

Mississippi Library Commission

Library Services and Technology Act

Five Year Plan

Federal Years 2008 – 2012

Prepared for the Institute of Museum and Library Services

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Mission Statement

The Mississippi Library Commission is committed - through leadership, advocacy, and service - to strengthening and enhancing libraries and library services for all Mississippians.

Adopted by the Mississippi Library Commission Board of Commissioners
September 24, 2002

Goals of the Mission

1. All Mississippians understand, support, and use libraries.
2. All Mississippians have access to well-managed library services through qualified staff and modern facilities.
3. All Mississippians have access to current technology resources through libraries.
4. All Mississippians have access to quality library resources.
5. The Mississippi Library Commission sets and achieves the highest quality standards for effective and efficient internal management and fiscal integrity.

Needs Assessment

The Mississippi Library Commission surveyed primary users and conducted an internal focus group to ascertain needs and to guide planning. Out of a possible 800 + participants, 197 responded to a survey on the federal five year plan. The survey consisted of proposed goals and gave participants the option to include open ended responses to questions concerning proposed programs. An internal focus group of agency staff responsible for management of agency programs was assembled and given opportunity to review proposed goals. In evaluating the last five year plan it was determined managers must be fully educate on the LSTA processes. The programs for the next five year plan would be developed by these managers. This results in more staff having first hand knowledge of the programs and the requirements for reporting and management. Identified needs include:

TECHNOLOGY

Libraries continue to express a need for assistance in addressing technology issues. 58.5% (86 of 147) respondents to a needs assessment indicated the need for this goal as high. This goal received an average rating of 4.41 when respondents ranked the need for the goal from lowest (1) to highest (5). From 2002 to 2005 more than 300 additional public access computers have been made available in public libraries; usage for these resources has increased 29% from 1,223,000 uses annually to more than 1,573,000. Public libraries have 1 public access computer for every 1,753 residents. As technology grows and changes, the needs of libraries also change. The agency must be prepared to address known and yet unknown needs.

LIBRARY DEVELOPMENT

Mississippi libraries struggle to adequately serve its populations. In an assessment of the most current information on statewide services based on statewide population and patron counts, 1 library staff member is available for every 1,637 patrons; 20 of 30 library systems serve more than 1,637 patrons per 1 staff member. When reviewing staffing levels the state average is 3.7 per location. Average local income on a per capita basis is \$10.28; however only 13 out of 50 library systems meet or exceed this average. Only 10% of local income was expended on library resources. The need for quality resources, management, and library staff are amplified by the need. 57.8% (85 of 147) respondents to a needs assessment indicated the need for this goal as high. This goal received an average rating of 4.45 when respondents ranked the need for the

goal from lowest (1) to highest (5). The agency must attempt to fill voids at the local level through library development programs and activities.

INTERLIBRARY COOPERATION

From 2002 to 2006 reference questions in the public libraries are down by 1% but items received through ILL increased by 28%, items provided through ILL are up by 75%. These figures for “provided through ILL” are an example of a statewide program that works; 2004 – 2007 the agency implemented a new statewide interlibrary loan system. Continued provision of this and like services will address growing informational needs of local libraries and Mississippians. The agency plans to continue and grow efforts for interlibrary cooperation. 35.4% (52 of 147) respondents to a needs assessment indicated the need for this goal as high. This goal received an average rating of 3.95 when respondents ranked the need for the goal from lowest (1) to highest (5).

SPECIAL POPULATIONS

Using descriptions in the federal LSTA purposes, Mississippi can justify a growing need for library services aimed at special populations. Increases in persons of diverse cultural and social backgrounds have been on the rise in recent years and shows no sign of slowing. Persons with physical or learning disabilities continue to be an increasing population as “baby boomers” mature and live longer. Mississippi is at par with national percentages for residents over age 65: 12.3% compared to the national rate of 12.4%. 41.5% (61 of 147) respondents to a needs assessment indicated the need for this goal as high. This goal received an average rating of 4.01 when respondents ranked the need for the goal from lowest (1) to highest (5).

SKILLS DEVELOPMENT

With increasing demands, continuing education, is an essential component. To address the purposes of LSTA, library staff must have the knowledge and skills necessary to serve current and future patrons. 55.1% (81 of 147) respondents to a needs assessment indicated the need for skills development as high. This goal received an average rating of 4.39 when respondents ranked the need for the goal from lowest (1) to highest (5).

State Plan Goals

1) TECHNOLOGY

Enhance use of technology in Mississippi libraries to improve services and facilitate access to materials and information resources for Mississippians by supporting and providing statewide networking, technology access, subgrants, technology consulting/support and initiatives to libraries.

2) LIBRARY DEVELOPMENT

Enhance library services through access to quality resources and well-managed/operated libraries to provide best possible service to Mississippians by providing subgrants, consulting/support, initiatives, resource assistance, and implementation of public library standards.

3) INTERLIBRARY COOPERATION

Enhance libraries' efforts to meet an increasing demand for information and library services through resource sharing and partnerships so Mississippi libraries may address the needs of citizens.

4) SPECIAL POPULATIONS

Meet the library service needs of all Mississippians regardless of personal circumstance so that all Mississippians can achieve their goals as lifelong learners through subgrants, direct and indirect outreach programs and initiatives, association with multi-faceted organizations, and direct service initiative.

5) SKILLS DEVELOPMENT

Strengthen library resources, services, and tools & systems; expand services for learning and access; grow electronic networks and linkages between libraries; develop partnerships; target services to diverse individuals and those underserved or having difficulty using a library by enhancing the ability of libraries to more effectively utilize resources to deliver services so all Mississippians have equitable access to quality library service.

Goal 1 – Technology

Enhance use of technology in Mississippi libraries to improve services and facilitate access to materials and information resources for Mississippians by supporting and providing statewide networking, technology access, subgrants, technology consulting/support and initiatives to libraries.

Addresses federal LSTA purpose of Library Technology Connectivity and Services through 1) Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks; 2) Providing electronic and other linkages among and between all types of libraries.

Goal-Specific Needs Assessment:

- Less than half of MS homes have computers: 48.8% *
- Only 39.5% of MS homes have Internet access *
- MS is 1 of 12 states having no cities with citywide wireless Internet access available. ***
- Only 35% of MS public schools provide computers for student use **
- MS schools with a computer in each classroom: 100% **
- Ratio of MS students per Internet-connected computer in school: 4.3 to 1 **
- Ranking of MS in # of public-use Internet terminals: 42 (per 5,000 population in public libraries)
- Public use Internet terminals per capita; U.S. average 10.32, MS average 2.62 **

Sources

* *U.S. Census Bureau*

** *MS Department of Education*

*** *Governing, State and Local Source Book 2006*

Programs

A) Support – Full time technical staff will provide support and consulting with libraries on LAN/WAN issues and Internet security and availability.

Proposed Activities

Maintain 24/7 technical help desk; provide consulting assistance via e-mail, phone, and on-site; provide technical forums on Internet service to the public, security, Internet traffic; service trends; mediation on connectivity and service issues with providers, staff training to support program; communicate results to IMLS through annual reports; communicate support availability, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Outputs

Number of MissIN requests received
Number of MissIN requests resolved
Number of site visits
Number of consulting hours
Number of forum development hours
Number of forums offered
Number of forum attendees
Number of staff trainings

Outcomes

Increase knowledge in areas of connectivity, security, LAN/WAN for staff and libraries throughout plan period; increase participation in forums throughout plan period; increase knowledge of networking issues and identify common areas of concern through forum discussions throughout plan period.

How will program be measured?

Counts will be maintained on MissIN requests; consulting; and forums; surveys conducted to assess the impact of the program

B) Research and Development – The Mississippi Library Commission assist libraries in considering and implementing new trends in library technology by providing research and development services.

Proposed Activities

Identify and assess technology trends applicable to libraries; test hardware, software, equipment; etc.; develop informational pieces to disseminate knowledge; provide consulting service on identified technology trends; communicate results to IMLS through annual reports; communicate results, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Outputs

Number of trends identified
Number of trends assessed
Number of research hours
Number of tests
Number of informational pieces developed
Number of consulting contacts

Outcomes

Increase awareness of new uses for existing technology; increase knowledge of and applicability of new technology in libraries; increase staffs awareness of library technology needs

How will program be measured?

Counts will be maintained on trends, research, test, informational pieces, and contacts; surveys conducted to assess the impact of the program

C) Initiatives – The Mississippi Library Commission encourages technology initiatives to improve library services through utilization of technologies such as video conferencing, wireless networking, and similar programs to better serve Mississippians seeking library resources through technology.

Proposed Activities

Assess needs; encourage use of video, wireless, and similar technologies; communicate results to IMLS through annual reports; communicate initiatives, provide outreach services; other activities related to state goal and federal purposes.

Outputs

Number of projects funded
Amount of funding from all sources

Outcomes

Increased use of video, wireless, and other technologies in libraries; improved service delivery

How will program be measured?

Counts will be maintained on projects and amount of funding from all sources; annual survey will be developed and conducted to assess the impact of the program

D) Connectivity and Service – The Mississippi Library Commission provides access to Internet service to all Mississippi public libraries

Proposed Activities

Maintain connectivity for statewide networks, enhance Internet services, provide ancillary services for (e-mail, website hosting, etc. . .); mediation for public libraries; communicate results to IMLS through annual reports; communicate availability of connectivity and service, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

- Bandwidth utilization
- Number of email customers
- Number of emails outgoing
- Number of emails sent and received
- Number of websites hosted
- Number of public libraries mitigated to newer network

Outcomes

Increased satisfaction with Internet connectivity and services provided

How will program be measured?

Counts will be maintained on bandwidth, e-mails, and websites, number of public libraries on networks

E) Subgrants – Provide funding opportunities to libraries to enhance local efforts in technology hardware, software, consulting and related fields to aid libraries in applying latest technology advances to services for Mississippians.

Proposed Activities

Assess audience needs; develop subgrant programs; conduct interim and final evaluations; communicate project results to IMLS in annual report, outputs/outcomes reported for individual subgrant projects; communicate availability of subgrants, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

- Number of subgrant programs
- Number of applications received for subgrant programs
- Scores for competitive applications
- Subgrant awards made from applications received
- Individual projects reported annually with project specific outputs

Outcomes

Increased number of applications received during plan period; improve scores throughout plan period. Increase in applications and scores will be evidence of a truly competitive program in which participants are advancing in their grant writing skills and knowledge. Outcomes for individual projects will be reported annually and include outcomes specific to project

How will program be measured?

Counts maintained on programs and applications received/awarded; scores tracked; awarded applications evaluated for local impact; evaluations to include anecdotal information where applicable; individual subgrants reported annually report with information specific to project; participants surveyed on subgrant program effectiveness.

F) Assistive Technology – Encourage assistive technologies in libraries to aid access by special populations.

Proposed Activities

Assess audience needs; develop skills and subgrant programs; survey participants; communicate statewide needs, availability of services and provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of courses developed
Number of sessions delivered
Number of attendees
Course evaluation
Number of subgrant applications received for assistive technologies
Number of subgrants awarded for assistive technology

Outcomes

Increased skills of library staff in use of technologies designed to meet the needs of special populations; increased use of libraries by special populations; increased LSTA subgrants awarded for adaptive technologies to increase patron access.

How will program be measured?

Counts maintained on courses, sessions, attendees, subgrant applications/awards; impact surveys will be conducted

Goal 2 – Library Development

Enhance library services through well-managed and well-operated libraries to provide quality library service to all Mississippians by providing subgrants, consulting/support, initiatives, resource assistance, and public library accreditation implementation.

Addresses the federal LSTA purpose of 1) Library Technology, Connectivity and Service by developing public and private partnerships with other agencies and community-based organizations; 2) Services for lifelong learning by expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages. Projects developed under this goal will address one of these federal purposes.

Goal-Specific Needs Assessment:

- National ranking of MS libraries in number of library visits per capita: 49th
- National ranking of MS libraries in total operating income per capita: 51st; U.S. average \$32.21; MS average \$13.76
- National ranking of MS libraries in total operating expenditures per capita: 51st; U.S. average \$30.49; MS average \$13.24
- National ranking of MS libraries in total collection expenditures: 51st; U.S. average \$4.04; MS average: \$1.74
- National percentage of public library staff holding MLS degree: 46%; MS percentage: 26.3%

- National ranking of MS in MLS librarians: 49th ; national ranking of MS in other professional staff without MLS: 29th

Source

Public Libraries in the United States: Fiscal Year 2004, National Center for Education Statistics

Programs

A) General Support – The Mississippi Library Commission strengthens and enhances management of Mississippi libraries by providing advice and support to library administration, library staff, library trustees, and public officials.

Proposed Activities

Provide general library consulting; e-rate consulting, public library statistics consulting and support and assistance to library trustees; communicate support availability, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of consulting hours
 Number of consulting visits
 Number of libraries and library systems visited and assisted
 Amount of e-rate funding for public libraries
 Number of public library statistical reports compiled
 Number of orientations provided for new library directors
 Number of orientations provided for public library trustees

Outcomes

Increased skills of library staff; increased trustee skills

How will program be measured?

Counts maintained for consulting, e-rate funding, statistical reports compiled, and orientations; survey conducted to assess impact of program

B) Programs and Programming Support – The Mississippi Library Commission supports sustained growth and advancement of libraries to enhance access to quality library services through specialized development and consulting on library programs and programming.

Proposed Activities

Provide advice and assistance in the areas of library programming via telephone, mail, e-mail, on-site visits; develop statewide library programs; train library staff on programs; communicate availability of programs and program support, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of consulting hours and/or visits
 Number of visits to libraries
 Number of statewide programs
 Number of trainings on programming skills
 Number of attendees at trainings
 Number of programs presented in libraries
 Number of attendees at programs presented in libraries

Outcomes

Improve knowledge/skills of library staff on programming; increase number of statewide programs; increase attendance at trainings; increase number of programs presented in libraries; increase number of attendance at programs presented in libraries

How will program be measured?

Counts maintained for consulting, visits, statewide programs, trainings, library programs presented, library program attendance; survey conducted to assess impact of program

C) Subgrants – Provide funding opportunities to libraries to enhance local efforts in the areas of library development and related areas to aid libraries in delivering quality library service.

Proposed Activities

Assess audience needs; develop subgrant programs; conduct interim and final evaluations; communicate project results to IMLS in annual report, outputs/outcomes reported for individual subgrant projects; communicate availability of subgrants, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of subgrant programs
Number of applications received for subgrant programs
Scores for competitive applications
Subgrant awards made from applications received
Individual projects reported annually with project specific outputs

Outcomes

Increased number of applications received during plan period; improve scores throughout plan period. Increase in applications and scores will be evidence of a truly competitive program in which participants are advancing in their grant writing skills and knowledge. Outcomes for individual projects will be reported annually and include outcomes specific to project

How will program be measured?

Counts maintained on programs and applications received/awarded; scores tracked; awarded applications evaluated for local impact; evaluations to include anecdotal information where applicable; individual subgrants reported annually report with information specific to project; participants surveyed on subgrant program effectiveness.

Goal 3 – Interlibrary Cooperation

Enhance libraries' ability to meet increasing citizen demands for information and library services through resource sharing and partnerships so Mississippi libraries may address the needs of citizens.

Addresses federal LSTA purpose 1) Library Technology, Connectivity and Service by developing public and private partnerships with other agencies and community-based organizations; 2) Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks; 3) Services for lifelong learning by expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Goal-Specific Needs Assessment:

- National ranking of MS in reference transactions per capita: 49 *
- National ranking of MS in circulation per capita: 47 *
- National ranking of MS in ILL transactions per capita: 47 *
- Geographic consortia and common interest/needs consortia to serve Mississippians more effectively and efficiently.
- Only 0.26% of available MS government documents are available in digital format to Mississippians. **

Source

* *Public Libraries in the United States: Fiscal Year 2004*, National Center for Education Statistics

** *MLC staff – figures derived from information available on agency website.*

Programs

A) Subgrants – Provide funding opportunities to libraries addressing local interlibrary cooperation needs.

Proposed Activities

Assess audience needs; develop subgrant programs; conduct interim and final evaluations; communicate project results to IMLS in annual report, outputs/outcomes reported for individual subgrant projects; communicate availability of subgrants, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of subgrant programs
Number of applications received for subgrant programs
Scores for competitive applications
Subgrant awards made from applications received
Individual projects reported annually with project specific outputs

Outcomes

Increased number of applications received during plan period; improve scores throughout plan period. Increase in applications and scores will be evidence of a truly competitive program in which participants are advancing in their grant writing skills and knowledge. Outcomes for individual projects will be reported annually and include outcomes specific to project

How will program be measured?

Counts maintained on programs and applications received/awarded; scores tracked; awarded applications evaluated for local impact; evaluations to include anecdotal information where applicable; individual subgrants reported annually report with information specific to project; participants surveyed on subgrant program effectiveness.

B) Partnerships – Develop partnerships between and among all types of libraries, private businesses, corporations, associations, corporations, and similar groups to advance library services and address needs.

Proposed Activities

Identify potential partners, participate in multi-faceted associations and professional groups, support appropriate associations and affiliated groups, encourage and hold regular statewide meetings of staff from all types of libraries; communicate partnerships, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

- Number partnerships formed
- Number of groups supported
- Number of statewide meetings
- Number of attendees at statewide meetings
- Number of materials locally produced utilizing agency recording equipment
- Number of volunteers
- Number of volunteer hours
- Number of playback equipment cleaned and repaired
- Other counts identified as partnerships developed

Outcomes

- Increased satisfaction in library services
- Increased partnerships
- Increased awareness of entities to library needs and library patron needs

How will program be measured?

Counts will be maintained on partnerships, groups, meetings, attendees, materials produced, volunteers and hours, equipment and other related information as needed

C) Primary Resource Library - The Mississippi Library Commission will provide access to a Primary Resource Library to 1) supplement the resources found in local libraries; 2) access to professional reference specialist to respond to queries not filled at the local level; 3) circulate materials not locally owned.

Proposed Activities

Make materials available to libraries through online catalogs; manage Government Document Depository; digitize state documents; provide Large Print collection with extended loans to libraries and direct mail service to individuals; establish real-time, online library services; establish online informational tools highlighting specialized resources; communicate availability of materials and services, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

- Number of items in resource library
- Number of reference queries answered
- Number of items loaned
- User satisfaction

Outcomes

- Increased use of agency library resource; increased satisfaction with services

How will program be measured?

Counts maintained on items and usage, reference queries, loans, survey conducted to assess impact of program

D) Resource Sharing - The Mississippi Library Commission will provide access to a statewide interlibrary loan (ILL) system to enable libraries to meet Mississippians needs for materials/resources not available locally.

Proposed Activities

Maintain and expand ILL system, maintain and encourage participation in statewide resource system as lender and borrower, provide electronic resources, explore statewide library card, train

system participants, communicate availability of resources and services, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of libraries participating in resource sharing systems
Number of ILL transactions
Number of database searches and counts on other electronic resources
Number of trainings provided for system participants
Number of attendees at trainings for system participants

Outcomes

Increased participation for resource sharing; increased database/electronic resource usage; increased skills of system participants in utilizing resource sharing

How will program be measured?

Counts maintained for participating libraries, ILL transactions, database searches and other counts, trainings and attendance; survey conducted to assess impact of program

Goal 4 – Special Populations

Meet the library service needs of all Mississippians regardless of personal circumstance so that all can achieve their goals as lifelong learners through subgrants, direct and indirect outreach programs and initiatives, association with multi-faceted organizations, and direct service initiatives

Addresses the federal LSTA purpose of Services to persons having difficulty using a library by 1) targeting library services to individuals of diverse geographical, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; 2) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities.

Goal Specific Needs Assessment:

- Children’s materials circulated in MS libraries, 26.1% **
- Residents living below poverty line¹; U.S. 2.7%, MS 19.3% *
- Severely disabled residents living below poverty line¹; U.S. 25.9%, Southern-states, 30.8% *
- MS’s non-English speaking population, 3.6% *
- Residents under age of 18; U.S. 24.8%, MS 25.6% *
- Residents over age 65; U.S. 12.4%, MS 12.3% *
- Residents reading at lowest level²: U.S. 22%, MS 30%
- National ranking of MS for literacy rates: 51 ***
- Single parent families in MS: 12.3% *
- MS residents eligible for Blind and Physically Handicapped Services: 3% ****
- MS residents who are disabled in some way: 607,570 *
- MS households with a disabled individual living below poverty line¹: 20.7% *
- MS ranking on national scale, percentage of households with three or more generations living together: 3 *
- Multigenerational families in one household; U.S. 3.7%, MS 5.2% *

Source

* *U.S. Census Bureau*

** *Public Libraries in the United States: Fiscal Year 2004*, National Center for Education Statistics

*** *State of Literacy in America, National Institute for Literacy, 1998 (most recent study)*

**** *MLC Staff – Blind and Physically Handicapped Services*

¹ *Poverty Line is defined as family of 4 with an annual income of \$18,840 or less*

² *Reading levels defined by State of Literacy in America, National Institute for Literacy, 1998 (most recent study)*

Programs

A) Reading Programs – Offer customized reading programs for Mississippians identified as special populations to facilitate lifelong learning.

Proposed Activities

Identify eligible audience; assess audience needs; develop programs; access materials; assess impact through interview or survey; communicate availability of programs, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Outputs

Number of eligible participants
Number of actual participants
Number of materials requested

Outcomes

Increased user satisfaction; increased participation in service area

How will program be measured?

Counts maintained on eligible participants, actual participants, materials requested; survey to assess impact and satisfaction

B) Library Services for Mississippians with Disabilities – Provide traditional and non-traditional library services for Mississippians with disabilities to meet information and recreational reading needs and promote lifelong learning.

Proposed Activities

Register users, provide users access to information via Internet, provide adaptive equipment, respond to user requests; communicate availability of services, provide outreach services; other activities consistent with state goal and federal purposes

Outputs

Number of registered users
Number of new users registered annually
Number of materials circulated
Number of equipment assigned
Number of interlibrary loans
Number of locally-produced materials

Outcomes

Increased user satisfaction; increase participation in service usage

How will program be measured?

Counts maintained on users, materials, circulation, equipment, ILL, and locally produced materials; survey conducted to assess impact and satisfaction.

C) Subgrants – Provide funding opportunities to libraries to enhance local efforts in addressing the needs of identified special populations to meet service needs of all Mississippians regardless of personal circumstance.

Proposed Activities

Assess audience needs; develop subgrant programs; conduct interim and final evaluations; communicate project results to IMLS in annual report, outputs/outcomes reported for individual subgrant projects; communicate availability of subgrants, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of subgrant programs
Number of applications received for subgrant programs
Scores for competitive applications
Subgrant awards made from applications received
Individual projects reported annually with project specific outputs

Outcomes

Increased number of applications received during plan period; improve scores throughout plan period. Increase in applications and scores will be evidence of a truly competitive program in which participants are advancing in their grant writing skills and knowledge. Outcomes for individual projects will be reported annually and include outcomes specific to project

How will program be measured?

Counts maintained on programs and applications received/awarded; scores tracked; awarded applications evaluated for local impact; evaluations to include anecdotal information where applicable; individual subgrants reported annually report with information specific to project; participants surveyed on subgrant program effectiveness.

Goal 5 – Skills Development

Strengthen library resources, services, and tools & systems; expand services for learning and access; grow electronic networks and linkages between libraries; develop partnerships; target services to diverse individuals and those underserved or having difficulty using a library by enhancing the ability of libraries to more effectively utilize resources to deliver services so all Mississippians have equitable access to quality library service.

Addresses the federal LSTA purpose of 1) Library technology, connectivity, and services through developing library services that provide all users access to information through local, state, regional, national, and international electronic networks; providing electronic and other linkages among and between all types of libraries; developing public and private partnerships with other agencies and community-based organizations; 2) Services for lifelong learning by expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages; 3) Services to person having difficulty using libraries targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line as defined by the Office of Management and Budget and revised annually in accordance with 42 USC Sec. 9902 (2) applicable to a family of the size involved.

Goal Specific Needs Assessment:

- National % of public library staff holding MLS degree: 46% *
- MS % of library staff holding MLS degrees: 26.3% *
- Percentage of local library funds expended on development of delivery skills in MS; 0.48% **
- National ranking of MS libraries in total staff expenditures per capita, 51; U.S. average \$20.06, MS average \$9.01 *
- The American Library Association has identified development for library support staff as a concern and made efforts to give a collective voice to areas such as competencies, certification, salaries, as well as other common areas. ***
- The Mississippi Library Commission brings new library trends to Mississippi libraries through initiatives, workshops and statewide programs; development of skills is necessary to facilitate delivery and utilization of resources.

Source

* *Public Libraries in the United States: Fiscal Year 2004*, National Center for Education Statistics

** *MLC Staff – from figures in 2006 Public Libraries Statistical Report*

*** *American Library Association, 3rd Congress on Professional Education: Focus on Library Support Staff*

Programs

A) Subgrants – Provide funding opportunities to aid in developing skills and knowledge of library staff and trustees to improve library resources, services, systems & tools, so that all Mississippians have access to quality library service.

Proposed Activities

Assess audience needs; develop subgrant programs; conduct interim and final evaluations; communicate project results to IMLS in annual report, outputs/outcomes reported for individual subgrant projects; communicate availability of subgrants, provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of subgrant programs
Number of applications received for subgrant programs
Scores for competitive applications
Subgrant awards made from applications received
Individual projects reported annually with project specific outputs

Outcomes

Increased number of applications received during plan period; improve scores throughout plan period. Increase in applications and scores will be evidence of a truly competitive program in which participants are advancing in their grant writing skills and knowledge. Outcomes for individual projects will be reported annually and include outcomes specific to project

How will program be measured?

Counts maintained on programs and applications received/awarded; scores tracked; awarded applications evaluated for local impact; evaluations to include anecdotal information where applicable; individual subgrants reported annually report with information specific to project; participants surveyed on subgrant program effectiveness.

B) Continuing Education – The Mississippi Library Commission will make available skills development programs to support: learning and electronic information and networks; electronic and other linkages; public

and private partnerships; library services targeted to diverse individuals, individuals with disabilities, persons having difficulty using a library, and underserved urban and rural individuals or communities

Proposed Activities

Assess audience needs to enhance library services in areas identified in goal; develop courses and programs to carry out federal purposes of LSTA; make available courses and programs; raise awareness of opportunities; provide outreach services; other activities consistent with state goal and federal purposes.

Outputs

Number of courses, session, attendance at sessions

Pre and post test

Program evaluation

Outcomes

Improved services in areas identified in federal LSTA purposes by increasing expertise of library staff and trustees; increased number of attendees.

How will program be measured?

Counts maintained on courses, sessions, attendees, scores of attendees; survey conducted to assess the impact of the program

Evaluation Plan

A variety of evaluation methods will be used to measure program effectiveness.

Survey Instruments

The Mississippi Library Commission will develop survey instruments to capture information on programs and projects. Surveys will be released to target audiences and responses tracked and reported in an on-line environment. The results will be analyzed to assess to what extent the agency has met goals.

Interview

One-on-one interviews will be conducted where applicable.

Evaluations

Evaluations are required for all subgrant projects. The process of evaluation begins in the project application where applicants set goals, outputs, outcomes, and give a statement about anticipated success of the project. Evaluations will require certain elements to measure the success of the project.

Pre/Post Test

Pre-test will be scored the first day of a course. Sessions can then be modified to fit the needs of a particular set of participants. Post-test will assess results of skills development opportunities.

Documentation and results for all evaluation methods will be maintained for use in final assessment of the program for purposes of continuation or revision in the next five year plan.

Stakeholder Involvement

Stakeholder	How Involved	Time-Frame
Board of Commissioners	<ul style="list-style-type: none"> ▪ Approve LSTA plan and any revisions ▪ Set agency direction and policies regarding LSTA ▪ Approve LSTA sub-grant programs and award funds ▪ Accept final LSTA evaluation in 2012 ▪ Revision of Five Year Plan 	<ul style="list-style-type: none"> ▪ Summer 2007, revisions as needed ▪ Throughout plan period ▪ Annually in spring throughout plan period ▪ Summer 2012 ▪ March of year preceding the fiscal year in which the revision will be effective
Subgrant Reviewers	<ul style="list-style-type: none"> ▪ Review subgrant applications as needed ▪ Give feedback on application and review process 	<ul style="list-style-type: none"> ▪ Annually in summer throughout plan period
Mississippi Library Community	<ul style="list-style-type: none"> ▪ Participate in LSTA programs and activities ▪ Provide feedback and evaluation of programs and activities ▪ Revision of Five Year Plan 	<ul style="list-style-type: none"> ▪ Throughout plan period ▪ Annually through surveys and evaluation of programs
Mississippi Library Commission Staff	<ul style="list-style-type: none"> ▪ Assess needs at local and state levels for programs and activities ▪ Develop LSTA plan ▪ Evaluate programs, gather external and internal data, compile report to IMLS ▪ Monitor LSTA programs and activities ▪ Manage LSTA funding for programs and activities ▪ Revision of Five Year Plan 	<ul style="list-style-type: none"> ▪ Throughout plan period ▪ Summer 2007 ▪ Annually in fall throughout plan period; summer 2012 plan evaluation ▪ Throughout plan period ▪ Throughout plan period
IMLS Staff	<ul style="list-style-type: none"> ▪ Approval of Five Year Plan ▪ Revision of Five Year Plan ▪ Acceptance of annual reports ▪ Acceptance of five year evaluation 	<ul style="list-style-type: none"> ▪ Summer 2007 ▪ April of year preceding the fiscal year in which the revision will be effective ▪ December of each year in plan period ▪ Spring 2012

Communication of LSTA Five Year Plan

Stakeholder	Items Communicated	Method of Communication	Timeframe
Board of Commissioners	<ul style="list-style-type: none"> ▪ LSTA Five Year Plan ▪ Program results/products ▪ Reports ▪ Revisions in Five Year Plan 	<ul style="list-style-type: none"> ▪ Published in printed format and made available in electronic format on agency website ▪ Verbal and written - BOC meeting 	<ul style="list-style-type: none"> ▪ Summer 2007 ▪ Throughout plan period ▪ Annually ▪ March of year preceding the fiscal year in which the revision will be effective
Subgrant Reviewers	<ul style="list-style-type: none"> ▪ LSTA subgrant programs and processes 	<ul style="list-style-type: none"> ▪ Published in printed format and made available in electronic format ▪ Verbal - Reviewer training sessions 	<ul style="list-style-type: none"> ▪ Prior to final review
Mississippi Library Community	<ul style="list-style-type: none"> ▪ LSTA Five Year Plan ▪ Information on specific programs and activities ▪ Subgrant processes ▪ Evaluation needs ▪ Program results/products ▪ Reports 	<ul style="list-style-type: none"> ▪ Made available in electronic format on agency website ▪ Training sessions on programs, processes ▪ Agency annual publications, brochures, catalogs, and newsletters ▪ Meetings with library directors and other interested parties ▪ Ad-hoc questions from individuals or groups 	<ul style="list-style-type: none"> ▪ Throughout plan period
Mississippi Library Commission Staff	<ul style="list-style-type: none"> ▪ LSTA Five Year Plan ▪ Specific programs and activities ▪ Subgrant Processes ▪ Program results ▪ Reports 	<ul style="list-style-type: none"> ▪ Made available in electronic format on agency website ▪ Training sessions on programs, processes ▪ Agency annual publications, brochures, catalogs, and newsletters ▪ General and program specific meetings ▪ Ad-hoc questions from individuals or groups 	<ul style="list-style-type: none"> ▪ Throughout plan period
IMLS Staff	<ul style="list-style-type: none"> ▪ LSTA Five Year Plan ▪ Annual reports ▪ Revisions to Five Year Plan 	<ul style="list-style-type: none"> ▪ Electronic and hard copy ▪ Electronic submission ▪ As required by IMLS 	<ul style="list-style-type: none"> ▪ June 2007 ▪ December of each year in plan period ▪ March of year preceding the fiscal year in which the revision will be effective

Monitoring Procedures

Key Elements	How	Who	Time-frame	Deviation
Subgrant Programs	<ul style="list-style-type: none"> ▪ Onsite visits as needed ▪ Consulting on eligible cost ▪ Communications by e-mail, telephone , in person on requirements and deadlines ▪ Audit of reimbursement request ▪ Survey of participants on process and programs ▪ Evaluation of survey results ▪ Mid-Year and Final Evaluations w/ narrative and financial data 	<ul style="list-style-type: none"> ▪ MLC Grant Pgm's Staff or Development Staff ▪ MLC Grant Pgm's Staff ▪ Subgrantee & MLC Grant Pgm's Staff 	<ul style="list-style-type: none"> ▪ As needed throughout plan period ▪ As needed throughout project period ▪ Monthly ▪ Annually ▪ Annually ▪ Annually in January and August 	Revisions to the five year plan will be communicated to all stakeholders identified.
Statewide Projects	<ul style="list-style-type: none"> ▪ Survey of audience/participants ▪ Evaluation of audience/participant survey ▪ Maintain measure data ▪ Survey of agency staff ▪ Evaluation of survey results for both audience/participant and agency staff and measure data 	<ul style="list-style-type: none"> ▪ MLC Staff conducting project ▪ MLC Grant Pgm's Staff 	<ul style="list-style-type: none"> ▪ As projects are developed and completed throughout the plan period ▪ Annually ▪ Annually 	Revisions to the five year plan will be communicated to all stakeholders identified.
Statewide Programs	<ul style="list-style-type: none"> ▪ Survey of audience/participants ▪ Evaluation of audience/participant survey ▪ Maintain measure data ▪ Survey of agency staff ▪ Evaluation of survey results for both audience/participant and agency staff and measure data ▪ Reports to Board of Commissioners 	<ul style="list-style-type: none"> ▪ MLC Staff responsible for program ▪ MLC Grant Pgm's Staff ▪ MLC Grant Pgm's Staff ▪ Executive Dir 	<ul style="list-style-type: none"> ▪ Annually or as needed for assessment and reporting purposes ▪ Annually or as needed for assessment and reporting purposes ▪ Annually or as needed for assessment and reporting purposes 	Revisions to the five year plan will be communicated to all stakeholders identified.
LSTA Five Year Plan	<ul style="list-style-type: none"> ▪ Maintain measure data ▪ Survey of audience/participants agency staff and Board of Commissioners ▪ Evaluation of survey results for both audience/participant and agency staff and measure data ▪ Draft of evaluation report ▪ Final evaluation report ▪ Acceptance of evaluation report 	<ul style="list-style-type: none"> ▪ MLC Staff responsible for program ▪ MLC Grant Pgm's Staff ▪ Executive Director ▪ Board of Commissioners 	<ul style="list-style-type: none"> ▪ Throughout program period ▪ Annually or as needed; in connection with the evaluation of the plan in Summer 2012 ▪ Summer 2012 ▪ Summer 2012 	Revisions to the five year plan will be communicated to all stakeholders identified.