## Minnesota Department of Education logo

# MULTICOUNTY MULTITYPE OPERATING AID PROGRAM

# STATE FY2018 July 1, 2017 – June 30, 2018

# APPLICATION

Applications are accepted from multicounty multitype library systems organized under *Minnesota Statutes 134.351*. Operating aid is authorized by Minnesota Rule, 3530and appropriated biennially.

A completed application includes:

* This form and assurances with signatures
* Completed budget form (Excel spreadsheet)
* List of members. The list of members may be compiled in any format (including a link to an online listing of members) but must include the name of each member and its type of library.
* A copy of the current organizational agreement
* Long-range or strategic plan document, as described below.

Applications are due Monday, July 3, 2017. Please submit one PDF of the signed original application to [emily.kissane@state.mn.us](mailto:Jennifer.r.nelson@state.mn.us).

## 1. Multicounty multitype library system name and address:

Central Minnesota Libraries Exchange (CMLE)

570 1st Street SE

St. Cloud, MN 56304

## 2. Name, title, telephone and email address of system administrator:

Mary Jordan, Executive Director, 320-257-1937, mary@cmle.org

## 3. Long-range/Strategic Plan

All applicants must have a long-range (strategic) plan (Minnesota Rule, 3530.2400). Please indicate which is attached:

A **new long-range strategic plan**. Please include projected dates for implementation.

***X*** A **brief report on the status of the current plan**. The report details any changes to the current plan or indicates that there are no changes.

CMLE has a FY16-18 strategic plan in place; and we are working through that plan now. While it was deliberately general, to reflect a planned transition to a new director, we are working to keep to the spirit of it as we expand our resources and offerings to our system members. We are beginning the process of building a new strategic plan for FY19-21; this will be submitted with next year’s aid application.

A **narrative describing a long-range planning process that is underway**. Please include a brief description of planning activities completed to date and a time frame for completion. The approved strategic plan is due to the State Library Services by December 31, 2017.

## 4. Proposed Program Activities

Briefly highlight the programs, services and activities that you anticipate will take place during State Fiscal Year 2018 (July 1, 2017 – June 30, 2018), using the format below.

**At a Glance –** Please summarize your plans for FY2018 programs, services and activities in a few sentences: Our primary goal is to keep growing opportunities for connection and communication across our system. A Needs Assessment in October 2017 showed that most of our members are either solo library people, or work with only a couple of part time staff. They feel isolated, and many are not experience in professional library work. Building connections will allow them to call on each other for assistance and ideas; and building communication pathways lets us share professional information across all our libraries.

**Sharing of resources among all participating libraries**

Will you offer activities in this program area during FY2018? Yes  No

If you answered yes, please provide the following information:

**Description of Program: Social Gatherings and Member Visits**

* Please describe the goal(s) of this program: In this program, we plan to expand on program ideas we are beginning in FY17. We will be offering opportunities to meet for breakfast/lunch/dinner at different locations across our system. Members could join us for conversation about libraries, and for opportunities to meet other members – and CMLE Headquarters staff – in person. We have done a couple of trial events, and they were pretty successful; and each resulted in connections being made and programs happening between libraries, so that was great to see! We will also expand our program we have set up for visiting our member libraries, and blogging the visits. The CMLE Headquarters staff has visited members, and blogged photos and text about the visits; and then we had requests to start having visits between members. So we have piloted a couple of group visits to see member libraries, and blogging them for people unable attend. This was popular, so we will offer these on a monthly basis, across the CMLE system, making sure we visit each type of library in the system to encourage the similarities we have more than any differences in focus.
* How will this program contribute to your organization’s mission and strategic plan goals? One part of our mission is to engage and connect library personnel; and meets our Strategic Plan Goal Five, by enhancing communication systems for our libraries.
* Who will be served by this program? All members, regardless of library type, will be invited to these events. We will also blog about them, so people unable to attend can have an opportunity to see what is happening, and to still get that sense of being connected across the system.
* Please describe this program’s proposed activities: We will set up assorted polls to find good days and times for members; then poll them on specific locations we can meet. We want these to be outside the libraries, so we are focused on having fun and communicating, without making anyone responsible for hosting a gathering. We will meet at assorted restaurants, or similar locations, across the twelve counties of CMLE; this way everyone can be sure to be nearby one of the events. They will also be held at different times of the day, so people with different schedules will be able to attend.
* How will these activities help to achieve your program goal? We are doing other work to promote connections and communication online; but it is also important to build in-person connections. Having structured time to just talk and share ideas will allow our members to take advantage of this.

**Long-range planning for cooperative programs**

Will you offer activities in this program area during FY2018? Yes  No

If you answered yes, please provide the following information:

**Description of Program: Providing Information**

* Please describe the goal(s) of this program: Building on our October, 2017 Needs Assessment, we are assembling material to cover the topics our members said they most need information and education.
* How will this program contribute to your organization’s mission and strategic plan goals? This meets our Strategic Plan’s Goal Two: Planning for Cooperative Programs
* Who will be served by this program? All of our members will be served by these programs; and we hope to bring in library people from outside the system as well, to build connections and communication outside our system.
* Please describe this program’s proposed activities: We are setting up a program of Monthly Topics, where each of these areas will be addressed in blog entries all month long, and we can add in other materials to help build skills. We will be creating webinars, viewable both live and recorded, for members (and others) to build skills. We will be conducting research into topics that will be relevant to our members (including our study on serving Emerging Bilingual community members in small and rural areas). We will be adding information to our website to make it a “one stop shopping” experience for members, and others, to find library information and resources. We are setting up Google Groups for library people in all different types of libraries and issues relevant to them, so there is a place online for people to discuss issues.
* How will these activities help to achieve your program goal? These will help to not only meet information needs, but also to help our members to conned with each other and (hopefully) with the wider Minnesota profession of library staff.

**Development of a delivery system for services and programs**

Will you offer activities in this program area during FY2018? Yes  No

If you answered yes, please provide the following information:

**Description of Program: Building Connections and Skills**

* Please describe the goal(s) of this program: We will work with our members to facilitate their learning to help them work more effectively in their libraries.
* How will this program contribute to your organization’s mission and strategic plan goals? This will meet our Strategic Plan Goal Three
* Who will be served by this program? We will design programs to meet the needs of all our members, regardless of library background, skill level, or type.
* Please describe this program’s proposed activities: We want to increase our participation in programs already occurring around the area, to help member attend things such as Camp Reads A Lot, Teen Lit Con, and others. We will be creating a marketing plan, to help connect our members with our resources, such as our Google Groups, or Goodreads online book groups (one for professional skills, one fun reading with a library theme). We will be increasing programs such as our pilot of Postcard Party in the Park (meeting in Munsinger Gardens to have members fill out postcards to their stakeholders, as a part of our continuous advocacy program).
* How will these activities help to achieve your program goal? Providing both our own programs, and access to other events happening across the system will give our members access to not only more information and training, but also give them access to each other to build their professional networks.

**Development of a bibliographic database**

Will you offer activities in this program area during FY2018? Yes  No

If you answered yes, please provide the following information:

**Description of Program: North Star Destiny**

* Please describe the goal(s) of this program: We will continue to work with the North Star program to give our members access to the Destiny catalog system.
* How will this program contribute to your organization’s mission and strategic plan goals? This will help us to meet Goal Three of our strategic plan
* Who will be served by this program? It will be available to all members; however it is primarily utilized by our school (K-12) members.
* Please describe this program’s proposed activities: We conducted a satisfaction survey in February of 2017, to see if there are any unsolved issues our members are facing with this system. The reports were positive. There were a few requests for more training – we provided links to already existing materials rather than creating new
* How will these activities help to achieve your program goal? We continue to support this system and to encourage our members to participate in this group activity.

**Communications system among all cooperative libraries**

Will you offer activities in this program area during FY2018? Yes  No

If you answered yes, please provide the following information:

**Description of Program: Sharing Information and Connecting Libraries**

* Please describe the goal(s) of this program: To share professional information from around the system, the state, and the profession.
* How will this program contribute to your organization’s mission and strategic plan goals? This meets our Strategic Plan’s Goal Five
* Who will be served by this program? All members can be reached with our extensive communication network.
* Please describe this program’s proposed activities: This year we have dramatically redesigned our website, to provide more information and easier access to it. We also send out a weekly newsletter on Fridays, with a Top Note of information about the week, and links to all our blog articles from the week (generally 20-30). We have set up social media accounts across Facebook, Twitter, Instagram, and Pinterest. We have set up a YouTube channel, and next year will start making videos of members, and others, to encourage more library discussion and advocacy. We will also encourage our members to make their own videos to share on our channel. We will continue our new program of visiting every library in the system. With more than 300 libraries, this will take some time; but having Mary and Angie make these visits to our members has shown them that not only are we truly interested in the work they are doing, but also that we want to celebrate them. And it gives us a chance to talk about things we can do to help them, connections we can make for them, and any other needs. And we will continue our new podcast: Linking Our Libraries. We distribute this weekly, and it is available on all podcast apps. We discuss a focused topic each week, share stories of libraries succeeding in the weekly topic, share books we are reading, and discuss our weekly Spotlight Library. We believe we are the only library-related podcast in Minnesota, and the only one created by a library system. The response has been positive to it so far, and we plan to build the program and our exposure with our upcoming Marketing Plan.
* How will these activities help to achieve your program goal? Sharing information and making connections to our members is one of our main goals, and our major area of activity. We provide information across a spectrum of sources, to be sure we can reach all members, no matter what their preferred style of communication would be.

**Other**

**Description of Program: Working Toward the Future**

* Please describe the goal(s) of this program: We are working on strategies for helping our members to get more training focused on their needs, to help them work more effectively in their own libraries.
* How will this program contribute to your organization’s mission and strategic plan goals? This will help us in meeting Goal Two: Planning for Cooperative Program
* Who will be served by this program? While we realistically will not be able to reach all our member, everything we produce in this program will be aimed at all our members. It will be of particular value to members in solo or small staffed libraries.
* Please describe this program’s proposed activities: This will involve some longer-term goals. We want to increase the amount of our scholarship offerings, and to add in small grant applications. This will help staff build skills, and to give them some basic tools to provide materials or services to their communities. We will encourage more participation in statewide programs, such as the Solo Librarian website, attending conferences, and participation in other programs where they can build skills while meeting with other library people. We will also begin the groundwork of offering small, focused certifications for our members (or others); identifying, and beginning to build, specific skills our members need to be successful in their libraries. We will explore creating a small CMLE certification program, to give members (and others) some specific takeaways they can show to boards, principals, and other stakeholders to demonstrate not only their individual value, but the value in their membership in the larger CMLE professional community. We want to build programs and connections to help our members demonstrate value, and to provide them with advocacy tools of all sorts to make that easy for them. Some of the potential offerings will be as broad as “leadership” while others will be more narrowly focused on specific tasks, such as “operating a 3D printer” or other things our members identify as important for them to demonstrate to show their value.
* How will these activities help to achieve your program goal? These activities will start to build a very concrete structure our members can use to both make themselves increasingly valuable in their libraries; and will give them the tools to demonstrate that value to their stakeholders.

## 5. Assurances

1. Funds shall be used only for the purposes specified in the approved application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services is required for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report of program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the end of the state fiscal year (Minnesota Statutes,section 134.351, subdivision 7).
3. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations shall be adhered to (Minnesota Rule, 3530.0200, subdivision 4(D).
4. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.2600).

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature

Printed Name **Karen Pundsack**

Chair, System Governing Board

Date

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature

Printed Name **Mary Jordan**

## System Administrator

## Date

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature

Printed Name

Chair, Advisory Committee (if applicable)

## Date