Library Services and Technology Act (LSTA)
20 U.S.C. 9141

Maine Five -Year State Plan
2013-2017

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Introduction

The Maine State Library, a State Library Administrative Agency (SLAA), shall expend funds for one or more of the following eight LSTA Priorities:

1. expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
2. establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;
4. develop public and private partnerships with other agencies and community-based organizations;
5. target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
6. target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to a family of the size involved;
7. develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks;
8. and carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the SLAA's plan. 20 U.S.C. § 9141(a)(1-8).

Maine is a rural state with 17,000,000 acres of forest land and a population density of approximately 41.3 residents per square mile. Maine's 1.3 million residents live in an area that is nearly as large as the five other New England states combined. The population has increased 4.2 % between 2000 and 2010. In 2010, 15.9% of Maine's population was 65 years old and older. 96.6% of the population is white and 12.6 % are below the poverty level. Only 26.5% of Maine residents have a Bachelor's degree or higher.

Approximately 98,444 Maine residents live in communities with no local library. 55 of Maine's public libraries are open less than 15 hours a week and thus their 112,633 residents qualify for Books by Mail and other Outreach Services.   Of the 263 public libraries in Maine, 99% are single direct service outlets. We believe this is the highest percent of single governance, stand-alone libraries of any state in the country. The traditional model of library governance in Maine is that 57% of all public libraries are Association Libraries and 43% are Municipal Libraries with no county, district or multi-jurisdictional libraries. This has been, and continues to be, the traditional model of library governance in Maine.

Other statistical information may be found at
http://www.maine.gov/msl/libs/statistics/paststats/fy2010/index.shtml

Among Maine's 263 public libraries:

# Libraries	Percentage	Description
37	14%	serve towns of fewer than 1,000 residents
79	30%	serve towns between 1,000 to 2,500 residents
61	23%	serve towns between 2,500 and 5,000 residents
56	21%	serve towns between 5,000 to 10,000 residents
24	9%	serve towns between 10,000-24,999
6	2%	serve towns with populations over 25,000

In the 2013-2017 plan, the Maine State Library will continue to direct LSTA funding to statewide programs and partnerships to benefit Maine libraries, patrons and Maine citizens. This strategy works well to serve Maine's rural libraries and populations equitably. All programs provide a foundation upon which other goals and activities can be built – both statewide and locally.   In the evaluation of the Maine State Library's 2008-2012 five year plan, independent evaluators, Himmel & Wilson, Library Consultants, determined that:

> *"… Maine's implementation of their goals have been highly successful both in achieving the results anticipated in the Plan and in meeting both the spirit and the letter of the Library Services and Technology Act. Furthermore, as is detailed later in the report, the Maine State Library has done an exceptional job of demonstrating their success through both high-level output measures and, frequently, with outcomes that speak to the impact that their activities under LSTA have had in the lives of library staff and, most importantly, in the lives of the residents of the State of Maine."*

Maine State Library – Vision and Mission

Vision Statement

The Maine State Library contributes to the prosperity of the state and the quality of life of its people through access to knowledge, ideas and inspiration.

Mission Statement

The Maine State Library will advance and promote library services and collection resources for all of Maine.

Goals

- Align State Library resources to maximize output to core service areas.
- Strengthen the relationship between the Maine State Library and the Maine Department of Education in order to better serve the K-12 population of Maine through its school libraries.
- Advocate for libraries within the state of Maine.
- Establish continuing education plan/programs for Maine State Library staff development.
- Improve library services throughout the state by identifying and defining minimum standards.

The Maine State Library is committed to:

- **Federal Interaction/Government Conduit**: serving in a capacity to be a government 'conduit' by interacting with Federal agencies and the Maine State Legislature (i.e. LSTA Funds, BTOP Grant, etc.)
- **Services to Other Libraries**: serving libraries of all types—and therefore Maine's citizens via libraries
- **Services to State Agencies**: serving state agencies to help disseminate valuable information via the library system and to provide resources to state agencies
- **Services to the Public**: serving citizens directly through specific offerings—such as Talking Books (books for the visually impaired)

This focus on serving our constituents will ensure that the State Library directs its resources and efforts for the benefit of Maine and its people. The goals rise from a process that identified strategic areas of focus, i.e., access to library services, delivery of library services, support of collection resources, and development of libraries.

Needs Assessment

Introduction

The Maine State Library used the following data and input for the needs assessment for the 2013-2017 Five Year Plan. Himmel and Wilson's "An Independent Evaluation of Maine's Implementation of the Library Services and Technology Act Grants to States Program 2008 – 2012", survey and evaluation tools collected from 2008-2012 from librarians and other Maine State Library constituents, advisory input from staff and partners working with LSTA supported programs

The needs assessment presented by the Maine State Library includes Himmel and Wilson's "An Independent Evaluation of Maine's Implementation of the Library Services and Technology Act Grants to States Program 2008 – 2012". This evaluation included interviews with library community leaders, focus groups with library directors, the District Liaison Committee, the Maine Library Commission members, and a web-based survey targeting the broader Maine library community.

Excerpted from the LSTA 2008-2012 evaluation
Himmel and Wilson responded in their evaluation of Maine's 2008-2012 LSTA Plan with the following observations and recommendations based upon the IMLS Prospective Questions:

1. **How does the State Library Agency plan to share performance metrics and other evaluation-related information within and outside the Agency to inform policy and administrative decisions over the next five years?**
While the Maine State Library will utilize many traditional approaches to disseminating performance metrics and other related information, some less traditional regional and national approaches may also be in order. Traditional avenues include scheduling meetings with partners to describe the expectations around performance metrics and evaluations and establishing regular meetings for reporting and discussion of same. Some data will be also be shared by posting on MSL website and via listservs and e-mail. Less traditional mechanisms may involve interaction with other SLAAs around the work that IMLS has been doing in regard to logic maps and evaluation frameworks. Although some of the MSL's LSTA initiatives/programs are rather unique, others such as the MARVEL! Databases and the Talking Books Plus share many similarities with programs in other states. Sharing approaches to evaluation as well as effective metrics across state boundaries should prove to be productive for all involved in the efforts.

2.   **How can the performance data collected and analyzed to date be used to identify benchmarks in the upcoming five-year plan?**
The existing program evaluations plus the input gathered by the evaluators through focus groups, interviews and the web-based survey will be used in going forward with the new LSTA five-year plan. Analysis of these tools has already pointed to some new benchmarks that we need to include in the upcoming plan.

3.   **What key lessons has the Agency learned about using outcome-based evaluation that other states could benefit from knowing? Include what worked and what should be changed.**
MSL has had success in increasing the number of evaluations submitted by staff development program attendees by tying "Continuing Education Certificates" to having submitted an evaluation form. Utilizing

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online evaluations allows MSL staff to email program participants a link to the online form and follow-up reminders rather than counting on them to submit pieces of paper. This also saves the staff a tremendous amount of time in that they don't have to manually enter responses from paper surveys into a database or spreadsheet. Participation in the evaluations is much higher and already in a digital formal which makes it much easier to analyze. MSL has learned that outcomes need to be built into the planning process for all professional development programs and that consistently exploring what participants do with the information they gain in staff development sessions enables MSL to develop better, more targeted events in the future.

4. What are the major challenges and opportunities that the State Library Agency and its partners can address to make outcome-based data more useful to federal and state policy makers as well as other stakeholders?

- Design evaluation protocols, perhaps with assistance from trained evaluator, and make sure evaluation instruments are put in place during the next round of planning, so that comparable data can be collected at each site and event every year.
- Develop a "dashboard" for reporting data on a regular basis (daily/weekly/monthly), so that data is consistent and complete for each year and is immediately available to policy makers, program planners, and participants in Maine. The goal is to make data readily available for state-level and local decision making, rather than to merely report it at the end of each year.
- Review the format for collecting annual reports at IMLS to allow for quantitative data to be shared – charts, graphs, etc. – to encourage comparative and trend analysis.
- Share all of these – protocols, instruments, dashboard, and annual reports – nationally, so that individual states can take advantage of practical solutions to data gathering for evaluating outcomes, for studying and comparing processes, and for improving results.

5. Based on the findings from the evaluation, include recommendations for justifying the continuation, expansion, and adoption of promising programs in the next five-year plan.

- Partnerships have been very successful at leveraging LSTA funds and limited personnel and technical resources of State Library to accomplish impressive results and should be continued and expanded. A number of initiatives reported suggest that the State Library is planning to do that.
- Statewide programs such as MARVEL!, MaineCat and MSLN and have also been successful and seem well-suited for the state's particular circumstances.

6. Based on the findings from the evaluation, include recommendations for justifying potential cuts and/or elimination of programs in the next five-year plan.

- Comments from focus group participants and individual interviews suggest that the proliferation of union catalogs is somewhat inefficient. Activities are underway to create federated searching or open-source solutions to make these interfaces more seamless and somewhat more user friendly.
- As was previously noted, Talking Books Plus and Books by Mail services are quite expensive when measured by cost per circulation. While neither of these programs should be discontinued, the advent of downloadable resources suggests that new more cost-effective service delivery mechanisms may be available to serve a growing percentage of individuals that are targeted with the TBS and BBM programs. The State Library should investigate ways to leverage these new technologies to serve rural users and those who are blind or visually impaired and to otherwise streamline and focus services to reduce costs.

- The Maine State Library has been active in promoting the use of technology (particularly video teleconferencing) to provide remote access to services. The evaluators experienced these efforts first hand in that one of the focus group sessions included remote participants who joined the session via video teleconference). MSL should continue to explore ways to mitigate the challenges posed by expansive geography and sparse population.

All of the needs assessments point to the Maine State Library continuing efforts in statewide partnerships and projects. The Himmel & Wilson evaluation pointed to the success of our partnerships. We have determined that in Maine, partnerships are a key to successful statewide initiatives. This is not only evidenced by LSTA but in new partnerships developed with the Maine State Library's recent BTOP grant. The $1.36 million dollar BTOP grant funded the Maine Public Library Information Commons Project. This project increased the number of computers and workstations available in public libraries to improve public access to broadband connectivity. The project funds were also used to establish 11 regional hubs in 11 Maine counties with IP-based video conferencing capability. This project also provides training to Maine citizens who are unemployed, low income or seniors. The Maine State Library found new partners and strengthened relationships with existing partners for this project. The Maine State Library plans to build on existing LSTA and BTOP partnerships and seek new partnerships during the span of this plan.

Additional complementary data was mined from several Maine State Library statewide surveys. Access to the survey results and survey questions may be found at: Needs Assessment 2008-2011: Library Services and Technology Act (LSTA). Documents on this page are provided in PDF or Microsoft Word formats.
The following surveys, collected between 2008 and 2011, were designed to measure and define recognized needs:

Leadership Training Interest Survey (2011): The purpose of this survey was to gauge the interest in some type of leadership training to be offered by the Maine State Library. Future library leaders at all levels of the profession and in all types of institutions are needed with the graying of the Maine library profession.
Social Media Survey (2011): This survey collected information on libraries using social media.
Maine State Library Services Survey (2010): This survey gathered information about how libraries are currently using Maine State Library services to help with the Maine State Library's Commission work on the strategic plan.
Talking Books Plus Survey (2010): This survey evaluated Talking Books Plus services, received from Maine State Library Outreach Talking Books Plus program (Talking Books, Large Print, and Descriptive Video).
Books By Mail Survey (2009): This survey gathered feedback on how MSL Outreach staff are serving Books By Mail patrons and ways for improvement.
MSL Patron Survey (2009): The goal of this survey is to identify why individuals choose to use the Maine State Library.
Library Budget Survey (2009): This survey gathers information about budget reductions from ALL Maine libraries.
SCOOP Purchasing Survey (2008): This survey gathers information on the use of the purchasing cooperative known as SCOOP which helps member libraries purchase specified materials at the best possible price and in a timely manner.

Goals for Maine's Five-Year State Plan

All goals apply to Maine citizens and are prioritized and take into account the number of Maine citizens potentially served by each goal.

Goals 1 and 3 are retained from previous years as they are based upon feedback from focus groups and survey results detailed in Himmel and Wilson's **"An Independent Evaluation of Maine's Implementation of the Library Services and Technology Act Grants to States Program 2008 – 2012"**

Goal 2 is a new goal this year to address new LSTA priorities plus a demonstrated need brought forth by the evaluation, our own statewide surveys and the successes and challenges with the Maine Information Commons Project, a PCC BTOP project awarded in July 2010. This award brought desktops, laptops and video-conferencing to Maine libraries as well as provided learning resources and training to Maine librarians and citizens. Demand for training, types of training and the current needs of the unemployed, elderly and low income citizens of Maine, as well as the librarians serving all Maine citizens, further reinforces the need for current life-long learning efforts to be enhanced and indicates the need to expand these efforts through Maine libraries. Focus will be in all areas of learning literacies: digital, science, early, citizen, information, electracy, library, etc.

MSL Five Year Plan Goals for 2013-2017

1. Expand library resource sharing and services for all Maine citizens. (LSTA Priorities 1, 2, 3, 4, 7, 8)

2. Expand and enhance life-long learning opportunities for librarians and Maine citizens. (LSTA Priorities 3, 4, 6, 8)

3. Improve library services to individuals with disabilities and for Maine citizens, including children, living in underserved areas. (LSTA Priorities 5, 6, 7, 8)

Goal 1: Expand library resource sharing and services for all Maine citizens. (LSTA Priorities 1, 2, 3, 4, 7, 8)

Programs and partnerships supporting this goal are:
1. Partnership with Maine Regional Library System -- Area Reference and Resource Centers (ARRCs)
2. Partnership between the University of Maine and the Maine State Library for Maine InfoNet.
3. Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission and the Maine State Government Office of Information Technology -- Maine School and Library Network and other technology initiatives

Partnership 1 – Maine Regional Library System: Area Reference and Resource Centers

Description of the partnership/program:
Maine's Regional Library System (MRLS) was established by legislation in 1973 (MRSA Title 27, Chapter 4) and three library districts were created to improve library services to the citizens of Maine. Each district was affiliated with an Area Reference and Resource Center (ARRC). Portland Public Library (PPL) delivers services for the Southern Maine Library District (SMLD), Bangor Public Library (BPL) delivers services for the Northeastern Maine Library District (NMLD) and the Maine State Library (MSL) delivers services for the Central Maine Library District (CMLD). Lewiston Public Library (LPL) delivers ILL services for fiction for CMLD.
http://www.mainelegislature.org/legis/statutes/27/title27ch4sec0.html

What will the partnership do?
The Area Reference and Resource Centers (ARRCs) will work with the three library districts to improve library services for the citizens of Maine. The ARRCs will:
- Provide ILL services to libraries in their respective districts
- Provide reference and information services to district libraries and patrons
- Provide free borrower's cards to Maine citizens residing in their districts
- Be represented by membership on the respective district executive board
- Provide office space for district consultants (as per contracts)
- Manage van delivery program for libraries (Maine State Library)

Who benefits from this partnership?
MRLS ARRCs expand resource sharing and services and includes:
- All public, special, academic and school libraries
- All Maine citizens

What procedures will partners follow to deliver services?
Resource sharing and services will be provided through the MRLS ARRC libraries.
Each ARRC library will:

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- Provide ILL services for libraries in their respective districts. Lewiston Public Library will serve as the fiction ARRC for CMLD to supplement the MSL non-fiction collection. (Ongoing)
- Schedule an ARRC ILL staff meeting yearly to review and collaborate on the ILL delivery model and standardize practices statewide. (Yearly)
- Provide a free library borrower's card to Maine citizens. Applicants may apply in person, online or through a district library. (Ongoing)
- Participate in district executive board meetings: assist in assigning priorities to implement the district plan, actively participate in creating the plan. (ARRC director or representative – when scheduled)
- Attend district council meetings (ARRC director and/or staff – twice a year)
- Work with district consultants and their executive boards in planning and conducting workshops (Ongoing)
- Provide the district consultant with suitable office space, internet access and any other support services listed in the contract agreement. (Ongoing)
- Participate in other cooperative activities and services as member libraries may need or require (e.g. providing meeting spaces). (Ongoing)
- Provide outreach/information to district libraries and patrons regarding reference and information services available to them through the ARRC. (Ongoing)
- Provides database access to district libraries and residents; these databases are in addition to state-wide licensed MARVEL databases.

Each ARRC library will submit reports (Quarterly)
ARRC's will submit the following data to the Maine State Librarian to track regional usage of services for contract evaluation purposes:

- MSL, PPL, BPL, LPL
  Total ILL transactions for the ARRC – items requested and items loaned
  Total ILL transactions for regional district libraries (non-Minerva) – items requested and items loaned

- MSL, PPL, BPL
  Total Reference Questions answered

- MSL, PPL, BPL
  Total number of borrower cards
  Total number of borrower cards issued to (1) district libraries and, (2) their patrons

- MSL, PPL, BPL
  Total number of meetings attended as an ARRC representative

- Any other data the ARRC determines significant to their role.

Each District Library will:

- Use procedures set up at each ARRC for requesting and delivery of ILL items and reference services. (Ongoing)

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The Maine State Library will:

- Manage the van delivery program as part of its ARRC service to the state for district council libraries. (Triennial contract-once every three years)
- Contract with other ARRC libraries for services; receive ARRC reports. (Annually)

Benefits or outcomes expected

ILL benefits and outcomes:

Interlibrary loan provides cost savings benefits to small district libraries whose materials budgets are small. Over 70% of Maine public libraries have a collection smaller than 25,000 volumes. ILL is an alternative to purchasing a book.

The outcome is that ILL significantly increases access to library materials for Maine citizens.

Reference and information benefit and outcomes:

Small rural libraries without a reference librarian are able to provide professional reference service to patrons through the ARRCs.

Only 25 of Maine's 269 libraries have a position called Reference Librarian (less than 10%). These services provide great benefit to the district libraries and their patrons who can utilize these ARRC reference and information sources.

Outcome is that libraries and library patrons with no reference staff have access to professionally trained reference librarians.

Free Borrowers cards benefit and outcomes:

Free cards provide access to onsite collections and web-based services both from home and in the library. Borrowing privileges at the three ARRCs expand access for all Maine citizens to statewide resources.

District Council and Board participation benefits and outcomes:

ARRC expertise with more sophisticated services and equipment provide district council libraries, consultants and their boards with ideas for professional development and services to consider.

How MSL will use federal funds to assist in meeting these goals:

- The Maine State Library uses both federal and state funds for contracts with the ARRCs.
- Federal funds are directed towards ILL costs incurred by the ARRCs and may be used for OCLC services, staff and/or postage depending on the ARRC.
- Pay partial salaries for the Director of Library Development and the Web Coordinator for work done for and support of the ARRC partnership.

Partnership 2 - University of Maine for Maine InfoNet

Description of the partnership/program:

The Maine State Library and the University of Maine System will continue to partner in the expansion of services and resources provided by Maine InfoNet.

Maine InfoNet is a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine.

Supported by the Maine State Library and the University of Maine System, Maine InfoNet connects the people of Maine to information and ideas through library cooperation.

A Board of Directors oversees the overall operation of Maine InfoNet and takes the lead in planning and establishment of policies.

Maine InfoNet currently provides Maine libraries leadership, management and access to:

- **MARVEL**, **M**aine's **V**irtual **L**ibrary -- http://libraries.maine.edu/mainedatabases/   MARVEL is comprised of 57 research indexes and databases each with its own search interface and also with a common OneSearch interface. MARVEL provides every resident of Maine with access to a collection of full text articles and abstracts from magazines, newspapers, journals and reference books that are credible, reputable resources. MARVEL also provides students, business people, public library patrons, and higher education students and educators the ability to search a number of resources at one time for information.
- **MaineCat** – MaineCat is a Statewide Catalog that combines and links more than 7 million items in nearly 100 library collections contained in 10 large online library systems. These systems include the University of Maine System libraries, Bowdoin, Bates and Colby, Maine State Library, Bangor Public Library, Portland Public Library, as well as the Minerva and Solar consortia (many Maine public, school, academic and special libraries).
- **Maine Download Library** - Maine InfoNet provides online access to downloadable e- books and audio books through OverDrive. Over 200 libraries in Maine participate in this consortial statewide system. The collection includes almost 9,000 downloadable audio-books and e-books and grows with demand.
- **Gateway to Digital Collections** – This function provides online access to thousands of selected, digitized materials in all formats - full text, image, sound, video, and finding aids. The materials are among the special collections made available by the UMS Libraries, in collaboration with other campus units, and in partnership with other cultural institutions in Maine, including the Maine State Library.

Procedures and timeline for carrying out the activities

Maine InfoNet will continue the expansion, refinement and evolution of all its services and resources for Maine libraries, library patrons and all Maine residents.

- Investigate other learning and information resource purchases through consortia agreements (Annually or bi-annually)
- Increase library participation in MaineCat by actively pursuing cost effective and more technologically advanced ILS solutions to serve a larger percentage of Maine libraries (2015-2017)
- Support authentication from institutional and home users (Annually)

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- Monitor use of Overdrive and other solutions to e-book demand by Maine libraries and patrons (Annually)
- Seek increased funding via grants and state funding (Annually)
- Train Maine library staff in all processes and procedures for services and products provided by Maine InfoNet (Annually)
- Monitor and evaluate effectiveness of the discovery system (Annually)
- Continue the Memo of Understanding between the University of Maine System and MLS to employ an InfoNet Director and staff members
- Continue a Memo of Understanding with MINERVA libraries, URSUS libraries and independent colleges to continue MaineCat or another unified catalog solution. (Annually)

Maine InfoNet Quarterly Reports   (for July 1 – June 30 of reporting year)

MaineCat		Minerva	
# volumes		# libraries;	
# unique titles		# items	
# libraries;		# Items checked out/renewed	
# items borrowed (via MaineCat ILL requesting			
URSUS		**Solar**	
# libraries;		# libraries;	
# items		# items	
# Items checked out/renewed		# Items borrowed	
MARVEL:		**Downloadable Books:**	
# of indexes and databases		# libraries participating	
# logins		# e-books	
		# audio books	
Events		# checkouts	
# ofTraining/Meeting/Summits			
(topics and attendence)			

What benefit or outcome will be achieved

- Databases will serve a larger number of Maine citizens
- Usage analysis of all activities will allow for services to evolve
- Downloadable audio and e-books will continue to expand access beyond printed materials
- MaineCat's new iteration will serve a larger number of libraries and Maine citizens improving access to all library materials
- Continued Memo of Understanding between the Maine State Library and the University of Maine System ensures a balance for all libraries in Maine.

- Maine citizens, library patrons and students can easily access valid online resources and borrow from a larger number of Maine libraries
- Improved library services to meet user needs regardless of socioeconomic background or geographic location or local funding

How MSL will use federal funds to assist in meeting these goals

Federal funds are used to:
- Pay partial salary for Maine InfoNet Director
- Pay salary for a part-time employee for database management, catalog maintenance/cleanup, and some training
- Pay partial salaries for the Director of Library Development and the Web Coordinator for work done for and support of the Maine InfoNet partnership
- Additional database and/or e-book purchases as funding allows

Partnership 3 - Networkmaine, Maine Department of Education, Maine Public Utilities Commission and the Maine State Government Office of Information Technology –
Maine School and Library Network and other technology initiatives

Description of the partnership/program:
The Maine State Library partners with Networkmaine, the Public Utilities Commission, and the Maine Department of Education to administer the Maine School and Library Network (MSLN) which provides Internet connectivity and technical support at no cost to Maine public libraries and K-12 schools.

Explain what the partnership does:
The Maine State Library (MSL) is a member of the Networkmaine Council that has oversight over planning and budgeting for the Networkmaine infrastructure, including management of the Maine School and Library Network, video conferencing and other programs that are sponsored by the Networkmaine Council members. The MSL and the Council work closely with the Maine PUC who administers the Maine Telecommunications Education Access Fund (MTEAF). Both the federal E-rate program and the state MTEAF fund the connections for public libraries.
Networkmaine maintains a help desk, provides web hosting, a domain name hosting service and email services for MSLN public libraries. Currently 228 (87%) of Maine public libraries participate in the MSLN Consortium. Networkmaine manages the RFP, E-rate application process and vendor payments for the MSLN.
The Maine State Library provides E-rate consultant support to Networkmaine as well as to individual libraries.   The current level of connectivity for Maine public libraries ranges from 10 mbps – 100 mbps. The Federal E-rate program funds approximately 70% and the state MTEAF funds the remaining 30% for these connections.

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The ConnectME Authority works closely with the Networkmaine Council members and with all broadband initiatives in the state (including all BTOP projects). All these partners will be working on statewide digital literacy initiatives in the future as opportunities and funding become available.

Partner information:
Networkmaine is a unit within the University of Maine System created by the restructuring of its communications and network services group. Networkmaine manages a statewide telecommunications delivery system and services to support education, research public service, government and economic development. Created by a memorandum of understanding, Networkmaine operates through a coordinating council which is comprised of the University of Maine System, the Maine State Department of Education, the Maine State Library, and the Maine State Government Office of Information Technology. In addition to servicing higher-education and research, Networkmaine provides schools and libraries in the state with Internet connectivity at little or no cost through the MSLN project.
The Maine Public Utilities Commission (PUC) provides oversight for the Maine Telecommunications Education Access Fund (MTEAF). 35-A M.R.S.A. §7104-B authorizes the Commission to implement the MTEAF in order to provide discounts to qualified schools and libraries for obtaining and using advanced telecommunications technologies, such as Internet access, internal connections, computers, training and content. The Commission adopted Chapter 285 to implement the Fund.

The ConnectME Authority: As part of this partnership the MSL works closely with the ConnectME Authority. In 2006, the Legislature created the ConnectME Authority to develop and carry out its broadband strategy by identifying unserved areas of the state; developing proposals for broadband expansion projects, demonstration projects and other initiatives; administering the process for selecting specific broadband projects; and providing funding, resources and incentives (PL 2005, c. 665.). In 2007, the Legislature also approved the Authority's major substantive rule that defines the state's broadband strategy and describes how that strategy is to be implemented

Procedures used to carry out activities – with timeline
Quarterly:
- The Networkmaine Council meets quarterly to plan and provide oversight.
- Networkmaine pays invoices and tracks vendor performance
- The Maine State Library E-rate/Technology consultant provides ongoing E-rate support to libraries and to Networkmaine through all phases of the application process.

Yearly:
- Library usage graphs are reviewed to ensure bandwidth is adequate. Adjustments are made in the E-rate application and with the vendor to increase bandwidth if needed.
- The Networkmaine Council prepares an annual budget and plan to submit to the Maine PUC.
- The PUC adjusts the MTEAF assessment to align with budgetary needs for MSLN. Maine law (35-A M.R.S.A. § 7104-B) limits the amount collected to no more than 0.7% of retail charges for telecommunications services.
- The E-rate/technology consultant attends workshops and participates in monthly phone calls to learn, stay up-to-date and then communicate knowledge to libraries about new federal and statewide E-rate and technology initiatives.

Every 3-5 years:
- RFP for telecommunications and Internet access is issued for the MSLN. Networkmaine develops the RFP based upon input from the Networkmaine Council.

- Contracts are negotiated and vendor delivery of services is coordinated through Networkmaine.

Benefits or outcomes expected:

Networkmaine
- Provide necessary bandwidth to meet the needs of Maine public libraries and the citizens using these services (internet, video-conferencing, wireless, etc,)
- Provide support and guidance for technical problems via the Help Desk.
- Provide E-rate application assistance; simplify and streamline this process for participating libraries.

E-rate/Technology Consultant
- Provide support and guidance for technical issues related to statewide initiatives.
- Provide E-rate application assistance; simplify and streamline this process for participating libraries.

How MSL will use federal funds to assist in meeting these goals

Federal funds are used for:
- Salary for a State E-rate Coordinator and technology consultant;
- Pay partial salaries for the Director of Library Development and the Web Coordinator for work done for and support of the Networkmaine and E-rate efforts.
- Software and accessories to develop training for libraries (E-rate, CIPA, Internet Safety policies, etc.)
- Travel to yearly USAC E-rate training and other technology training as needed.

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Goal 2: Expand and enhance life-long learning opportunities for librarians and Maine citizens. (LSTA Priorities 3, 4, 6, 8)

Program – Maine Regional Library System: District Consultants

Description of the program:
Maine's Regional Library System (MRLS) was established by legislation in 1973 (MRSA Title 27, Chapter 4) and three library districts were created to improve library services to the citizens of Maine. The Maine Regional Library System's District Consultants support a network of public, school, academic, and special libraries in Maine counties. Maine has three districts serving the entire state:

1. Central Maine Library District (CMLD)
   Office Location: Maine State Library
   Counties Served: Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, Somerset
2. Northeastern Maine Library District (NMLD)
   Office Location: Bangor Public Library
   Counties Served: Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington
3. Southern Maine Library District (SMLD)
   Office Location: Portland Public Library
   Counties served: Cumberland, York and selected Oxford county towns (Brownfield, Denmark, Fryeburg, Hiram, Lovell, and Naples).

The three districts each have an executive advisory body representing a constituency of participating libraries within their geographical district. District Councils (the participating libraries) consist of a representative from each member library or school system. The councils meet at least twice each year. Council members serve on district committees and boards.
Membership is open to public, school, academic or special libraries. Each member library appoints a representative to the district council. There is no charge for membership.

District consultants:

- Develop, select and conduct training programs which support resource sharing, professional development and other cooperative library activities.
- Coordinate statewide activities in a variety of areas, such as continuing education, federal grants, and resource sharing.
- Serve on statewide and regional committees.
- Make presentations to professional groups regarding library development.
- Coordinate the evaluation of library programs, including the development of evaluative criteria and the implementation of evaluation programs.
- Serve as a professional consultant to libraries within the district or districts.
- Study the needs of the district and make recommendations to the district council, the District Liaison Committee and the Maine Library Commission.
- Work with Area Reference and Research Center staff members in planning area reference and interlibrary loan services.
- Participate in long-range planning and program development, with emphasis on multi-type resource sharing.

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What will the program do?

The three district consultants will work collaboratively to:

- Facilitate, plan and deliver professional development opportunities to foster life-long learning among librarians in Maine. This includes work in the areas of 21st century skills, digital literacy, and core competencies for library staff without professional degrees.
- Provide consulting services to librarians and trustees and friends as requested.
- Foster cooperation and networking among libraries and librarians to increase collaboration among libraries to better serve Maine citizens.
- Continue as a WebJunction Community Partner to deliver online course opportunities for Maine library staff.
- Explore, promote and educate Maine librarians regarding the future of libraries as a " community place" and/or "destination".

Who benefits from this program?

- Public, special, academic and school libraries
- Library partners
- Maine citizens
- Trustees, town government, friends groups

What procedures and timetable will be followed to carry out activities?

Annually Consultants will

- Provide continuing education and professional development activities and services.
- Provide consulting services for individual libraries within their respective regions: Northeastern Maine Library District (NMLD), Central Maine (CMLD), and Southern Maine (SMLD).
- Coordinate state-wide library programs and activities.
- Utilize a variety of methods to connect and communicate with librarians across the state, (face to face meetings, IP-based video-conferencing (desktop and units).
- Work with library partners to develop relationships between public libraries, partners and patrons.

Annually Consultants and Executive Boards will

- Create district goals with executive council boards in each region.
- Hold two District Council meetings annually in each region.
- Work with the District Liaison Committee whose mission is to be a conduit of information and ideas that facilitate collaboration, cooperation and communication through the regional library districts and to support the goal of delivering excellent library service for all Maine citizens.
- Serve as a communication conduit between the Area Reference and Resource Centers (ARRC): Bangor Public Library, Portland Public Library, Maine State Library and Lewiston Public Library facilitating communication between ARRC directors, staff, district libraries and the Maine State Library.

Monthly/Weekly Consultants will:

- Meet monthly with Maine State Library Key staff.
- Meet monthly with Library Development staff.
- Meet weekly via MOVI with Library development key staff.

D. Procedures for carrying out the activities:

The District Consultants will:
- Meet monthly to plan and coordinate statewide and regional training events.
- Meetings will include other MSL staff such as Director of Library Development, Web Coordinator and technology consultant as needed.

The District Councils will meet semiannually to:
- Elect an executive board.
- Receive reports from the Maine State Library, the Maine Library Commission, Area Reference and Resource Center and District Consultant.
- Develop individual skills and knowledge.

Each District Executive Board will meet annually to:
- Develop and execute a plan of service for libraries.
- Evaluate the current district plan of service.

District Consultants will:
- Plan, communicate and deliver events in their regions.
- Work with MSL partner Maine InfoNet on Automation, statewide catalog and database training, awareness and evaluation.
- Explore concept of regional hubs to assist small rural libraries.
- Work with libraries and partners on initiatives of early childhood literacy, digital literacy, workforce development, STEM literacy, e-government services and programming.
- Identify Core competencies; plan and deliver instruction in one competency area via face to face, online via video conferencing or webinars.
- Support events that foster school and public library collaboration such as Reading Roundup and Summer Reading.
- Organize and sponsor a Library Leadership event for emerging library leaders.
- Work with MSL Web Coordinator to ensure information about this program and activities is on the MSL website and in social media.
- Work with MSL Technology consultant for expertise in digital literacy resources, training and delivery.

What benefit or outcome will be achieved by this program?
- Libraries and library staff will be aware of new and changing trends in the delivery of library services.
- Library staff will have varied ways of participating in training and events.
- District consultant's work with partners will model behavior for all libraries.
- Library staff will increase their skills, including digital literacy and be able to incorporate digital literacy resources into their services.

How MSL will use federal funds to assist in meeting these goals
- MSL will use federal funds for salaries of one consultant and one support person.
- Federal funds will also be used for continuing education presenters and programs and also includes travel, office supplies.
- Pay partial salaries for the Director of Library Development and the Web Coordinator for work done for and support of this program.

Goal 3: Improve library services to individuals with disabilities and for Maine citizens, including children, living in underserved areas.   (LSTA Priorities 5, 6, 7, 8)

Programs supporting this goal are:
1. Outreach Services – Talking Books, Large Print and Descriptive Video
2. Outreach Services – Books by Mail

Program 1: Outreach Services – Talking Books, Large Print and Descriptive Video

Description of the Program
Outreach Services – Talking Books, Large Print and Descriptive Video are federally-funded programs which provide recorded books and special players free to persons who are blind, visually impaired, physically handicapped (cannot hold a book) or who have a doctor-certified reading disability. The program has three services:

1. **Online Talking Books Plus Catalog**
This online Talking Books Plus catalog provides complete access to information about every book in the Talking Books Plus' collection. It displays the complete bibliographic record, so you can find out what books are available, what each book is about, who the author and narrator are, how long the book is, and whether a copy is available to borrow. Anyone can browse the catalog but only registered/eligible borrowers can order books.
2. **BARD - Braille and Audio Reading Download**
BARD stands for the National Library Service's Braille and Audio Reading Download. By registering for BARD, patrons using a digital machine can download digital books from the Internet to their computer. Digital copies are always available.
3. **Descriptive Video**
Descriptive videos are regular, commercial films which have been augmented with special narration which describes the action for people who have visual impairments. They are available to people who are registered for Talking Books or Large Print service. An online catalog is now available. Choose "Descriptive Video" under the "Formats" drop-down menu to search the collection.

Outreach Services - Large Print Books
Maine State Library Large Print Service offers free large print books mailed directly to individuals who are visually impaired, and rotating collections of Large Print books to libraries who serve the visually impaired.

Explain what will be done
Eligible Maine residents and libraries will have access to large print books, books on tape, digital books and descriptive videos from Maine State Library Outreach Services (Talking Books, BARD, Descriptive Videos and Large Print Books) via:
- Talking Books Plus online catalog
- BARD Download website

Eligibility

- Maine residents must be blind, visually impaired, physically handicapped - cannot hold a book or have a doctor-certified reading disability. These programs require certification by a qualified professional.
- Libraries who service eligible Maine residents

Procedures used to carry out activities

Maine State Library Outreach Services for Talking Books, Large Print and Descriptive Video include these activities:

- Provide support and service via phone and email to eligible residents.
- Provide Reader's Advisory via phone and email to eligible residents.
- Provide Large Print Books via Mail.
- Provide aids for patrons to learn about and use current online features including a video on how to use BARD. http://www.maine.gov/msl/outreach/lbph/bardinfo.htm
- Provide an accessible web site for patrons who access these services.
- Schedule presentations in various parts of the state on Talking Books, Large Print and BARD Program.
- Partner with The Iris Network to make Maine Airs material available to Talking Book patrons on digital cartridge. http://www.theiris.org/maine-airs/programming
- Utilize volunteers to maintain players.
- Serve on advisory boards, including Division for the Blind and Visually Impaired (DBVI) and Maine AIM (Accessible Instructional Materials).
- Local Talking Books digital recording studio will produce quality recordings of Maine and local interest books that are not available in the national Talking Books program.
- Collect statistics and analyze usage and costs to evaluate value and use of services.
- Stay up to date on technology and assistive devices used by libraries statewide and nationally.

Benefits or outcomes expected

- Through our statewide library services, eligible blind and physically disabled Maine citizens have access to books, materials and information in accessible formats.
- Access to these outreach services helps develop independent and informed citizens participate in society and become more aware of current issues and news.
- Empower libraries to improve accessibility and direct residents to Maine State Library Outreach Services' programs.
- Improving access to reading materials through accessible technologies.
- Enrich lives and help eligible Maine citizens achieve personal independence.
- Improve public awareness of Outreach Services and assistive technology devices for the blind, visually impaired, and physically disabled in Maine.

How MSL will use federal funds to assist in meeting these goals

Federal funds are used to:
- Pay salaries for employees who provide these services
- Purchase tapes and cartridges
- Purchase supplies for mailing, packaging

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- Maine catalog software, web hosting and support
- Travel to presentations about these services, training and meetings with partners
- Pay partial salaries for the Director of Library Development and the Web Coordinator for work done for and support of the Talking Books program.

Timeline: 2013-2017
- All activities are ongoing and will continue with this plan.
- Users will be surveyed about services at least twice during the plan period.

Program 2: Outreach Services – Books by Mail

Describe supporting program
Books By Mail provides library materials via U.S. Postal Service to residents of Maine communities where there is no full-service library, and to people who are homebound for medical reasons. There are approximately 187 towns or townships without public libraries and 26 towns with a library open 12 or fewer hours per week.

Books by Mail for Maine citizens living in unserved or underserved areas
- Provides delivery of library materials to Maine citizens living in towns with no public library or a library open less than 12 hours per week.
- Patrons can order books through the online catalog, mail or via phone.
- Patrons are required to pay for return postage

Books By Mail for the homebound
- Provides delivery of library materials to individuals who are homebound due to disability and meet eligibility requirements.
- Patrons can order books through the online catalog, mail or via phone.
- Delivery of library materials is free; homebound citizens do not have to pay for return postage

Procedures for carrying out the activities
- Process requests through the online catalog (fulfilling from the MSL collection or interlibrary loan).
- Patrons use the online catalog if they have a computer and online access. Patrons without access may use mail or phone to request library materials.
- Presentations in various parts of the state on the Books-By-Mail programs
- Maintain usage statistics and track costs.
- Keep Books by Mail users informed about any changes in eligibility, based on Public Library Annual data statistics.

What benefit or outcome will be achieved
Eligible users will benefit from the Books by Mail program:
- Residents of towns with no public library have access to library materials.

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- Residents of towns with libraries with limited hours have greater access to library materials.
- Homebound Maine citizens have free access to library materials at no cost.
- All Books by Mail patrons with computers have access to an online catalog, ILL, and downloadable audio and e-books.

How MSL will use federal funds to assist in meeting these goals

Federal funds are used to:
- Pay salaries for employees who provide these services
- Purchase books
- Purchase supplies for mailing and packaging of materials
- Pay for postage
- Travel to presentations about these services, training and meetings with partners.
- Pay partial salaries for the Director of Library Development and the Web Coordinator for work done for, and support of, the Books by Mail program

Timeline: 2013-2017

- All activities are ongoing and will continue with this plan.
- Users will be surveyed about services at least twice during the plan period.
- A yearly analysis of costs benefits of programs and number of people served will be performed.
- Work with Director of Library Development, district consultants and ARRCs to determine the impact of BBM program on local libraries to determine the most cost-effective delivery.

Coordination Efforts

All work and partnerships with other state agencies and offices are a coordination of efforts and resources and do not replace any federal or state investment. These efforts are described in the program and partnership activities in the body of the plan. Below is a restatement for each particular partnership and/or program.

1. **Partnership with Maine Regional Library System -- Area Reference and Resource Centers**
The ARRCs in this partnership, Bangor Public Library, Lewiston Public Library and Portland Public Library, coordinate efforts with the Maine State Library. The work done leverages but does not replace, the Federal and State investment in elementary and secondary education; early childhood education; workforce development; and other federal programs and activities that relate to library services.

2. **Partnership between the University of Maine and the Maine State Library for Maine InfoNet**.
This partnership with the University of Maine only leverages federal or state investment and does not replace other federal programs and activities that relate to library services.

3. **Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission and the Maine State Government Office of Information Technology -- Maine School and Library Network and other technology initiatives**.
 This partnership only leverages federal or state investment and does not replace other federal programs and activities that relate to library services.

4. **Program – Maine Regional Library System: District Consultants**
  The work done in this program coordinate efforts and leverages but does not replace, any Federal and State investment in elementary and secondary education; early childhood education; workforce development; and other federal programs and activities that relate to library services.

5. **Outreach Services – Talking Books, Large Print and Descriptive Video**
 The work done in this program coordinate efforts and leverages but does not replace, any Federal and State investment in elementary and secondary education; early childhood education; workforce development; and other federal programs and activities that relate to library services.

6. **Outreach Services – Books by Mail**
 The work done in this program coordinates efforts and leverages but does not replace, any Federal and State investment in elementary and secondary education; early childhood education; workforce development; and other federal programs and activities that relate to library services

Evaluation Plan for Partnerships and Programs

Goal 1: Partnership Evaluations:

Each partnership the Maine State Library has detailed in this plan is unique and involves a variety of agreements: Memorandums of Understanding, contracts or both. These documents outline the work to be performed or the goals to be met.

1. *Evaluation for the Partnership with Maine Regional Library System -- Area Reference and Resource Centers*

This partnership will be evaluated using data submitted in quarterly reports to ensure that work is ongoing and will be used to make any midcourse adjustments to service.
The data collection is detailed in the ARRC's procedures to deliver services and includes measurable data that includes:
- ILL transactions
- Reference Questions answered
- Number of borrower cards issued
- Number of meetings attended as an ARRC representative
- Other data significant to the ARRC's role

2. *Evaluation for the Partnership between the University of Maine and the Maine State Library for Maine InfoNet*

This partnership will be evaluated using data submitted in quarterly reports to ensure that work is ongoing and will be used to make any midcourse adjustments to service. The data collection is detailed in Maine InfoNet's procedures to deliver services and includes the following measurable data:
- MaineCat
- URSUS
- Minerva
- Solar
- Downloadable Books (e-books and audio)
- MARVEL
- Events

3. *Evaluation for the Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission and the Maine State Government Office of Information Technology -Maine School and Library Network (MSLN) and other technology initiatives*

This partnership will be evaluated annually and will be based on data submitted by Networkmaine, discussions within the Networkmaine Council and the production and submission of the annual report for funding to the Maine Public Utilities Commission.

- Data submitted to the Networkmaine Council includes budget, technology initiatives, bandwidth expansion, etc.
- Information submitted by the Maine State Library and Maine Department of Education in the annual report for funding includes information about how bandwidth is used in library and school initiatives throughout the state. Budget needs and bandwidth expansion needs are submitted by Networkmaine based on bandwidth analysis and new initiatives that may require additional bandwidth.
- Evaluation of partnership will include a new strategic plan during this 5 year plan period.
- The E-rate /technology consultant will be evaluated by the Director of Library Development based upon survey results from workshops, listserv and telephone outreach, webinars and other methods determined to be effective.

Goal 2: Program Evaluation

1. Evaluation for the Program – Maine Regional Library System: District Consultants

This program will be evaluated annually by each of the district executive boards for specific regional goals, as well as the Director of Library Development's annual review of data collected through surveys on continuing education events by all three districts' collaborative work.

- Progress on the executive boards' annual goals and plans of service are reviewed at each executive board meeting, late spring/early summer each year.
- Pre-workshop surveys will be collected from selected continuing education events to indicate participants' level of understanding and knowledge about the topic.
- Post-workshop surveys will be collected from participants at all continuing education events, soliciting feedback and asking how participation in the event improved knowledge and is expected to change the attendees' behavior upon returning to their libraries.
- Survey results will be jointly evaluated yearly by the Director of Library Development, the three regional consultants, and the other Library Development key staff (including the E-rate/ Technology consultant and the Web Coordinator) so adjustments and changes can be made to workshop topics, method of delivery, length, location, etc.
- District consultants' work in their respective regions will be evaluated by quarterly reports submitted to the Director of Library Development that details outreach efforts.

Goal 3: Program Evaluations

1. Evaluation for Outreach Services – Talking Books, Large Print and Descriptive Video

Evaluation surveys will be sent biannually to users to determine if this program:
1. Improves the quality of their lives
2. Keeps them informed
3. Allows them to obtain needed health information

4. Supports their need for continuing education
5. Supports recreational reading

Surveys will also determine user's satisfaction with the level of service provided by Outreach staff, evolving needs and uses, and evolution of use of technology.

In addition to survey results and analysis, the Outreach Coordinator will provide quarterly statistics to the director of Library Development which will include:
1. Number of talking books, descriptive videos, digital books and large print books distributed annually
2. Outreach efforts to promote the service
3. Meetings attended
4. Number of eligible and active users
5. Increase or decrease in users
6. Increase or decrease in services used
7. Other relevant information that will improve the department's management of these services

The Outreach Coordinator will also keep the Director of Library Development informed about any developments and changes made by the National Library Service for the Blind and Physically Handicapped (NLS).
The Outreach Coordinator will monitor progress made in producing local talking books with the digital recording studio.

2. *Evaluation for Outreach Services – Books by Mail Program*

Evaluation surveys will be sent biannually to users to determine if this program:
1. Improves the quality of their lives
2. Keeps them informed.
3. Allows them to obtain needed health information
4. Supports their need for continuing education
5. Supports recreational reading

Surveys will also determine user's satisfaction with the level of service provided by Outreach staff, evolving needs and uses, and evolution of use of technology.

In addition to survey results and analysis, the Outreach Coordinator will provide quarterly statistics to the director of Library Development which will include:

1. Number of Maine citizens using the BBM program; homebound and underserved user groups
2. Increase or decrease in users
3. Unit Cost for each user of each eligible user group
4. Outreach efforts to promote the Books by Mail service
5. Monitoring of feedback on eligibility requirements for underserved areas

6. Increase or decrease in services used
7. Other relevant information that will improve the department's management of these services
8. Books by Mail users with computers using downloadable audio and e-books services

Stakeholder Involvement

This Five –Year State plan for Maine was developed with feedback from stakeholders gathered in the following ways:

1. **Maine State Library statewide surveys.**
   - Leadership Training Interest Survey (2011).
   - Social Media Survey (2011
   - Maine State Library Services Survey (2010)
   - Talking Books Plus Survey (2010)
   - Books By Mail Survey (2009)
   - MSL Patron Survey (2009)
   - Library Budget Survey (2009)
   - SCOOP Purchasing Survey (2008)

2. **Responses to drafts from the Maine State Library staff responsible for carrying out the plan**

3. **Review of draft by the Maine Library Commission /LSTA State Advisory Council.**
   The Maine Library Commission is a 17-member board appointed by the Governor, with a broad representation of the state's library community. The Commission establishes the policies and operations of the State Library, gives advice and makes recommendations on the expenditure of state and federal funds, and establishes guidelines and policies for statewide library programs.

Communication and Public Availability:

The LSTA 2013-2017 Plan, once approved by the Institute of Museum and Library Services, will be made available in print to the Maine Library Commission/LSTA State Advisory Council on Libraries and will be posted on the MSL web site at http://www.maine.gov/msl/libs/lsta/index.shtml. An email to the Maine libraries list serve will notify libraries of its availability on the website. The goals and action steps of the plan will be highlighted at the three regional spring council meetings and shared with the three district advisory board meetings.

The Maine Library Commission will receive status reports and have opportunities to review LSTA program activities. Significant changes to the State Plan will be submitted to the IMLS and appropriate stakeholders.

Monitoring

The Director of Library Development /LSTA Coordinator will monitor the LSTA State Plan for 2013-2017. Each funded program/partnership will provide quarterly reports for review. Discussions regarding performance will occur upon yearly renewal of contracts for services.
The Director of Library Development /LSTA Coordinator is ultimately responsible for assuring that monitoring and evaluation takes place as MSL strives to complete the activities detailed in this plan.

Assurances

The following are the required certifications and assurances and are attached in the following appendix.
1. Program Assurances for 2013 Grant Award (includes Internet Safety Assurance and compliance with the Trafficking in Persons requirement)

2. Certifications Regarding: Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; and Lobbying
3. Assurances of Non-Construction Programs
4. State Legal Officer's Certification of Authorized Certifying Official
5. Reporting Sub-awards and Executive Compensation
6. Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries