LIBRARY SERVICES & TECHNOLOGY ACT
FIVE–YEAR PLAN FOR MICHIGAN
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LIBRARY OF MICHIGAN

INSTITUTE of Museum and Library SERVICES

MICHIGAN Department of Education

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MISSION STATEMENT

"The Michigan Legislature created the Library of Michigan to guarantee the people of this State and their government one perpetual institution to collect, preserve and provide access to the story of the State, and to support libraries in their role as essential community anchors."

An agency of the Michigan Department of Education (MDE), the Library of Michigan (LM) is comprised of two main divisions: Library Development, and the LM research library, comprised of Special Collections and Technical and Access Services. Library Development provides consulting services; subgrants; public library staff certification; state aid to public libraries; professional development programs, content, resources, and training; and the Michigan eLibrary (MeL), the virtual library with resources for all Michigan libraries and residents. Special Collections provides research support and programming around its Michigan related collections for the general public, researchers, and state government employees. Technical and Access Services maintains the LM collections, including the Law Library, the Michigan Collection, the Rare Book Room, government documents, and genealogy materials related to the state of Michigan.

Through a variety of programs, partnerships and initiatives, LM seeks to best serve the information needs and interests of the patrons, legislature, state government, Michigan libraries and the Michigan residents who rely on their libraries.

NEEDS ASSESSMENT

LM continuously collects both usage and evaluation data about Library Development services and resources. In preparation for the new Five-Year Plan, the Library also reached out to public, academic and school library staff and specific stakeholder groups such as the LM LSTA Advisory Council and state library associations. Library Development staff is engaged in the Michigan library community and remains alert to issues in libraries through active participation in state and national library organizations and regular visits to individual libraries. Finally, in response to pandemic closures, Library Development staff began weekly, now monthly, virtual meetings for library staff and directors on safety and legal issues, programming and services in the new environment, and the challenges of working with community members in times of uncertainty.

Assessment activities for this Five-Year Plan included:

- LSTA Advisory Council meetings.
- Biannual statewide programs are distributed to the Michigan library community with the goal of analyzing the usage and impact of MeL and other statewide programs.
- Solicitation of feedback in evaluations from library staff participating in specific programs, such as Summer Reading, Ploud, etc.
- The Five-Year Plan for 2017-2022 Evaluation, completed in 2022 by Growth Management Consultants, which included:
  - A statewide survey of library staff from all library types and areas of the state.
  - Six virtual focus group discussions with managerial library staff from all library types and areas of the state.
  - A virtual focus group discussion with LSTA Advisory Council members.
  - Discussions with Library Development staff.
  - A review of evaluation, usage, and survey data of LSTA funded projects.
  - A review of State Program Report data from FFY 2015 to 2019 provided by IMLS.

This assessment informed the following needs of Michigan libraries and their communities:

- Libraries continue to need collection resources in a variety of formats for their communities' information needs. The pandemic has increased that need with additional demand for digital formats.
- Libraries continue to need staff training on a wide range of professional and social issues to provide for their communities' information needs. The pandemic has increased that need with additional community expectations of libraries for social support and remote/at home programming.
- Libraries continue to need staff training on the bedrock of library services to the community, being the range of literacies needed in their communities. Digital, financial, cultural literacies are at the root of many community issues as well as the need for early literacy, adult literacy, and ESL support.
- Libraries continue to need support to increase community digital access. The pandemic has made it clear how uneven digital access is across and within communities, reducing community access to resources.
- Libraries continue to need support and guidance on the best practices to provide access to special collections and local history to their communities. Communities expect digital access to local materials, which libraries must create and manage the digital versions locally.

LM will monitor the Needs Assessment by continuing to work with the LSTA Advisory Council, survey the library community through program and event evaluations, biannual surveys of statewide programs and resources, regular and on-going meetings with library staff, and the Five-Year Plan evaluation that will occur for the 2022-2027 plan. Library Development staff also visit libraries to discuss local conditions and issues with staff and trustees.

GOALS

To meet the identified needs of Michigan's residents, LM has established the following goals for the next five years. In collaboration with libraries of all types, state agencies, and other statewide and community groups, the Library intends to improve statewide services to achieve these goals. Goals are in order of priority. Priority was established by the number of libraries and Michigan residents impacted by the programs associated with the goals. The Library will use IMLS funds in conjunction with state and local funds to support activities that are statewide projects and competitive subgrants.

Goal 1: Michigan libraries will have access to collection resources in support of their community's information needs.

Need: Libraries continue to need collection resources in a variety of formats for their communities' information needs. The pandemic has increased that need with additional demand for digital formats.

LSTA Purposes: 20 U.S.C. § 9141 (1), (2), (4), and (7).

Goal 2: Michigan libraries will have access to staff training and resources on library programming and services in support of their community's lifelong learning needs.

Need: Libraries continue to need staff training on a wide range of professional and social issues to provide for their communities' information needs. The pandemic has increased that need with additional community expectations of libraries for social support and remote/at home programming.

LSTA Purposes: 20 U.S.C. § 9141 (3), (5) and (6).

Goal 3: Michigan libraries will have access to staff training and resources on various literacies in support of their community's range of literacy needs.

Need: Libraries continue to need staff training on the bedrock of library services to the community, being the range of literacies needed in their communities. Digital, financial, and cultural literacies are at the root of many community issues, as well as the need for early literacy, adult literacy, and ESL support.

LSTA Purpose: 20 U.S.C. § 9141 (3), (5) and (6).

Goal 4: Michigan libraries will have opportunities to increase access to online services and resources in support of their community's need for digital access.

Need: Libraries continue to need support to increase community digital access. The pandemic has made it clear how uneven digital access is across and within communities, reducing community access to resources.

LSTA Purpose: 20 U.S.C. § 9141 (3), (4), (5), (6) and (7).

Goal 5: Michigan libraries will have opportunities to improve their local history and special collections in support of their community's history.

Need: Libraries continue to need direction and guidance on the best practices to provide access to special collections and local history to their communities. Communities expect digital access to local materials, which libraries must create and manage the digital versions locally.

LSTA Purpose: 20 U.S.C. § 9141 (1), (3), (4) and (7).

PROJECTS

To meet these goals, LM will work toward the following objectives through coordinated activities with the statewide library community. IMLS funding will provide the base level of support, in addition to Library Development staff and state funds and local library staff and local funds. LM will continue to research and develop new activities that fit these goals and objectives to meet the needs of Michigan libraries and communities over the period of the Five-Year Plan.

Goal 1: Michigan libraries will have access to collection resources in support of their community's information needs.

Objective 1: Libraries will have access to materials from the collections within the statewide resource sharing system.

Activity 1: MeLCat, the statewide resource sharing system, will be maintained to provide consistent access to library collections. Outcome: Libraries will have access to needed materials at the time of the community need.

Activity 2: Library staff will be trained in the use of MeLCat, the statewide resource sharing system, to ensure community access is equitable and timely. Outcome: Libraries will be able to participate successfully in the resources sharing system.

Objective 2: Libraries will have access to content databases appropriate for a range of community information needs.

Activity 1: MeL, the statewide digital library, will be maintained to provide consistent, stable access to digital content. Outcome: Libraries will be able to provide onsite and remote access to digital content at the time of the community need.

Activity 2: Library staff will be trained in the use of the MeL content and resources to provide information and support to users. Outcome: Libraries will be able to support community use of MeL digital content.

Goal 2: Michigan libraries will have access to staff training and resources on library programming and services in support of their community's lifelong learning needs.

Objective 1: Libraries will have resources to learn current trends and best practices to improve library services and programs for their communities.

Activity 1: Library staff will have access to professional development resources at their time of need to learn library skills and best practices for programs and services. Outcome: Libraries will be able to provide appropriate programs and services to meet their community's lifelong learning needs.

Activity 2: Library staff will have access to professional development training at their time of need to learn library skills and best practices for programs and services. Outcome: Libraries will be able to provide appropriate programs and services to meet their community's lifelong learning needs.

Objective 2: Libraries will have training opportunities to learn current trends and best practices to improve library services and programs for their communities.

Activity 1: Libraries will have access to synchronous virtual and in-person statewide and national professional development opportunities on a range of library programming and management topics and for a range of demographic groups. Outcome: Libraries will be able to improve staff knowledge and library services to their community.

Objective 3: Libraries will have resources and training opportunities to assist library trustees in learning about library governance and best practices to improve library services and programs for their communities.

Activity 1: Public library trustees and board members have access to training on library governance and administration. Outcome: Trustees and board members will be prepared to govern and administer their community's public library.

Goal 3: Michigan libraries will have access to staff training and resources on various literacies in support of their community's range of literacy needs.

Objective 1: Libraries will have resources and training to promote emergent and family literacy skills in their communities.

Activity 1: Public libraries will have access to Summer Reading support and training to maintain and improve both in-person and virtual programs. Outcome: Libraries will be prepared to provide literacy support to children and teens through Summer Reading programs.

Activity 2: Public libraries will have access to training and materials to promote the development of family and early literacy skills, especially in underserved populations. Outcome: Library staff will be prepared to assist parents, caregivers, and children with appropriate early literacy skill development.

Objective 2: Libraries will have access to resources and training to promote vocational, workforce development and educational testing skills.

Activity 1: Libraries will have access to vocational training, digital literacy training and educational and vocational tests for job seekers and students. Outcome: Library staff will be able to assist community job seekers and students find training and content to improve their skills.

Objective 3: Libraries will have support to develop and maintain programs for multiple literacies (early literacy, ESL, financial, etc.), or specific demographic groups (elderly, children or teens, immigrants, disabled, etc.).

Activity 1: Public libraries will be able to develop and maintain library programs through grants for materials and supplies in the areas of literacy or children and teen services. Outcome: Participating libraries will be able to provide robust programming to support literacies development and/or children and teen services in their communities.

Activity 2: Public and academic libraries will be able to develop and maintain library programs through grants to improve their community's access to information in the area of literacies. Outcome: Participating libraries will be able to provide more and better access to information through programs for literacy development.

Goal 4: Michigan libraries will have opportunities to increase access to online services and resources in support of their community's need for digital access.

Objective 1: Libraries, especially those in underserved rural and urban communities, will have support and training to improve community digital access.

Activity 1: Libraries from small communities will receive support and training enabling them to have a library website with a community calendar. Outcome: Participating libraries will be able to provide information to their communities about their services, as well as MeL resources, community information and government services as needed.

Activity 2: Libraries will have support and training on how to participate in the E-rate program and other Broadband initiatives. Outcome: Participating libraries will understand their options to provide Internet access and technology infrastructure in their communities.

Activity 3: Public libraries will be able to develop and maintain library programs through grants for materials and supplies in the areas of technology. Outcome: Participating libraries will be able to provide robust programming to support community access to technology.

Activity 4: Public and academic libraries will be able to develop and maintain library programs through grants to improve their community's access to online information and services. Outcome: Participating libraries will be able to provide more and better access to information through programs to increase community digital access.

Goal 5: Michigan libraries will have opportunities to improve their local history and special collections in support of their community's history.

Objective 1: Libraries will have support for their digital collections through the development and maintenance of statewide digital collections capacity.

Activity 1: Libraries will be able to participate in and use the services of the Michigan Digital Preservation Network and the Michigan Service Hub (DPLA). Outcome: Participating libraries will better understand the statewide digitization supports and how to host their digital collections in a sustainable manner for their communities.

Objective 2: Libraries will have training and support for curating, digitizing, and managing their local history and special collections.

Activity 1: Libraries will have access to expertise and training in managing their local history and special collections. Outcome: Participating libraries will understand standards and methods for the curation and digitization of their local history and special collections.

Activity 2: Public and academic libraries will be able to provide increased access to their collections through grants to improve their community's access to information in the area of local history and special collections. Outcome: Participating libraires will be able to provide more and better access to local history and special collections through preservation and digitization projects.

TIMELINE

LM will do the activities of the Five-Year plan goals and objectives throughout the 2022 - 2027 time period. Each goal and objective have regular, annual activities associated with them.

COORDINATION EFFORTS

LM coordinates with the broad library community in Michigan and state and local agencies to promote and provide services, such as a partnership with the Secretary of State to provide promotion of the MeL resources in their branch offices. Other partnerships include:

- Early literacy: We work with the MDE Office of Great Start and local Great Start coalitions, as well as the public library led Talk: Text and Learn initiative to provide information on early literacy and to develop local partnerships between the early childhood education community and public libraries.
- Elementary and Secondary education: We actively promote K-12 appropriate MeL materials to other offices in the Department of Education, K-12 related professional associations, and local school districts, including direct training in schools.
- Digital access and broadband: We work with the MDE Universal Service Fund Office and Michigan High-Speed Internet Office to ensure that public libraries have access to the information necessary to provide appropriate digital access in their communities.
- Local history and special collections: We work with the Michigan Digital Preservation Network and the Michigan Service Hub (DPLA), as well as state universities in the development of a statewide network to support local digitization and digital preservation efforts.

These efforts are not an inclusive list of LM's outreach and partnerships.

FOCAL AREA CROSSWALK

Goal 1: Michigan libraries will have access to collection resources in support of their community's information needs.

Objective	Focal Area	Intent
1: Libraries will have access to materials from the collections within the statewide resource sharing system.	Information Access	Improve users' ability to discover information resources.
2: Libraries will have access to content databases appropriate for a range of community information needs.	Information Access	Improve users' ability to discover information resources.

Goal 2: Michigan libraries will have access to staff training and resources on library programming and services in support of their community's lifelong learning needs.needs.

Objective	Focal Area	Intent
1: Libraries will have resources to learn current trends and best practices to improve library services and programs for their communities.	Institutional Capacity	Improve the library workforce.
2: Libraries will have training opportunities to learn current trends and best practices to improve library services and programs for their communities.	Institutional Capacity	Improve the library workforce.
3: Libraries will have resources and training opportunities to assist library trustees in learning about library governance and best practices to improve library services and programs for their communities.	Institutional Capacity	Improve the library operations.

Goal 3: Michigan libraries will have access to staff training and resources on various literacies in support of their community's range of literacy needs.

Objective	Focal Area	Intent
1: Libraries will have resources and training to promote emergent and family literacy skills in their communities.	Lifelong Learning	Improve users' general knowledge and skills.
2: Libraries will have access to resources and training to promote vocational, workforce development and educational testing skills.	Economic & Employment Development	Improve users' ability to use resources and apply information for employment support
3: Libraries will have support to develop and maintain programs for multiple literacies (early literacy, ESL, financial, etc.), or specific demographic groups (elderly, children or teens, immigrants, disabled, etc.).	Lifelong Learning	Improve users' general knowledge and skills.

Goal 4: Michigan libraries will have opportunities to increase access to online services and resources in support of their community's need for digital access.

Objective	Focal Area	Intent
1: Libraries, especially those in underserved rural and urban communities, will have support and training to improve community digital access.	Information Access	Improve users' ability to discover information resources.

Goal 5: Michigan libraries will have opportunities to improve their local history and special collections in support of their community's history.

Objective	Focal Area	Intent
1: Libraries will have support for their digital collections through the development and maintenance of statewide digital collections capacity.	Information Access	Improve users' ability to discover information resources.
2: Libraries will have training and support for curating, digitizing, and managing their local history and special collections.	Institutional Capacity	Improve the library workforce.

EVALUATION PLAN

Evaluation of the LSTA program will include the ongoing analysis of the program activities and resource usage by Library Development staff. Staff will review participation, usage, and outcomes to ensure the activities are effective and meeting plan goals. The biannual statewide surveys of Michigan library staff, event, and program evaluations by participants will allow comparisons for ongoing programs over time and provide additional insight into program outcomes. LM will maintain regular outreach with stakeholder groups to ensure that changing needs are being discovered and met appropriately. LM will complete an independent, formal evaluation in 2027 in accordance with IMLS requirements.

STAKEHOLDER INVOLVEMENT

LM involves the statewide library community in Library Development services and programs, including LSTA funded program development and assessment through a variety of means. Specific methods include discussion and solicitation of feedback and professional participation in the following venues:

- LM LSTA Advisory Council meetings – The LSTA Advisory Council includes public, academic, K-12, and special library representatives, as well as representation from library cooperatives, library users, disabled users, and users from disadvantaged communities.
- LM School Library Workgroup meetings – The Workgroup includes school librarians, Michigan Association of Media in Education members, and information science professors.
- LM Board of Trustees meetings.
- Library Development staff participation in:
  - Michigan Academic Library Association (MiALA).
  - Michigan Library Association (MLA).
  - Michigan Association for Media in Education (MAME), the statewide school library association.
  - Friends of Michigan Libraries (FOML), the statewide public library friends' group.
  - Michigan Digital Preservation Network (MDPN).
  - Michigan OER Network, the statewide academic open educational resources group.
- Library community participation in program-related focus groups and committees – such as the youth services advisory group, peer reviewers for the grant programs, and management of statewide programs, such as MeLCat user committees.
- Ongoing meetings with staff at individual libraries by Library Development staff.
- Ongoing statewide library staff virtual meetings by Library Development staff.

COMMUNICATION AND PUBLIC AVAILABILITY

Library Development staff communicates on LSTA funded activities through a variety of means. The results and benefits of the following communication activities are many. For the library community, the communications provide increased awareness of the programs and resources and an increased understanding of how to participate in or use them. For LM, the communications provide the opportunity to receive comments and feedback on Library Development programs and resources and the state of the Michigan library community.

Information provided includes:

- The Five-Year Plan.
- Annual reports.
- Highlights from evaluations and surveys.
- Press releases.
- Training materials and manuals.
- Brochures and information sheets.
- Presentations and webinars.

Stakeholder groups included are:

- LSTA Advisory Council.
- Public, academic, K-12, and special libraries.
- Public library cooperatives.
- State library associations.
- Library related non-profit organizations.
- State and local officials.
- Michigan residents.

Information channels include:

- PDFs of printed materials on the LM website.
- Printed materials available at conferences, trainings, and on request.
- Messaging on various state and association listservs, web sites, and social media.
- Virtual and in-person trainings.
- Recordings of virtual trainings on the LM web site.
- Conferences, both through presentations and the LM booth.
- Monthly virtual meetings for library staff and directors.
- Virtual and in-person presentations and meetings at individual libraries.

MONITORING

LM continually monitors LSTA funded projects through various methods. Library Development staff review this data and feedback regularly. Monitoring methods include:

- Biannual statewide surveys of library staff and stakeholders.
- Provision of annual reports and fact sheets to the public and the library community.
- Review of individual programs through the collection of annual usage and outcome data for the IMLS State Programs report.
- Evaluations of workshops and conferences provided through LSTA programs.
- Evaluations of materials provided through LSTA programs.
- Annual review of the Five-Year plan goals and progress on activities by Library Development staff and the LM LSTA Advisory Council.
- Submission of the Five-Year plan evaluation to IMLS.
- Financial audits as required by the State of Michigan Auditor General's office.

Library Development staff use the collected data to determine if the activities are meeting the stated goals and if the program activities are conforming to the Five-Year plan and the LSTA purposes. Library Development staff use feedback and comments from the field to determine if the stated goals and program activities are meeting the current library community needs.

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