

Mississippi Library Commission

Library Services and Technology Act

Five Year Plan

Federal Years 2013 – 2017

Prepared for the Institute of Museum and Library Services

June 2012

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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

Strategic Goals of the Mississippi Library Commission

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

Source and Methods

Various information sources were used by the Mississippi Library Commission to develop the 2013-2017 State Plan including:

- Evaluation report on the State Plan (2008 – 2012)
- Various IMLS communications;
- Online surveys conducted in January 2012 (Assessment of MLC Strategic Direction) and in February 2012 (MLC-LSTA – Five Year Evaluation). Survey participants included public library directors, technical contacts, ILL contacts, attendees at various educational series, and others identified as appropriate to services used. Of 400+ possible participants, 108 responded. Survey questions addressed assessment of agency services/programs and others related to the 5-year plan. Rating scales and open-ended questions about current and possible future services were used in both surveys.
- From compiled survey information and in support of the IMLS strategic plan, three (3) state plan goals were developed for federal years 2013 - 2017.
- Programs related to each of three goals were then developed with appropriate measures and reporting requirements. Development team included: Executive Director, LSTA Coordinator, Bureau Directors and Division Managers.

Following are the Mississippi Library Commission's 2013 – 2017 state plan goals and related needs assessment related to the goals.

Goal 1 – Building Library Capacity - MLC strengthens and enhances the capacity of libraries as community anchors to support learning, civic engagement, cultural opportunities, and economic vitality.

Goal 2 – Serving All - MLC supports the equitable delivery of accessible, high quality library resources, information, and services to meet the needs and expectations of learners.

Goal 3 – Empowering Libraries - MLC encourages libraries and library partners to creatively & strategically strengthen/expand library management practices & services and to explore new opportunities for new collaborations and efficiencies.

Needs Assessment - Statistical Documentation

Goal 1 - Building Library Capacity

Consulting

84% - Used/aware of library consulting services the agency provides*

82% - Positive outcomes related to agency library consulting services*

81% - Service rated as important or very important**

51st – MS national ranking of MS libraries in number of library visits per capita ◇

51st – MS national ranking of MS libraries in total operating income per capita ◇

\$16.47 - MS average in total library operating income per capita; U.S. average \$39.02 ◇

51st – MS national ranking in total collection expenditures per capita ◇

\$1.53 – MS average collection expenditure per capita; U.S. average \$4.41 ◇

Continuing Education

- 86% - Used/aware of continuing education efforts of agency*
- 86% - Positive outcomes related to agency continuing education efforts*
- 73% - Service rated as important or very important **
- 20.9% - MS percentage of public library staff holding MLS degree: national percentage 68.7% ◇
- 51st - MS national ranking of MLS librarians ◇
- 41st – MS national ranking in other professional library staff without MLS ◇
- 0.03% - Percentage of library funds expended on staff development in MS ***

Network Development

- 66% - Used/aware of technology services the agency provides*
- 68% - Positive outcomes related to technology services of agency*
- 75% - Service as important or very important **
- 35th - National ranking of MS in # of public-use Internet terminals (per 5,000 population in public libraries) ◇
- 9.45 - MS average of public use Internet terminals per capita; U.S. average 13.92 ◇
- 42.34% - MS households without in-home Internet access ◇◇◇

Goal 2 - Serving All

Reading Programs

- 25.1% - Percentage of children's materials circulated in MS's public libraries◇
- 21.2% - MS residents living below poverty threshold¹; U.S. 13.8% ◇◇
- 4% - Non-English speaking population in MS ◇◇
- 25.5% - MS residents under age of 18; U.S. 24% ◇◇
- 12.8% - MS residents over age 65; U.S. 13% ◇◇
- 16% - MS residents reading at lowest level: U.S. 14% ◇◇◇◇
- 46th – MS ranking on national register for literacy rates ◇◇◇◇
- 12.4% - Single parent families in MS; U.S. 9.5% ◇◇
- 5.7% - MS multigenerational households; U.S. 4.4% ◇

Shared Resource Access Programs for Learners and Libraries

- 89% - Used/are aware of agency services related to resource sharing and partnerships*
- 83% - Positive outcomes related to agency services for resource sharing and partnerships*
- 61% - Service rated as important or very important**
- 51st – MS national ranking in total collection expenditures for public libraries per capita ◇
- \$1.53 – MS average collection expenditure per capita; U.S. average \$4.41 ◇

Reading Programs for Visually and Physically Handicapped Learners

- 58% - Used/aware of agency services for special populations *
- 58% - Positive outcomes related to agency services for special populations *
- 51% - Service rated as important or very important **
- 472,835 (estimated) – Number of MS residents with some form of disability.◇◇
- 17% (estimated) - MS households with individual with disability living below poverty threshold¹; US: 9% ◇◇
- 1.1% - State residents enrolled in service (Participation of 5,667, March 2012) ◇◇

Goal 3 - Empowering Libraries

Competitive Subgrants

Cooperative Agreements

Non-Competitive Focused Subgrants

- 96% have used or are aware of agency funding opportunities to address local needs*
- 72% report positive outcomes related to agency funding to address local needs*
- 97% rate this service as important or very important**
- 51st – MS national ranking of MS libraries in total operating income per capita ◇
- \$16.47 - MS average in total library operating income per capita; U.S. average \$39.02 ◇
- 51st – MS national ranking in total collection expenditures per capita ◇
- \$1.53 – MS average collection expenditure per capita; U.S. average \$4.41 ◇
- 35th Ranking of MS in # of public-use Internet terminals (per 5,000 population in public libraries) ◇
- 9.45 MS average of public use Internet terminals per capita; U.S. average 13.92 ◇
- 42.34 % of MS homes do not have Internet access ◇◇◇

Support

- Continual grantmanship training for Subgrantees***
- Improved/simplified subgrant management and reporting***
- Further integration of OBE into daily routines (agency and subgrantees) ***
- Maximize strengths to improve grant programs***
- More consistent, but flexible reporting requirements***
- Increased promotion of subgrant programs availability***

Sources

*MLC-LSTA – *Five Year Evaluation – Agency survey February 2012*

** *Assessment of MLC Strategic Direction – Agency survey January 2012*

*** *Evaluation of the Library Services and Technology Act Five-Year Plan 2008 - 2012*

◇ *Public Libraries in the United States: Fiscal Year 2009, Institute of Museum and Library Services*

◇◇ *U.S. Census Bureau*

◇◇◇ *Statistical Abstract of the United States, 2012*

◇◇◇◇ *National Assessment of Adult Literacy, National Center for Education Statistics, 2003 (most recent study)*

¹ *Poverty threshold is defined by the U.S. Department of Health and Human Services as family of 4 with an annual income of \$23,050 or less*

Updating Needs

Ongoing Feedback from Libraries and Learners

The Library Commission regularly surveys audiences on agency programs/services and uses a variety of methods to glean input. Frequency is, at least, annual, as well as, other appropriate opportunities depending on program/activity. Results are assessed to glean customer feedback on current programs and interest in new programs/services. Feedback from libraries and learners is also obtained during site visits and other communications, both oral/written. Method and ability to fill the need will be assessed if new/additional needs are identified. If necessary, revision of the State's Five Year Plan will be submitted. In conjunction with these efforts, agency staff will continue to assess the State Plan Five Year Evaluation for needs and improvement to current practices and procedures.

Goals

Goal 1 - Building Library Capacity

MLC strengthens and enhances the capacity of libraries as community anchors to support learning, civic engagement, cultural opportunities, and economic vitality.

Priority I: Strong local library services are essential to individuals, communities, and society. Maintaining relevance to the lives and needs of learners and communities is difficult for local libraries due to funding, rapid technological demands, and accelerating learner demands/expectations. *Building Library Capacity* is key to meeting the needs of learners and communities.

Goal 2 – Serving All

MLC supports the equitable delivery of accessible, high quality library resources, information, and services to meet the needs and expectations of learners.

Priority II: Today's learners require and expect reliable sources of information in appropriate formats when and where needed. Such expectations require that libraries not only have local tools and resources, but also shared access to a wide variety of materials from libraries across the world. *Serving All* ensures such access for learners.

Goal 3 - Empowering Libraries

MLC encourages libraries and library partners to creatively & strategically strengthen/expand library management & services and to explore new opportunities.

Priority III: To effectively and efficiently meet the evolving needs of today's learners and communities, libraries must "think outside the box" literally and figuratively. Libraries must continually strive to deliver services to learners in unique and innovative ways. *Empowering Libraries* offers libraries and library partners' opportunity for collaborations and resourcefulness in meeting learner needs without jeopardizing current services.

State Plan Goals with Programs

Goal 1 – Building Library Capacity

MLC strengthens and enhances the capacity of libraries as community anchors to support learning, civic engagement, cultural opportunities, and economic vitality.

Addresses Federal LSTA Priorities – 1 - 7

Goal Timeline

Program	Consulting	Continuing Education	Connectivity and Services
LSTA Grant Year			
2013 (Oct 12 – Sept 14)			
2014 (Oct 13 – Sept 15)			
2015 (Oct 14 – Sept 16)			
2016 (Oct 15 – Sept 17)			
2017 (Oct 16 – Oct 18)			

Programs

- a) **Consulting – Provide advice and guidance on library services, policies, planning, management, resource sharing, serving learners with special needs, and technical issues to library directors, staff, trustees, Friends groups, governing authorities and other stakeholders.**

Proposed Activities

Give advice on a wide variety of administrative, service, and technical topics to enhance local library services, including, but not limited to, assessment and planning, collection management, programming in libraries, resource sharing, working with community partners, personnel management, policy development, emerging technologies, and network management to public library stakeholders using variety of telecommunication methods and technology tools; staff training to support program; communicate results to IMLS through annual reports; communicate availability of services, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Procedures to Carry Out Activities

Advice provided through: site-visits and other means of communication appropriate for subject matter and audience. Information developed/shared in a variety of venues as needed. Agency staff will keep abreast of on laws, regulations, best practices, and new trends through training, conferences, research, and outside subject experts.

Outputs

- Number of onsite consulting visits
- Number of help desk tickets resolved
- Number of consulting hours
- Survey results

Outcomes

Increased knowledge as ascertained through surveys and other evaluative tools annually and on an as-needed basis.

How will program be measured?

Counts and results collected annually - consulting hours, on-site visits, helpdesk tickets, and survey results.

How will federal funds be used?

Federal LSTA funds used to support staff, travel costs for face-to-face consulting, supplies/equipment and other costs as needed to carry out program; telecommunication and related program cost necessary to provide services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Cost allocation and direct cost methods will be used.

b) Continuing Education – Provide training and development opportunities to enhance skills of public library personnel and trustees in order to meet increasing/changing needs of diverse communities.

Proposed Activities

Provide continuing education for library personnel and trustees in a wide variety of formats including workshops, immersive training sessions, online and remote opportunities, and customized training; staff training to support program; communicate results to IMLS through annual reports; communicate availability of services, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Procedures to Carry Out Activities

Input on needed training from library personnel. Shared internal feedback used to help identify recurring needs/issues. Training and related materials customized to meet identified needs. Training opportunities published one year in advance to allow for local planning. Assessments of training effectiveness conducted at each event. Staff keep current on laws, regulations, best practices, and new trends through training, conferences, research, and outside subject experts

Outputs

Number of training sessions held
Number of participants
Results of surveys and other assessments

Outcomes

Public library personnel and trustees improve skills to address community needs.

How will program be measured?

Pre/post assessments administered at immersive workshops. Annual surveys conducted to determine impact on participant skills/abilities to meet learner and community needs.

How will federal funds be used?

Federal LSTA funds used to support staff in development/implementation of trainings, speaker/trainer-related expenses, training materials, travel, local arrangement costs, related costs such as supplies, equipment; telecommunication and related program cost necessary to provide services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Cost allocation and direct cost methods used.

c) Network Development – Ensure library personnel and learners have access to high quality technology resources through support/enhancement of established and emerging technologies and broadband capacities.

Proposed Activities

Provide technology tools to support:

- Effective communications between library personnel and individual learners through established tools such as email, website development/hosting, and implementation of emerging social media
- Stable and secure networks through SPAM and virus protection
- Identification, Implementation, and Development of tools to improve access to resources and services
- Adequate network Internet bandwidth for library personnel and learners
- Staff training to support program, communicate results to IMLS through annual reports, communicate availability of services, provide outreach services; other activities as identified consistent with the state goal and federal purposes

Procedures to Carry Out Activities

Host services; negotiate pricing. Acquire/maintain hardware/software necessary to maintain wide-area-network & local-area-network. Eliminate/mitigate risks. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts.

Outputs

Number of emails sent/received
Number of hosted websites
Number of security risks (SPAM, viruses, etc.) mitigated
Results of survey

Outcome

Public libraries will have increased network efficiency to expand learners' access to resources/services through network resources.

How will the program be measured?

Counts of: incoming/outgoing email and mitigated network security risks; Internet circuits, bandwidth utilization, website connectivity, and local usage statistics will be monitored regularly. Surveys conducted to determine impact.

How will federal funds be used?

Federal LSTA funds used to support staff, hosted services, hardware/software, equipment, contractual services, commodity items and other costs as needed to carry out program; telecommunication and related program cost necessary to provide services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Cost allocation and direct cost methods used. Cost allocation and direct cost methods will be used.

Goal 2 – Serving All

MLC supports the equitable delivery of accessible, high quality library resources, information, and services to meet the needs and expectations of learners.

Addresses Federal LSTA Priorities – 1, 2 - 8

Goal Timeline

Program	Reading Programs	Shared Resource Access	Reading Program for Visually and Physically Handicapped
LSTA Grant Year			
2013 (Oct 12 – Sept 14)			
2014 (Oct 13 – Sept 15)			
2015 (Oct 14 – Sept 16)			
2016 (Oct 15 – Sept 17)			
2017 (Oct 16 – Oct 18)			

Programs

a) Reading Programs – agency makes resources available and provides opportunities for learning through reading.

Proposed Activities

Develop/administer:

- Annual statewide Summer Library Program (SLP) to increase ability of public libraries to support learning through reading
- Offer various types of Center for the Book (CFB) reading programs to support learning through reading for both libraries and individuals
- Partner with other organizations to develop/support reading programs
- Staff training to support program; communicate results to IMLS through annual reports; communicate availability of services, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Procedures to Carry Out Activities

Develop SLP training materials and tools; notify libraries of availability, (youth services training included in Continuing Education Program under Building Library Capacity). Develop/maintain annual CFB reading programs and undertake other reading programs as appropriate; Seek/participate in partnerships with other entities; Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts.

Outputs

- Number of reading programs held
- Number of participants
- Results of surveys

Outcomes

Learners will have increased ability to engage in reading programs that support learning through reading.

How will program be measured?

Counts maintained on number of reading programs held and learners participation in programs; annual survey of library personnel to determine impact on ability to provide reading programs; conduct time-appropriate surveys with learners to assess impact of programs on individual’s ability to advance reading/learning. Anecdotal information will be gathered on impact library and learner levels.

How will federal funds be used?

Federal LSTA funds use to support staff; supplies/equipment, and other costs as needed to carry out program; telecommunication and related program cost necessary to provide services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Cost allocation and direct cost methods used.

b) Shared Resource Access Programs for Libraries and Learners - Agency provides/expands access to resources to libraries and learners beyond their local communities.

Proposed Activities:

Provide access to:

- Professionally-maintained Primary Resource Library of materials in appropriate formats to expand available resources
- Professional reference/research specialists to research and respond to queries
- Support of statewide resource sharing system to readily identify/share library resources among libraries in order to meet learners' needs; shared databases
- Staff training to support program; communicate availability, provide outreach, communicate results to IMLS through annual report; other activities as identified consistent with the state goal and federal purposes.

Procedures to Carry Out Activities

Develop collection and reference policies consistent with program intent; purchase materials and resources; ensure staff are trained on appropriate reference/research methods to support this level of query; develop specifications for, source, and maintain statewide automated resource sharing system and internal automation system. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts.

Outputs:

Results of satisfaction survey

Number of resources shared

Outcome:

Learners are more satisfied with resources available due to expand/enhanced offerings through agency and other statewide resources.

How will program be measured?

Counts maintained on resources shared; surveys conducted with learners and libraries as appropriate; anecdotal information will be gathered on impact at the local library and learner level.

How will federal funds be used?

Federal LSTA funds used for staff support, materials and resources, resource sharing and internal automation system, commodity items used in providing service; telecommunication and related program cost necessary to provide services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Cost allocation and direct cost methods used.

c) Reading Program for Visually and Physically Handicapped Learners - Agency provides individuals with visual or physically disabilities opportunities for learning and enjoyment of reading.

Proposed activities:

- Identify individuals, libraries and institutions meeting eligibility criteria
- Provide access to
 - resources in appropriate formats
 - professional staff to assist learners in utilizing resources and to respond to queries
 - adaptive equipment:
- Mediate access to resources available from other libraries to meet specialized needs of learners
- Partner with other organizations to further program goals
- Staff training to support program; communicate results to IMLS through annual reports; communicate availability, provide outreach services; other activities as identified consistent with the state goal and federal purposes.

Procedures to Carry Out Activities

Develop collection in accordance with National Library Service requirements; maintain technology meeting specific needs of service, identify sources for types of materials not held by agency, train staff to assist individuals with special needs;

identify/develop appropriate partners; identify potential users, and advertise/promotion of services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts

Outputs

Number of new learners
 Survey Results
 Participation

Outcome:

Learners and partner organizations/entities have greater satisfaction with services. Increase opportunities for learners.

How will program be measured?

Surveys will be conducted with learners, libraries, and partner organizations annually or as needed. Counts will be maintained on new registered users and participation tracked. Anecdotal information will be gathered on impact from learners, libraries, and partner organizations.

How will federal funds be used?

Federal LSTA funds used to support staff, materials and resources, resourcing sharing systems, specialized automation system, supplies and equipment used in providing service; advertising/promotion of services, telecommunication and related program cost necessary to provide services. Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Cost allocation and direct cost methods used.

Goal 3 – Empowering Libraries

MLC encourages libraries and library partners to creatively & strategically strengthen/expand library management practices & services and to explore new opportunities for new collaborations and efficiencies.

Addresses Federal LSTA Priorities – 1 - 8

Goal Timeline

Program	Competitive Subgrants	Non-Comp Subgrants	Cooperative Agreements	Program Support
LSTA Grant Year				
2013 (Oct 12 – Sept 14)				
2014 (Oct 13 – Sept 15)				
2015 (Oct 14 – Sept 16)				
2016 (Oct 15 – Sept 17)				
2017 (Oct 16 – Oct 18)				

Programs

- a) **Competitive Subgrants - Equip libraries and library partners to improve services to learners - through program support, strategic development, innovation, resources, management development, and service delivery.**

Proposed Activities:

- Assess local and partner needs
- Develop subgrant project
- Call for applications annually

Procedures to Carry Out Activities

Assess needs, identify partners, develop subgrant project (categories, requirements, forms, review process, monitoring and reporting), accept/review application, fund successful applications annually.

Outputs and Outcomes:

Work with subgrantees appropriate results measurements.

How will program be measured?

Base measures developed prior to project implementation. Measures assessed to indicate results in final evaluation. Results will be reported to IMLS through annual report.

How will federal funds be used?

Federal LSTA funds will be used pay for direct cost associated with each project as necessary to carry out intent.

- b) **Non - Competitive Focused Subgrants - Equip libraries and library partners to improve services to learners, through focused and/or directed projects to address local library needs for planning/ development, resources, management tools, service delivery, and statewide initiatives, partnerships, or trial projects.**

Proposed Activities

- Assess common local and partner needs
- Develop subgrant projects based on identified needs
- Award projects annually

Procedures to Carry Out Activities:

Assess common needs, identify partners, develop subgrant projects (categories, requirements, forms, review process, monitoring and reporting, measures and desired outcomes) accept/review applications, fund successful applications annually.

Outputs:

Appropriate measures developed by agency based on needs and desired outcome.

Outcomes:

Local/statewide needs effectively addressed as evidenced by results reported in final project evaluations.

How will program be measured?

Advise subgrantees on measures and reporting requirements. Assess, annually, through final reports from subgrantees. Results will be reported to IMLS through annual report.

How will federal funds be used?

Federal LSTA funds will be used pay for direct cost associated with each project as necessary to carry out intent.

- c) **Cooperative Agreements - Equip libraries and library partners to improve services to learners through agency-defined long-term projects to address statewide needs for planning, resources, management, service delivery, and statewide initiatives.**

Proposed Activities:

- Assess needs
- Identify partners if appropriate
- Develop project
- Fund multi-year projects over plan period

Procedures to Carry Out Activities

Assess needs, determine if appropriate for long-term project, identify partners, develop projects (categories, requirements, forms, review process, monitoring and reporting), identify appropriate participants, accept/review applications, and fund successful applications.

Outputs:

Appropriate measures developed by agency based on needs and desired outcome.

Outcomes:

Local/statewide needs effectively addressed as evidenced by annual progress reported.

How will program be measured?

Pre-established measures and expectations will be published and reviewed with subgrantee. Annual and final reports required from subgrantees. Progress reported to IMLS through annual report. Final results reported to IMLS through annual report at end of project.

How will federal funds be used?

Federal LSTA funds will be used pay for direct cost associated with each project as necessary to carry out each project.

- d) **Support – Ensure adherence to state and federal laws and regulations; sufficient management by subgrantees; objective/appropriate review of applications; measures appropriate to project and conform to standards/expectations.**

Proposed Activities

- Internal and external training on laws, regulations, & review methods;
- Technical assistance to subgrantees;
- Working understanding of measures in agency staff and subgrantees;
- Communicate availability, provide outreach, communicate results to IMLS through annual report; other activities as identified consistent with the state goal and federal purposes.

Procedures to Carry out Activities:

Keep abreast of laws, regulations, best practices, & new trends through training, conferences, research, & outside subject experts. Assess business systems. Communicate changes in laws/regulations internally and externally. Develop consistent reporting methods for subgrants and projects. Discuss federal plan/measures with agency staff and link to agency services.

Outputs

Results of training evaluations and surveys
Documentation of projects and reports
Number of corrections in agency business system

Outcomes

Appropriate management and reporting of projects/services related to the State LSTA Five Year Plan (2013 – 2017) evidenced by:

- Increased in knowledge of laws and regulations
- Improved skill in developing and reporting results
- Increased ability to manage grants and projects
- Improved ability to correlate measures to services

How will program be measured?

Pre and post training assessments
Survey of staff and subgrantees
Monitoring of subgrants and internal programs/services

How will federal funds be used?

Federal LSTA administrative funds will be used pay for costs associated with training, monitoring, subgrant reviewer meetings, travel related to same.

Coordination of Efforts

The Mississippi Library Commission (MLC) regularly works with other agencies and statewide programs to identify common purposes and opportunities. Consideration is given to the impact on all entities involved - the agency, libraries, the public and other organizations. When appropriate, partnerships are formed. Such partnerships can take many forms with the Library Commission: 1) as facilitator between other agencies/organizations and Mississippi libraries; 2) conducting portions a project; 3) formulating approaches that highlight advantages of working with libraries; 4) assisting other agencies/entities in avoiding roadblocks when working with libraries; etc. In all cases, the agency looks for ways to achieve the goals, improve local library services, and promote the local library as community anchor institutions. Following are examples of current and past efforts.

Entity	Project	Results for Entity	Results for Agency/Library
MS Broadband Connection Coalition (MBCC) charged with development of comprehensive statewide strategy for improving digital literacy, increasing access to broadband, and enabling greater adoption of broadband in the state.	Donation to public libraries gently-used computers to support public access.	Achieve goal of increasing access to broadband, improving digital literacy, and encouraging greater adoption by individuals.	Free computers to improve public access, library-related services and digital literacy. Position agency and libraries as appropriate partners in statewide, high visibility projects.
MS Department of Employment Security	Job Centers in public libraries	More locations in publicly-recognized environments already equipped with public computers and staff trained to assist the public.	Attract new library users. Play greater role in community.
MS Extension Service	Extension - Broadband Education and Adoption Team (e-BEAT) – development of local solutions to increase digital literacy and broadband adoption.	Introduction in to communities through library. Access to meeting facilities and computers to deliver training locally.	Source of public programming. Opportunity for additional staff training. Recognition as community anchor among educators, small businesses, governing authorities, etc.
MS Department of Archives and History	Development of statewide disaster network and identification of valuable collections in MS libraries in need of preservation.	Knowledge of collections and statewide needs. Coordinated responses to disasters by local experts.	Improved knowledge of collections and preservation tools. Development of local partnerships in case of disasters.
MS Department of Revenue	Tax Forms and Electronic Filing	Annual monetary savings realized from no longer mailing state tax forms to individuals. Increased electronic filings. Model for other states and U.S. government.	Attracts new people to library. Library identified as link to government services/resources. Development of local partnerships to assist individuals with tax preparation.

The agency continues to seek opportunities to coordinate efforts/partner with other entities.

Evaluation Plan

Evaluation of State Plan - 2016

Agency will adhere to evaluation guidelines issued by IMLS. Annual reports and other information applicable to activities maintained; where appropriate, survey constructed/released to gain overall perspective of users on effectiveness and satisfaction with programs and services; focus groups used as needed; agency staff assesses internal structures for carrying out activities and tasks related to programs and services.

- Survey Instruments
- Pre/Post Assessments
- Interviews – Focused groups, agency staff, Board of Commissioners
- Written Reports - Subgrants/Cooperative Agreements - Evaluation by subgrantees required for all projects.
- Agency Internal and External Annual Reports

Stakeholder Involvement

Stakeholder	How Involved	Time-Frame
Board of Commissioners	<ul style="list-style-type: none"> ▪ Approve LSTA plan and revisions ▪ Set agency direction and policies regarding LSTA ▪ Approve & award LSTA subgrants ▪ Accept final LSTA evaluation 	<ul style="list-style-type: none"> ▪ Throughout plan period ▪ Annually throughout plan period
Subgrant Reviewers	<ul style="list-style-type: none"> ▪ Review subgrant applications as needed ▪ Give feedback on application & review process 	<ul style="list-style-type: none"> ▪ Annually in Spring
Mississippi Library Community	<ul style="list-style-type: none"> ▪ Participate in LSTA programs and activities ▪ Provide feedback/evaluation of programs & activities ▪ Develop Five Year Plan 	<ul style="list-style-type: none"> ▪ Throughout plan period ▪ Annually through surveys & program evaluations
Mississippi Library Commission Staff	<ul style="list-style-type: none"> ▪ Assess needs at local/state levels for programs/ services ▪ Evaluate programs, gather external and internal data, compile report to IMLS ▪ Monitor LSTA programs and activities ▪ Manage LSTA funding for programs/activities 	<ul style="list-style-type: none"> ▪ Throughout plan period ▪ Annually, in Fall ,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"> ▪ April of year preceding the fiscal year in which revision effective ▪ December of each year in plan period

Communication of LSTA Five Year Plan

Stakeholder	Items Communicated	Method of Communication	Timeframe
Board of Commissioners	▪ LSTA Five-Year Plan	▪ Published in printed format & on	▪ Throughout plan period

	<ul style="list-style-type: none"> ▪ Program results/products ▪ Reports ▪ Revisions in Five Year Plan 	<p style="text-align: center;">agency website</p> <ul style="list-style-type: none"> ▪ Verbal & written - BOC mtgs 	<ul style="list-style-type: none"> ▪ Annually ▪ March of year preceding fy in which revision effective
Subgrant Reviewers	<ul style="list-style-type: none"> ▪ LSTA subgrant programs & processes 	<ul style="list-style-type: none"> ▪ Published in printed format & on agency website ▪ 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/activities ▪ Subgrant processes ▪ Evaluation needs ▪ Program results/products ▪ Reports 	<ul style="list-style-type: none"> ▪ Published 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 publications, brochures, catalogs, newsletters, etc. ▪ General & 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"> ▪ December - each plan year ▪ March of year preceding FY in which revision is effective

Monitoring Procedures

Key Elements	How	Who	Time-frame	Deviations
Subgrant Programs	<ul style="list-style-type: none"> ▪ Onsite visits as needed ▪ Consulting on eligible costs ▪ Communications by e-mail, telephone , in person on requirements and deadlines ▪ Audit of funding requests ▪ Survey of participants on process/programs ▪ Evaluation of survey results ▪ Mid-Year and Final Evaluations w/ narrative and financial data ▪ Contact project director if mid-year report is off schedule or project not begun. 	<ul style="list-style-type: none"> ▪ MLC Grants or Development Staff ▪ MLC Grants Staff ▪ Subgrantee & MLC Grants Staff 	<ul style="list-style-type: none"> ▪ As needed throughout plan period 	Revisions communicated to all identified stakeholders.
Statewide Projects	<ul style="list-style-type: none"> ▪ Survey of audience/participants ▪ Evaluation of audience/participant survey ▪ Maintain measures data ▪ Survey of agency staff ▪ Evaluation of survey results for both audience/participant and agency staff and measures data 	<ul style="list-style-type: none"> ▪ MLC project Staff ▪ MLC Grants Staff 	<ul style="list-style-type: none"> ▪ As needed throughout plan period 	Revisions communicated to all identified stakeholders.
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 project Staff MLC ▪ MLC Grants Staff ▪ Exc Director 	<ul style="list-style-type: none"> ▪ Annually/as needed for assessment & reporting purposes 	Revisions communicated to all identified stakeholders.
LSTA Five-Year Plan	<ul style="list-style-type: none"> ▪ Maintain measure data ▪ Survey audience/participants, agency staff, and Board ▪ Evaluate survey results for audience/participant, agency staff, & measure data ▪ Submit evaluation report ▪ Acceptance of evaluation report 	<ul style="list-style-type: none"> ▪ MLC project Staff ▪ MLC Grants Staff ▪ Exec Director ▪ Board 	<ul style="list-style-type: none"> ▪ Throughout program period ▪ Annually or as needed; in connection with evaluation of plan 	Revisions communicated to all identified stakeholders.