board member noted that it was the best Conversation with the Commission that he had attended to date.**

4.2.f. At least one Commissioner will attend meetings of the Montana Shared Catalog and MontanaLibrary2Go each year;

4.2.g. 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;

4.4 Each Commissioner will participate in an R<sup>2</sup> workshop offered by attendees of the R2 Conference in Colorado to be held in conjunction with the December 11, 2013 Commission meeting.

**\*\* Postponed due to weather.**

4.5. 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.

4.6 The Commission will invite at least one recipient of a Montana Land Information Act (MLIA) grant to present on the outcomes of their grant in order to better educate the Commission on the role, outcome and impacts of the MLIA.

**Completed August 14, 2013**

## **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.

5.2 The Commission will invite the Governor to attend at least one meeting of the State Library Commission in order to learn about the Governor’s priorities for the state. This information will be used to inform policies and priorities for the State Library as appropriate and to develop opportunities to involve Montana libraries, GIS and natural resources communities, as resources in state policy discussions.

**Completed August 14, 2013**

5.3 The Commission will undertake a process to learn more about broadband service availability to libraries in Montana and opportunities to further support expansion of broadband technology to meet the needs of library public computing centers.

5.3.a. Suzanne Reymer will offer an overview of the status of library broadband availability and E-rate at the October 9, 2013 Commission meeting  
**Completed October 9, 2013**

5.3.b. A representative from the State Information Technology Services Division will offer an overview of the state broadband network and services at the December 11, 2013 Commission meeting.

**Kris Harrison, State Information Technology Services Division is scheduled to present at the June meeting**

5.3.c. Additional educational and advancement opportunities will be developed throughout the year.

## **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. A member of the Commission will attend National Library Legislative Day May 5-6, 2014 in Washington, D.C.;

**Brent Roberts attended this meeting along with the Schools, Health and Libraries Broadband Coalition annual conference.**

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;

6.3. 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;

**Talking Points shared with Commission, December 12, 2013**

6.4. Advise, review and approve suggestions for budget requests and/or legislation changes during the executive planning process (EPP).

6.4.a. If the Library District Law Task Force identifies proposed changes in existing statute, these changes will be presented to the Commission at the February Commission meeting.

**Draft recommendations presented to the Commission December 11, 2013**

**February 12, 2014 – The Commission accepted the recommendation of the Task Force on Library District laws. Their recommendation is to not seek to change the statutes that govern library districts.**

6.4.b. Budget priorities for the EPP process will be presented to the Commission at the April Commission meeting.

**The Commission reviewed draft priorities at their April Commission meeting and is scheduled to take action on EPP priorities in a teleconferenced scheduled for May 23.**

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

**Commission approved an update to the Broadband Pay Plan Policy to base the pay plan on the 2012 Market Analysis, December 12, 2013.**

6.5. Provide guidance on and evaluation of the State Librarian work plan and performance.

**The State Librarian will share a review of her work plan at the June Commission meeting.**