

## Planning and Implementation Procedures

The following summarizes the stakeholder involvement, communication, monitoring, and evaluation procedures for implementation of the LSTA Plan.

### *Stakeholder Involvement*

#### 1. State Advisory Council on Libraries<sup>16</sup>

The State Advisory Council on Libraries is broadly representative of public, school, academic, special and institutional libraries and libraries serving the handicapped and of persons using such libraries and of geographic areas of the state. Membership includes eighteen members appointed at-large by the Nebraska Library Commission. In addition, there are ex-officio members from the Nebraska Library Association and the Nebraska Educational Media Association.

The State Advisory Council on Libraries is utilized for:

- Advice and planning on such matters on which the Commission may seek counsel.
- Review and evaluation of interlibrary cooperative and resource sharing plans and programs.
- Development, review and evaluation of the Library Services and Technology Act (LSTA) Plan.

#### 2. Library Commissioners<sup>17</sup>

The Commission's six members are appointed by the Governor to three-year terms with members serving no more than two consecutive terms. Commissioners appoint the agency director. Members generally are appointed from each of the state's six Regional Library System areas. Commission roles and responsibilities relating to the LSTA Plan include:

- Approval of LSTA Plan and revisions.
- Appointment of members to the Nebraska State Advisory Council on Libraries.
- Approval of eligibility requirements and criteria for libraries applying for LSTA grants.
- Serve as the decision body for appeals of LSTA grant awards.

#### 3. Other Partners

The Library Commission involves other library organizations and constituencies in ongoing planning and evaluation. These include, but are not limited to:

---

<sup>16</sup> [www.nlc.state.ne.us/stadv/stadv.html](http://www.nlc.state.ne.us/stadv/stadv.html)

<sup>17</sup> [www.nlc.state.ne.us/commis/commis.html](http://www.nlc.state.ne.us/commis/commis.html)

- Nebraska libraries
- Six Regional Library Systems ([www.nlc.state.ne.us/system/index.html](http://www.nlc.state.ne.us/system/index.html))
- Public Resource Library Group
- Post-secondary library representatives
- Nebraska Community Foundation ([www.nebcommfound.org](http://www.nebcommfound.org))
- Nebraska Library Association ([www.state.ne.us/home/NLA](http://www.state.ne.us/home/NLA))
- Nebraska Educational Media Association ([nema.k12.ne.us](http://nema.k12.ne.us))
- Talking Book and Braille Service Advisory Committee ([www.nlc.state.ne.us/tbbs/AdvisoryCommittee.html](http://www.nlc.state.ne.us/tbbs/AdvisoryCommittee.html))
- Nebraska Information Technology Commission ([www.nitc.state.ne.us](http://www.nitc.state.ne.us))
- Nebraska Development Network ([www.state.ne.us/home/NDN](http://www.state.ne.us/home/NDN))

### *Communication Procedures*

The LSTA Plan, upon approval by IMLS, will be disseminated to Nebraska libraries and citizens through the Library Commission Web site ([www.nlc.state.ne.us](http://www.nlc.state.ne.us)). The Library Commission will supply print copies upon request. Summaries and pertinent information from the LSTA Plan will be distributed through NLC's publications (*NCompass* and *NLCommunicator*) to libraries, the State Advisory Council on Libraries, and other library-related organizations. Substantive revisions to the LSTA Plan, due to changing economic conditions or a refocusing of goals and activities, will be submitted to IMLS and made available to appropriate stakeholders.

Strategic action plans, developed as part of the implementation of the LSTA Plan and resulting achievements and outcomes, will be communicated through a variety of information products and resources, including NLC's Web site.

### *Monitoring Procedures*

The Nebraska Library Commission will designate appropriate staff to implement and track progress on the LSTA Plan goals, activities and intended outcomes. This will include monitoring of sub-grantee projects and activities funded under the LSTA grant program. Onsite visits will be conducted and consistent data collected to include in Annual Reports submitted to IMLS.

### *Evaluation Plan*

The following means will be used to evaluate the goals, activities, and intended outcomes of the LSTA Plan:

- Solicit input from the public, including library personnel, trustees and supporters, on library and information service needs.
- Onsite monitoring of LSTA funded projects.

- Require reports that utilize outcome based evaluation on LSTA funded projects.
- Strategic action plans, developed by appropriate NLC personnel and stakeholder representatives, will be implemented for each activity, including outputs, outcomes and timelines.
- Develop consistent reporting documents and data collection mechanisms to ensure timely, accurate and ongoing collection of outcome based evaluation components.
- Systematic analysis of informal contacts with stakeholders.
- Submit annual reports to IMLS detailing the status of the goals, activities, and intended outcomes.
- Submit a five-year evaluation report to IMLS detailing accomplishments and lessons learned for 2003-2007.