Library Services and Technology Act
South Dakota State Library
Five-Year Plan: 2013-2017

Dan Siebersma
South Dakota State Librarian

For State Library Board Action

6/19/12

To Be Submitted to the
Institute of Museum and Library Services

June 1, 2012

FINAL DRAFT

Executive Summary

I am pleased to present the South Dakota State Library's Five Year Plan for utilizing Library Services and Technology Act funds for the 2013 - 2017 funding cycle.

LSTA funds have provided considerable benefits to the people of South Dakota over the years. Currently the use of these funds is focused on statewide services including an important core collection of electronic resources available to every South Dakotan; training and development for South Dakota's public libraries, especially those in rural and underserved areas; support for summer reading programs throughout the state; and support for interlibrary loan activities. In addition, the LSTA funds provide critical support for services to visually impaired South Dakotans.

Through surveys, focus groups, and other stakeholder feedback, it is clear that our current use of LSTA funds has wide support throughout the state. This new plan anticipates continuing this same approach to the use of these funds. In addition, if funding permits, this new plan will allow judicious expansion of these services, bringing school libraries more actively into the mix.

This LSTA 5-Year Plan includes an optimal list of goals and activities which may be pursued by the South Dakota State Library if adequate funding is available. When funding is limited, some of the goals and activities may not be fully realized. In addition, this LSTA 5-Year Plan does not encompass the full strategic plan for the State Library, only that portion which may be financed with LSTA funds.

Dan Siebersma
South Dakota State Librarian

FINAL DRAFT

Introduction

Vision Statement

Good libraries are critical to the social and economic development of our communities and to the vitality of our democracy.

The South Dakota State Library

- Strengthens the work of public, school and academic libraries throughout the state.
- Expands citizen access to library services.
- Develops specialized collections that supplement the resources of other libraries.
- Improves the work of state government by providing timely access to information.

Through all of this work, the lives of South Dakota's citizens are enriched and our state government becomes more efficient and effective.

Mission

The South Dakota State Library provides leadership for innovation and excellence in South Dakota libraries and services for state government.

The South Dakota State Library

- Provides back-up services to local libraries to supplement their ability to meet citizen information needs.
- Increases proficiency of librarians by providing training and continuing education.
- Provides specialized services or materials that individual libraries cannot feasibly deliver on their own.
- Serves the library needs of state government employees.

In collaboration with other libraries throughout South Dakota, the State Library also plays a vital role in the collective effort to

- Build and strengthen communities by enabling citizens to engage in lifelong learning,
- Link citizens and businesses to new economic opportunities,
- Promote information literacy using 21st century technology, and
- Protect, preserve, and promote our heritage.

Services are designed to support South Dakota libraries in order to improve their quality of life whether directly or through other state/local organizations. Services are delivered in the manner appropriate to the program and include online delivery, formal programming, and individual consulting.

Needs Assessment

In 2011, the South Dakota State Library conducted an evaluation of programming and services. Based on the results of numerous surveys the evaluators concluded that previous changes in the State Library's mission have been both beneficial and effective. Overall, librarians within the state are pleased with the services the State Library provides. The State Library continues to focus on its three service groups: libraries of all types, registered patrons of the Braille and Talking Book Program and state government employees.

The South Dakota State Library Board and the staff of the State Library agreed that the four service needs identified in the previous five-year plan, and in the 2007 – 2013 Strategic Plan, need to be continued. Three of the four service needs are consistent with the purposes of the

FINAL DRAFT

Federal Library Services and Technology Act (LSTA) and are included within the following LSTA State Programs Five-year Plan. These service needs are:

1. **Stronger libraries in South Dakota,**
2. **Collections that support the mission, and**
3. **Access for all through collaboration**

The fourth area, service to state government, does not fit federal grant criteria.

Each of these service needs and their associated goals, LSTA purposes, outcomes, and programs are described in the body of this document.

Federal LSTA purposes set forth in 20 U.S.C. § 9121 are:

1. To enhance coordination among Federal programs that relate to library and information services;
2. To promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
3. To facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
4. To encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
5. To promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;
6. To enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;
7. To ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
8. To enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and
9. To promote library services that provide users with access to information through national, State, local, regional and international collaborations and networks.

NOTE: Throughout the remainder of this document, LSTA Purposes will include the above goals by reference to their number only.

FINAL DRAFT

Need #1 Stronger Libraries in South Dakota

Summary Needs Assessment:

- South Dakota is a sparsely populated, predominantly rural state with limited professionally trained library personnel. Eighty-four of the 112 public libraries (75%) serve communities of fewer than 5,000. The rural nature of the state has a significant impact on the ability of library staff and their library boards to readily obtain the training needed to efficiently manage the local library.
- Surveys conducted during the evaluation of the current 5-year plan identified the need for an on-going and increasing number of continuing education opportunities (group, one-on-one, self-directed, and distance) that utilize a variety of delivery systems.
- School libraries are at an all-time low. NCES recently ranked South Dakota fourth from the bottom in librarian to student ratio. Only 172 out of 528 positions statewide (33%) are currently filled by certified school media endorsed teacher/librarians. Nineteen percent of all South Dakota schools do not currently have a school library facility or a librarian on staff.

As funding allows, we hope to accomplish the following goals:

Goal 1A: Improve library services delivered to South Dakota citizens through increased professional development opportunities related to the nine LSTA Purposes, in collaboration with the South Dakota Library Association and others.

LSTA Purposes: 1, 2, 4, 5, 6, 8

Programs (Activities):

1. Provide library staff with appropriate and relevant training opportunities and consulting services related to any of the services and programs of one or more of the LSTA Purposes.
2. Promote and assist library staff in implementation of 21st century library skills that support one or more of the LSTA Purposes through onsite consultation, websites, and training materials.
3. Support South Dakota's Department of Education (DOE) activities that promote strengthening school library programs that support one or more of the LSTA Purposes.
4. Promote literacy for all ages through collaboration with other agencies, organizations, or institutions that support literacy.
5. Increase awareness among educators and school administrators of the need for 21st century school libraries and 21st century trained professionals in the school systems.

FINAL DRAFT

6. Provide a variety of social media tools for communication and educational purposes.

Procedures to Carry Out Activities:

a. Workshops/Trainings – provided by in-house staff, additional presenters or outside online training program memberships such as WebJunction as funds allow.
b. Webinars – provide RACE (Random Acts of Continuing Education), Take Ten (10 minute online educational sessions), and School Library Online Chats, and promote webinars provided by other organizations and libraries.
c. Provide training to library staff through Public Library Training Institute program.
d. Provide Cornerstone (monthly e-newsletter).
e. Present and exhibit at statewide conferences.
f. Perform site visits.
g. Maintain an interactive website.
h. Promote and increase the use of social media for the purpose of communicating and training.
i. Work collaboratively with educators and DOE to support the goal of the Common Core Standards for all students to be college and career ready.
j. Work collaboratively with DOE to promote reading initiatives and train educators, and librarians to integrate reading initiatives into their local curriculum and into their communities.
k. Provide online databases statewide.
l. Partner with DOE to offer school librarian/classroom teacher professional development focused on Common Core text complexity and digital formats.
m. Partner with state universities to deliver information literacy training and events, such as School Library Boot Camp, to current and prospective school librarians and other educators.
n. Promote South Dakota school library standards and guidelines based on national standards and guidelines.
o. Promote voluntary certification for public library staff and accreditation for public libraries.
p. Provide Adult Services literacy programming.
q. Provide Teen Services literacy programming.
r. Provide early literacy programming.
s. Provide Jumpstart annual training in collaboration with National (Collaborative Summer Library Program) CSLP program.
t. Promote the voluntary certification of teacher-librarians in South Dakota schools.
u. Partner with educators and school districts to showcase 21st century school libraries and programming.

FINAL DRAFT

v. Partner with DOE, educators, and school districts to provide professional development opportunities to school administrators.
w. Develop a 21st Century School Library self-assessment tool to serve as measurement for best practices and to recognize schools through a formal award program that have successfully transitioned to the 21st century model.

Outcomes:

1. Library staff are educated and informed about current library applications and trends.
2. Educational leaders are informed and educated about current library applications and 21st century school library trends.
3. Librarians collaborate with local agencies and organizations.
4. Librarians collaborate with schools to enhance reading and literacy opportunities.
5. Librarians gain certification for themselves and accreditation for their libraries.
6. School libraries gain recognition for meeting 21st century school library state standards and guidelines.
7. Children maintain and increase reading levels over the summer.
8. More libraries offer programming for children, teens, and adults to increase literacy.
9. Increased number of libraries will participate in Jumpstart training.
10. Increased number of people will participate in local summer reading programs.
11. Increased number of public library staff will be certified.
12. Increased number of public libraries will be accredited.
13. Increased number of school districts will hire library media endorsed professionals.
14. Increased school library programming; more library hours available to students.
15. Increased student achievement scores and higher reading level scores.
16. Increased awareness among educators regarding 21st century School Library programs.
17. Increased numbers of schools (school libraries) receiving recognition for 21st century school library programs.
18. Increased use of State Library social media tools.

Funding:

- Fund the Public Library Institute and the School Library Boot Camp each year using LSTA funds.
- Purchase online statewide databases are purchased with LSTA funds.
- Seek additional grants or other funding sources to promote and showcase the benefits of local 21st century school library programs.

FINAL DRAFT

Timeline:

- All of the activities are ongoing.
- Subscriptions for online resources are paid annually.
- Research/explore additional grant opportunities, 2012; apply in 2013; obtain and implement in 2014 – 2017.

Goal 1B: Strengthen the ability of local libraries to meet the needs of their local constituents by providing resources and professional expertise that supports one or more of the LSTA Purposes.

LSTA Purposes: 1, 2, 3, 4, 5, 6, 7, 8, 9

Programs (Activities):

1. Collaborate with all types of libraries and organizations, including statewide, regional, and national networks, to facilitate library services that support one or more of the LSTA Purposes.
2. Provide consultation, workshops, programs, and materials which improve the ability of local libraries to meet the needs of their constituents.
3. Collaborate with SDLA and other organizations to promote professional development in one or more of the LSTA Purposes.
4. Provide South Dakota's citizens and libraries with appropriate online databases to meet educational and research needs as well as those which improve quality of life.
5. Provide resources in appropriate formats which meet stakeholder needs including digital, print, and talking book.
6. Facilitate regional (West River and East River) meetings to bring together and train library boards.
7. Collaborate with public and school librarians to write and promote "best practices" and standards.
8. Provide a variety of social media tools for communication and educational purposes.
9. Advocate for effective access to government information.

Procedures to Carry Out Activities:

a. Workshops/Trainings – provided by in-house staff, additional presenters, or outside online training program memberships such as WebJunction as funds allow.

FINAL DRAFT

b. Webinars – provide RACE (Random Acts of Continuing Education); Take Ten and School Library Online Chats; promote webinars provided by other libraries and organizations (including SDLA, SDLN, and others).
c. Provide training through Public Library Training Institute.
d. Provide training through School Library Boot Camp.
e. Provide Cornerstone (monthly e-newsletter).
f. Present and exhibit at statewide conferences.
g. Perform site visits.
h. Maintain interactive website.
i. Promote and increase social media for the purpose of communicating and training.
j. Collaborate and coordinate with other organizations, as appropriate, in purchasing online databases accessible statewide.
k. Provide training to educators and local library staff for online databases and other electronic resources.
l. Provide Braille and Talking Book service.
m. Provide access to state and federal documents through ongoing digitization projects including capturing of born digital documents.
n. Provide reference training concerning online digital documents.
o. Facilitate regional meetings through collaboration of larger area public libraries for increased board training opportunities.
p. Select materials for the State Library collection based on the State Library's collection development policy.
q. Develop a 21st Century School Library Self-Assessment tool to serve as measurement for best practices and to recognize schools through a formal award program which have successfully transitioned to the 21st century model.

Outcomes:

1. Libraries and citizens statewide will have access to the same collection of online databases provided by the South Dakota State Library.
2. Librarians are educated and informed about current library applications and trends.
3. Library Training Institute attendees will report implementing a minimum of two new/changed library practices/skills annually as a result of attending the Institute.
4. Ensure 100% of public libraries are visited at least once every two (2) years for consultation by State Library staff.
5. Ensure 100% of school libraries are visited at least once every three (3) years for consultation by State Library staff.
6. Ensure 100% of academic libraries are visited at least once during the five-year plan for consultation by State Library staff.
7. Graduate 30 library staff from the Library Training Institute in the next five years.

FINAL DRAFT

8. Educators and library staff are aware of accessible electronic resources available online.
9. Library Boards exhibit increased awareness of the SD library law and their local responsibilities within the context of community leadership.
10. One hundred students will attend School Library Boot Camp over the next five years.
11. The number of patrons using the Braille and Talking Book Program will increase by 20%.
12. Patrons using the Braille and Talking Book Program will be satisfied or very satisfied with the service they receive.
13. The State Library's website will see increased web traffic.
14. Have 200 school librarians attend 21st century school library skills training sessions each year for the next five years.
15. Increased awareness among educators regarding 21st century School Library programs.
16. Increased numbers of schools (school libraries) receiving recognition for 21st century school library programs.
17. Increased use of State Library social media tools.
18. Increased access to government information.

Funding:

- Each year the Public Library Institute is funded using LSTA funds.
- Each year the School Library Boot Camp is funded using LSTA funds.
- Online statewide databases are purchased with LSTA funds.
- The Braille and Talking Book Program is funded using LSTA funds.
- Seek additional grants or other funding sources to promote and showcase the benefits of local 21st century school library programs.

Timeline:

- All of the activities are ongoing.
- Subscriptions for online statewide databases are paid annually.

Goal 1C: Strengthen the research skills of local library staff to ensure high-quality and timely research services are provided to South Dakota citizens.

LSTA Purposes: 2, 3, 4, 5, 6, 7, 8, 9

FINAL DRAFT

Programs (Activities):

1. Maintain an appropriate collection of materials at the State Library to support research needs.
2. Provide research and reference training to local library staff.
3. Provide electronic resources that support the research needs of citizens statewide.
4. Provide additional electronic avenues for online interactive reference for local librarians on the South Dakota State Library's website (i.e. "instant chat" such as Meebo).

Procedures to Carry Out Activities:

a. Provide research services for local libraries statewide.
b. Provide training for local library staff to develop basic and advanced research skills (i.e. Electronic Resource Challenge, Reference to the Rescue).
c. Provide electronic resources that will assist local libraries to meet the research needs of their patrons and training in the use of these resources.
d. Set up procedures and obtain the state's BIT (Bureau of Information and Telecommunications) moratorium approval for app set-up on the South Dakota State Library's website.

Outcomes:

1. Provide accurate and timely responses to research questions referred from local libraries.
2. Provide research skills training that is rated satisfactory or very satisfactory.
3. Increase the ability of local library staff to respond to research requests.
4. Increase State Library staff's ability to answer reference questions not only for state agencies but for librarians across the state.

Funding:

- Online statewide databases are purchased with LSTA funds.

Timeline:

- All of the activities are ongoing.
- Subscriptions for online databases are paid annually.

FINAL DRAFT

Need #2 Collections that Support the Mission

Summary Needs Assessment:

Access to information is an essential element in the success of South Dakota's 815,000 citizens. In today's world, an individual's location should not prevent his or her access to information. In South Dakota, many people choose to work from home, relocate their businesses or return to smaller communities. They want a quality of life found in rural and semi-rural areas.

As funding allows, we hope to accomplish the following goals:

Goal 2: Collections (print, media, and electronic) of the South Dakota State Library will meet the specialized needs of the state's citizens.

LSTA Purposes: 2, 3, 4, 5, 9

Programs (Activities)

1. Continue to use the Electronic Resources Task Force to evaluate and recommend additional electronic resources.
2. Continue to fund licensed databases available statewide which support education, government, health and cultural resources.
3. Train local library personnel to market the electronic resources to their patrons.
4. Train local library personnel to effectively search in provided electronic resources.
5. Develop programs and learning modules that local libraries can adapt and implement.
6. Continue to monitor and update the State Library's interactive website.
7. Identify, capture, digitize, preserve, promote, and make accessible state and federal documents and historical publications.
8. Acquire, organize, and maintain multi-format collections that are mission focused (SD history and culture, Native American history and culture, reference, professional collection, Braille and Talking Book collection, and federal/state documents).
9. Circulate materials in State Library collections to libraries and state employees.
10. Collaborate with another institution or agency to purchase a digital content management system, such as ContentDM.

FINAL DRAFT

Procedures to Carry Out Activities:

a. Provide in-person and online training staff to local library staff on marketing the electronic resources.
b. Provide in-person and online training to local library staff on searching the electronic resources.
c. Purchase statewide licensed databases based on a needs assessment, and recommendations of the Electronic Resources Task Force.
d. Provide Braille and Talking Book service.
e. Select materials for the State Library collection based on the State Library's collection development policy.
f. Work collaboratively with state agencies and the regental libraries to identify, capture, digitize, preserve, and promote state and federal documents and historical publications.
g. Expand use of the state and federal documents through educating local library staff about those documents.
h. Explore eBook purchases including consortial opportunities.

Outcomes:

1. Usage of statewide databases and state digitized resources will increase.
2. Information found in online resources will meet the needs of the user.
3. Training opportunities (both online and face-to-face) will increase.
4. The number of people using Braille and Talking Book services will increase.
5. Use of the Library Professional Collection will increase.
6. The number of items in the digital library will increase.
7. E-book collections will increase.

Funding:

- Online statewide databases are purchased with LSTA funds.

Timeline:

- All of the activities are ongoing
- Subscriptions for online databases are paid annually

FINAL DRAFT

Need #3 Access for All through Library Collaboration

Summary Needs Assessment:

South Dakota is a rural state with many areas of intense poverty. Library resources and personnel are often among the first services considered peripheral and are discontinued. This is particularly the situation in schools with fewer than a hundred students in the entire K-12 student body.

Fledgling businesses are springing up in South Dakota's rural communities ~~in South Dakota~~. They need resources to support their efforts. Rural communities need current and timely information to be able to compete with larger metropolitan areas. Vast distances separate people from quality library services. Online resources allow citizens to access information through their home, school, or office computer.

It is important to ensure that all South Dakotans have access to quality resources in order to secure the quality of their lives and their education. The South Dakota State Library's mission includes providing accessible electronic resources and serving as a broker among libraries for collaboration.

In South Dakota, 65 of the 513 public, school, academic, and special libraries (13%) are full members of the South Dakota Library Network (SDLN). An additional 135 libraries are remote members of SDLN. These libraries have access to the SDLN online databases and can also easily borrow materials using the interlibrary loan software. Forty-six libraries (9%) are served by the statewide courier system. However, even though only a small number of libraries are part of the South Dakota Library Network they do serve 70% of the population. These libraries also fill many interlibrary loan requests from libraries that are not full members of SDLN.

As funding allows, we hope to accomplish the following goals:

Goal 3A: Promote and encourage resource sharing

LSTA Purposes: 1, 2, 3, 4, 7

Programs (Activities):

1. Expand resource sharing by continuing to negotiate statewide contracts for online databases.
2. Expand resource sharing by collaborating with libraries of all types, including public, school, and academic to make state and federal documents available online and educating librarians about those documents available in digital form.
3. Provide training to improve the skills of library staff statewide to ensure balanced and informed resource sharing.
4. Provide reference assistance to librarians.
5. Provide statewide access to WorldCat to facilitate out-of-state interlibrary loan requests.

FINAL DRAFT

6. Provide an improved customer interface for interlibrary loans.
7. Collaborate with individual libraries and consortia (such as SDLN) to implement a "discovery layer" for bridging multiple online systems.

Procedures to Carry Out Activities:

a. Offer in-person and online training to educators and local library staff on searching the online databases and other electronic resources.
b. Purchase statewide licensed databases based on the recommendations of the Electronic Resources Task Force.
c. Offer in-person and online training to local library staff about the information that can be found in state and federal documents and how to access the documents online.
d. Offer in-person and online information literacy training to local library staff.
e. Provide reference assistance to South Dakota libraries.
f. Establish a system to provide for equitable sharing of resources among libraries.
g. Utilize more State Library staff time to digitize state documents.
h. Identify discovery layer solutions that will bridge multiple online systems.
i. Negotiate contract for a discovery layer.
j. Purchase software for an improved customer interface for interlibrary loans.

Outcomes:

1. Librarians and educators will learn what information and resources are available through the online databases.
2. Use of the online databases will increase.
3. Use of state and federal documents will increase.
4. Librarians will receive timely and accurate responses to their reference questions.
5. Accessibility to state and federal documents will increase.
6. By 2017, 25% of small libraries will share one or more automation systems.
7. By 2017, 50% of non-SDLN member libraries that have Z39.50 compliant systems will agree to participate in a discovery layer.
8. Increase satisfaction among librarians when placing and filling interlibrary loan requests.

Funding:

- Online databases will be purchased with LSTA funds.
- The subscription to WorldCat will be paid with LSTA funds.
- The State Library's OCLC Interlibrary Loan subscription will be paid with LSTA funds.

FINAL DRAFT

- Half of the statewide courier system costs will be paid with LSTA funds.

Timeline:

- Training will be ongoing.
- Answering of reference questions will be ongoing.
- Subscriptions for online databases will be paid annually.

Goal 3B: Provide services to visually impaired and reading disabled citizens.

LSTA Purposes: 1, 2, 3, and 5

Programs (Activities):

1. Acquire, organize, maintain, and promote collections that meet the needs of users.
2. Provide users with reading materials in braille or audio format.
3. Provide users with reliable reading equipment appropriate to their needs.
4. Produce special format materials on request (textbooks, ADA compliant materials, regional materials, radio talking books, etc.).
5. Provide initial Braille training leading to South Dakota K-12 Braille endorsement, in collaboration with the SD School for the Blind and Visually Impaired and Pheasantland Industry's Braille Unit.
6. Provide training to local libraries, school districts, and nursing homes about available services.
7. Collaborate with state government and other agencies to promote ADA compatibility of websites, digital products, electronically archived images, etc.

Procedures to Carry Out Activities:

a. Titles will be selected for the collection based on the Braille and Talking Book collection development policy.
b. State Library staff will work with the SD School for the Blind and Visually Impaired and South Dakota Pheasantland's Braille Unit to provide the coursework for classroom braillists and translators leading to South Dakota K-12 Braille endorsement.
c. State Library staff will visit nursing homes to discuss the Braille and Talking Book Program.
d. State Library staff will present and exhibit at local and state conferences.

FINAL DRAFT

e. State Library staff will present information about Braille and Talking Book services during the annual Jumpstart program.

Outcomes:

1. Users will be satisfied or highly satisfied with service/delivery on patron satisfaction surveys.
2. Users will be satisfied or highly satisfied with the quality of the collections.
3. Users will be satisfied or highly satisfied with the reliability of the equipment provided.
4. Special format textbooks ordered by deadline will be available on the first day of term.

Funding:

- The Braille and Talking Book Program is funded with LSTA funds.

Timeline:

- All activities are ongoing.

Goal 3C: Develop programs to reach hard-to-serve patrons.

LSTA Purposes: 1, 2, 3, 5, 6, 9

Programs (Activities)

1. Deliver training to expand the abilities of local library staff to meet the information needs of their citizens.
2. Facilitate collaborative meetings of local library staff to explore and implement appropriate library board training opportunities.
3. Explore options for requiring library board training as part of South Dakota State Library's public library accreditation.
4. Collaborate with South Dakota Department of Education and other agencies to bring training opportunities to librarians (school, public, academic) and educators working among Native Americans.
5. Promote the South Dakota State Library's ecard (access to all statewide databases 24/7).

FINAL DRAFT

6. Advocate through promotional literature for local library and State Library resources and services.

Procedures to Carry Out Activities:

a. Provide training for local library staff at the South Dakota Indian Education Summit.
b. Provide board training for local trustees (Trustee Training 101).
c. Write articles in *Cornerstone* for trustees (Board Talk).
d. South Dakota State Library accreditation team will revise the South Dakota State Library Voluntary Accreditation requirements to include board training.
e. Promote ecard registration through the State Library's website, exhibits, conferences and *Cornerstone*.
f. Create material to promote local libraries.
g. Publish promotional material for services and training offered by the State Library.

Outcomes:

1. Increased registration of ecards.
2. Increased opportunities for board training.
3. Library staff serving Native American populations will be more engaged with State Library staff and more aware of available statewide resources and services.
4. Library boards will be more aware of South Dakota library law and will play a more. active, professional role in local advocacy and leadership.
5. More public librarians will be certified.
6. More public libraries will be accredited.
7. 100% of public libraries will complete the public library annual survey.
8. Use of local libraries will increase.

Funding:

- Ecards will be purchased with LSTA funds.

Timeline:

- Training for library staff serving Native American populations will take place annually.
- Library board training is ongoing.
- Public Library Survey takes place annually.
- Cornerstone publication is ongoing.

FINAL DRAFT

- Ecard distribution is ongoing.

Goal 3D: Facilitate shared purchasing of resources by libraries.

LSTA Purposes: 2, 3, and 5

Programs (Activities):

1. Continue to identify unique statewide needs and solutions to meet those needs.
2. Continue to gather suggestions for group purchases.
3. Negotiate contracts.
4. Solicit consortia members.

Procedures to Carry Out Activities:

a. The Electronic Resources Task Force will convene annually to evaluate current online databases and potential purchases.
b. South Dakota State Library will facilitate online collaborations such as SD Titles to Go (Overdrive).
c. South Dakota State Library will investigate other statewide collaborative purchases.
d. South Dakota State Library will negotiate ongoing statewide resource contracts.
e. South Dakota State Library will recruit libraries and train local library staff to join collaborative efforts.

Outcomes:

1. Electronic Resources Task Force will prepare a report of their evaluation analysis to present to the South Dakota State Librarian.
2. SD Titles to Go (e-book consortium) will increase collection titles.
3. The number of libraries participating in SD Titles to Go (e-book consortium) will increase.
4. The Electronic Resources coordinators will research and report on the feasibility of additional collaborative purchases (i.e. movie licenses, music licenses, etc.).

Funding:

- Online databases will be paid for with LSTA funds.

FINAL DRAFT

Timeline:

- Timeline is annual and ongoing.

Goal 3E: Administration of LSTA.

LSTA Purposes: 1, 2, 3, 4, 5, 6, 7, 8, 9

Programs (Activities):

1. Administer LSTA grant program including submission of Five-Year Plan, annual reports, and five-year evaluation as required.

Procedures to Carry out the Activities:

a. Submit Five-Year Plan as required.
b. Submit annual reports.
c. Submit Five-Year Evaluation in compliance with federal requirements.
d. Develop innovative grant projects.
e. Do outcome-based evaluations.

Outcomes:

1. LSTA funds will be administered in compliance with grant guidelines.
2. Improved communication and consultation between the Institute of Museum and Library Services (IMLS) and the South Dakota State Library.
3. Outcome based evaluation will be used for 80% of all workshops and training offered by the State Library.

Funding: LSTA funding for administrative purposes will not exceed allowable maximum.

Timeline:

- Activities are ongoing.

FINAL DRAFT

Evaluation Plan:

Targeted outcomes identified in the plan will be monitored by State Library staff. Customer feedback will be sought as described in the stakeholder involvement and communications sections below.

Records maintained by the South Dakota State Library will be used to evaluate the Five-Year Plan goals. These records include the public library and school library annual surveys, registration records from continuing education events, library accreditation reports, librarian certification reports, Library Training Institute pre- and post-tests, School Library Boot Camp pre- and post-tests, and other surveys designed to measure outcomes.

Stakeholder Involvement:

The South Dakota State Library will post the Five-Year Plan on the State Library's website. Subscribers to four electronic listservs will be notified that the draft of the plan is available on the website. Comments and suggestions will be encouraged. The State Library will hold four in-person focus groups and one online focus group. The in-person focus groups will be held in the southeast, northeast, central and western parts of the state. The State Library staff will gather information from the library community regarding their concerns and needs in implementing the LSTA program and updating plan goals and programs. These assessments will measure end-user satisfaction with current services, prioritize services currently provided and identify and prioritize new services needed by end-users.

The 2008 – 2012 Five-Year Evaluation was reviewed and approved by the South Dakota State Library Board on January 13, 2012. The Five-Year Plan for 2013 – 2017 will be reviewed by the South Dakota State Library Board at their April 11, 2012 meeting.

Communication and Public Availability:

The LSTA Five-Year Plan 2013 – 2017, upon approval of IMLS, will be available on the State Library's website. The plan will be located in the publications area of the website, http://library.sd.gov/SDSL/publications/index.aspx. South Dakota libraries will be notified when the final plan is available on the website. The Five-Year Plan also will be made available in print form upon request.

The South Dakota State Library will submit an annual report to IMLS. The annual report will be posted on the State Library's website. Print copies will be available upon request. The SD State Library, Library Development's newsletter, *Cornerstone*, and the State Library's listservs will be used to notify South Dakota libraries of updates, significant programs, and new projects.

FINAL DRAFT

State Library staff will attend South Dakota Library Association Board meetings. Staff will also attend meetings of the various sections of SDLA including, but not limited to, Public Library and Trustee Section, School Library Section, and Academic and Special Library Section.

Monitoring:

The LSTA Five-Year Plan will be reviewed quarterly by State Library staff to make sure that all outcomes are being met. After an annual assessment any necessary adjustments to outcomes, the programs themselves, or the LSTA program, will be discussed and implemented with IMLS approval.

Assurances: Will be provided to us by IMLS.

Definitions

Term	Definition
ADA	Americans with Disabilities Act
BIT	South Dakota Bureau of Information and Telecommunications
Common Core	The Common Core State Standards Initiative is a state-led effort to establish a shared set of clear education standards in English language arts and mathematics for grades K-12.
Cornerstone	The monthly newsletter of the State Library's Library Development staff.
CSLP	Collaborative Summer Library Program (CSLP) is a grassroots consortium of states working together to provide high-quality summer reading program materials for children at the lowest cost possible for their public libraries.
Discovery Layer	A discovery layer provides a single point of access to the full library collection across bought, licensed and digital materials. A discovery layer can also provide one search point for multiple library systems.
Electronic Resources	These are defined as online information resources, including bibliographic databases, electronic reference books, ebooks, search

FINAL DRAFT

	engines for full text collections, digital collections of data and data sets.
ERTF	Electronic Resources Task Force. The Electronic Resources Task Force is a task force made up of school, public, and academic librarians, and one state employee. The task force is appointed by the State Librarian for the purpose of selecting the online databases which the State Library will purchase.
IMLS	The Institute of Museum and Library Services (IMLS) is an independent Federal agency that fosters leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. Created by the Museum and Library Services Act of 1996, P.L. 104-208, IMLS administers the Library Services and Technology Act and the Museum Services Act.
Literacy Programming	Programming which focuses on the users' ability to use language to read, write, listen, and/or speak.
LSTA	The Library Services and Technology Act (LSTA), part of the Museum and Library Services Act, authorizes federal library funding. Funding is administered primarily through formula grants to states for technology and service to the underserved.
OCLC	OCLC is a nonprofit membership organization and global library cooperative serving 41,000 libraries in 82 countries and territories around the world. Its mission is to further access to the world's information and to reduce library costs by offering services for libraries and their users.
Online Databases	These are defined as search engines for full text collections, ebook collections, and electronic reference books.
Public Library Training Institute	Coordinated by the South Dakota State Library, the Library Training Institute is a four-year program of continuing education for library practitioners, support staff and trustees of small public libraries. Public library staff and trustees who attend the Library Training Institute will learn the basic skills necessary to run an effective public library in a small or medium-sized, South Dakota community.
Resource Sharing	Resource sharing is defined as providing resources, providing information resources, and providing answers to questions.
School Library Boot Camp	School Library Boot Camp is a continuing education event designed for school librarians, paraprofessionals, teachers, and administrators.

FINAL DRAFT

Site Visit	Site visits are the visits that the Library Development staff makes to public, academic, and school libraries and to library boards. These visits are used to answer questions from local library staff and trustees, and to inform local library staff and trustees about services that are available to them and national trends. It is also an opportunity for Library Development staff to learn about new and innovative ideas that local library staff are implementing in their libraries.
SDLA	The South Dakota Library Association (SDLA) is a membership organization of librarians, library staff, board members, and friends of South Dakota's public, school, academic, and special libraries.
SDLN	South Dakota Library Network (SDLN) is a membership cooperative of public, school, academic, and special libraries that share an integrated library system and online databases, and facilitates resource sharing.

FINAL DRAFT