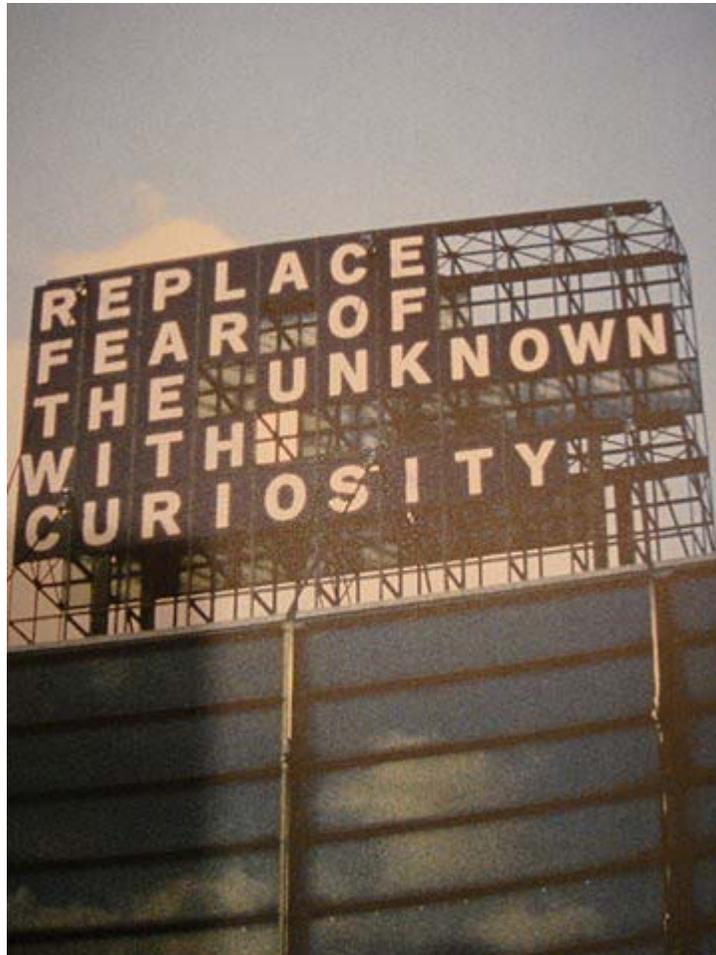


Idaho Commission for Libraries
Continuing Education Action Plan
2013-2015



Summary:

Sustaining Idaho library services in an atmosphere of innovation and change requires that library workers have the skills and knowledge necessary to keep their libraries vital and vibrant within their individual communities. This fact makes continuing education crucial to all activities supported by the Idaho Commission for Libraries (ICFL).

The ICFL Continuing Education (CE) Action Plan serves as a snapshot of the systematic training and continuing education activities provided for the Idaho library community which includes a wide-range of publicly-funded entities: public, academic, school and special.

To compile this document, ICFL reviewed the evaluations of continuing education events conducted during the previous CE Action Plan, posted surveys, and convened the Continuing Education Advisory Group to review the current professional development needs of the Idaho library community and trends in library services. This informal data combined with the existing three-year Continuing Education Action Plan for 2010-2012 were used to formulate the three-year Continuing Education Action Plan for 2013-2015.

With changing knowledge and skills needed by library workers to successfully serve their communities, it remains a challenge to prepare a specific three-year plan for continuing education which effectively coordinates the delivery of continuing education activities supporting statewide resources and projects. Time and commitment to continuing education is – and will continue to be – a top priority for the Idaho Commission for Libraries.

A key message delivered to the library community during the 2010-2012 Action Plan was the importance of creating individual Personal Learning Plans. Individuals were encouraged to take responsibility for developing their learning goals and then seeking appropriate tools to help them meet those goals from the buffet of resources provided by the Idaho Commission for Libraries. Through anecdotal information, there is a growing number of individuals taking responsibility for their learning, as well as directors who are making staff education a priority and promoting the use of the available tools such as WebJunction Idaho. Continuing education is crucial for the sustainability of the Idaho library community. Technology and the changing socio-economic environment require library staff to remain abreast of new trends and technology in order to maintain high levels of service.

ICFL continues to address these challenges in a variety of ways.

- The continuing education action plan supports the agency strategic plan, the LSTA 5-Year Plan, and is updated annually to provide flexibility within an organized process.
- Philosophies such as “Libraries as learning organizations” and “transliteracy” are promoted to encourage individuals to view learning as an essential part of any library position.
- Competencies are identified for all library workers to assist managers and library leaders in creating individualized continuing education programs.

- Guidelines for planning and scheduling are used to enhance access to continuing education activities for all library staff throughout Idaho.

Mission:

Idaho Commission for Libraries assists libraries to build the capacity to better serve their clientele.

Purpose:

The Continuing Education Action Plan outlines the means by which ICfL's mission will be incorporated through ongoing educational support for members of the Idaho library community who are striving to sustain Idaho library services in an atmosphere of innovation and change.

The Continuing Education Action Plan supports the four Strategic Issues identified in the ICfL State Strategic Plan 2008-2012, as critical for library development toward the preferred future.

- #1: How do Idaho libraries strategically position themselves to actively create and embrace the future?
- #2: How do Idaho libraries develop and sustain valued services?
- #3: How do Idaho libraries create and promote a vital identity?
- #4: How do Idaho libraries sustain an infrastructure that provides services in an atmosphere of innovation and change and the ever present economic challenges?

History:

The history of ICfL's training and continuing education activities goes back to 1988 when the Idaho State Library contracted with Consulting Librarians Group to produce its first long-range plan for continuing education. The project was initiated and the first CE Consultant hired in 1989. Three years later the State Library hired the Library Development Solutions consulting firm to evaluate the first three years of planned continuing library education and to write a plan for the next three years (1992-1994).

Following an interim two-year plan (1995-1996), the Continuing Education Advisory Committee approved another three-year plan (1997-1999). In December of 1999, another strategic plan (2000-2002) with a much broader approach was developed.

In 2003, Sandra Nelson was contracted to review the existing continuing education program and develop recommendations. This statewide assessment was conducted through key informant interviews, surveys and focus groups. The resulting report, Recommendations for Statewide Continuing Education Plan 2003-2006, served as the basis for the Continuing Education Plan.

Format:

The ICfL Continuing Education Action Plan is formatted with the following building blocks:

Action Issues:

- Action Issues are the key questions to be addressed during the life span of this action plan. The goals, strategies, and activities provide the pathway to reach the desired end results to address these questions.

Goals:

- Goals represent the “end states” which will be the evaluative indicator that an action issue has been addressed. The goals in this plan are stated as declarative sentences to answer the specific action issue question.

Strategy:

- Strategies describe the pathways for reaching the desired goals to answer each action issue. Strategies are not bound by time and not likely to change much during the lifetime of the plan. In this plan they are listed as one word or short phrases.

Activity:

- Activities are specific actions designed to change behavior in order to achieve the “end states” described in the goals.
- The same or similar activities may be found under several goals under multiple target audiences. This duplication shows how the activities and various target groups are inter-related throughout the Idaho library community.
- The title of the staff with primary or ultimate responsibility is listed for each activity. Many activities indicate two or more staff members with responsibilities which demonstrates the collaborative approach ICfL uses in providing quality continuing education.

Action Issues:

The following action issues identify the critical continuing education questions to be addressed within the Idaho library community to promote an atmosphere of innovation, flexibility, and change during this three year plan.

The first question addresses the ICfL infrastructure required to create and deliver continuing education activities for Idaho library staff as identified in the remaining three questions. These target audiences have evolving training and continuing education needs, some of which have not yet been identified.

1. What can ICfL do to help Idaho's libraries not only sustain, but also equitably and conveniently increase public access to information and library services?
2. How will libraries provide Idahoans with equitable access to literacy and learning opportunities in order to be successful in all of life's endeavors?
3. How can all Idaho libraries be recognized as valued community anchors within their unique environments?

Goals:

The identified goals provide an answer for related action issue questions. Each declarative statement describes the visualized "end result" following the implementation of the strategies and activities.

1. What can ICfL do to help Idaho's libraries not only sustain, but also equitably and conveniently increase public access to information and library services?
 - A. High-quality continuing education events in relevant subject areas using appropriate delivery methods will be provided.
2. How will libraries provide Idahoans with equitable access to literacy and learning opportunities in order to be successful in all of life's endeavors?
 - A. Idaho libraries are recognized within their community as flexible, innovative, learning organizations.
3. How can all Idaho libraries be recognized as valued community anchors within their unique environments?
 - A. Idaho libraries serve as community anchors and provide innovative services for their communities.

Strategies and Activities:

Recognizing the diversity of Idaho libraries and their communities, it is important that the content and delivery methods be tailored to meet those individual needs. The strategies listed provide a pathway for the implementation of the stated activities which will enable each target group to achieve the stated goals and subsequently answer the related action issue.

1. What can ICfL do to help Idaho's libraries not only sustain, but also equitably and conveniently increase public access to information and library services?

A. High-quality continuing education events in relevant subject areas using appropriate delivery methods will be provided.

1.A.1. Strategy – Environmental Scanning

1.A.1.1. Monitor library literature, attend conferences, and poll statewide advisory groups to maintain awareness of new trends and technologies in continuing education; **CE Consultant, annually.**

1.A.1.2. Prepare, publish, and post a three-year continuing education action plan based on ICfL strategic plan, LSTA state plan, CE evaluations, ICfL staff survey, and CE Advisory Group input; **CE Consultant, December 2012**

1.A.2. Strategy – Planning and Evaluating

1.A.2.1. Identify training priorities for each target audience: directors, managers, library staff, school librarians, trustees; **CE Consultant with ICfL Development Staff, annually- Fall**

1.A.2.2. Review and adapt the assessment process to determine the long term effects of continuing education on the Idaho library community; **CE Consultant, ongoing**

1.A.2.3. Review and update content and format of e-courses; **CE Consultant & Contractors, ongoing**

1.A.2.4. Facilitate blended learning opportunities using learning cohorts. **ICfL staff, ongoing**

1.A.3. Strategy – Community Building

1.A.3.1. Publish a rolling 16-month calendar of ICFL sponsored continuing education activities; **CE Consultant, ongoing**

1.A.3.2. Advertise continuing education events in print and electronic formats clearly identifying topics and intended audiences; **CE Consultant with ICfL Development Staff, ongoing**

- 1.A.3.3. Promote social networking tools to support skills and techniques in collaboration, project planning, and building partnerships; **CE Consultant with ICfL Development Staff, ongoing**
 - 1.A.3.4. Promote e-courses and webinars to provide skills to library staff and trustees in technical services, technology, reference, readers advisory, leadership, and management; **CE Consultant with ICfL Development Staff, ongoing**
 - 1.A.3.5. Serve as a clearinghouse and publicize information about continuing education opportunities for the library community; **CE Consultant with ICfL Development Staff, ongoing**
 - 1.A.3.6. Develop learning pathways that offer directors, managers, library staff, school librarians, and trustees the competencies needed to enhance the delivery of programming and information; **CE Consultant with ICfL Development Staff, spring 2013**
 - 1.A.3.7. Share and coordinate continuing education, training, and professional development opportunities with other state library agencies, professional organizations, and continuing education providers; **CE Consultant, ongoing**
 - 1.A.3.8. Collaborate with other Idaho state agencies and organizations in providing training opportunities for library staff; **CE Consultant and ICfL Development Staff, ongoing**
- 1.A.4. Strategy – Funding Grants
- 1.A.4.1. Provide LSTA continuing education grants to support the goals outlined in the continuing education action plan; **CE Consultant and Grants/Contracts Officer, (as funds allow) ongoing**

2. How will libraries provide Idahoans with equitable access to literacy and learning opportunities in order to be successful in all of life's endeavors?

2.A. *Idaho libraries are recognized in their communities as flexible, innovative, learning organizations.*

2.A.1. Strategy – Teaching and Sharing

- 2.A.1.1. Provide online and face to face training which focuses on competencies, library funding, strategic planning, facilitation and leadership skills for library directors, managers and trustees. **Field Consultants, Networking & CE Consultant, ongoing as needed**
- 2.A.1.2. Provide online and face to face training events on evolving web technology, “libraries as learning organizations, transliteracy, and library basics to enhance library services; **ICfL Development Staff, SPLAT, ongoing**
- 2.A.1.3. Provide training and orientation for the various ICfL project activities which will include Let’s Talk About It (LTAI), Teens and Technology, early childhood literacy, school librarians, LiLI services, Mid-Life Adults, underserved populations; **Project Coordinator, annually per funding and award cycle**
- 2.A.1.4. Facilitate online and face to face informational sessions in regard to ongoing national initiatives relating to digital literacy and community building; **ICfL Development Staff, ongoing**

2.A.2. Strategy – Community Building

- 2.A.2.1. Develop and implement a mentoring program to support new library directors; **CE consultant, Public Library Consultants, Idaho Library Association, SPLAT, Spring 2013**
- 2.A.2.2. Use social networking tools to foster mentors, share innovative practices, and support others in developing leadership skills; **Continuing Education Consultant, ICfL Development Staff, Idaho Library Community, ongoing**
- 2.A.2.3. Facilitate activities which support engagement of library staff at local libraries; **Continuing Education Consultant, SPLAT members, ongoing**
- 2.A.2.4. Maintain relationship with Idaho Department of Labor and Adult Basic Education in the delivery of workforce development tools to the communities of Idaho; **CE Consultant, ongoing**

- 2.A.3.5. Provide updated online resources regarding library law, districting and trustees for public and school libraries; **ICfL Development Staff, annually**
- 2.A.3.6. Develop learning pathways that allow library directors/managers to guide the development of personal learning plans for staff; **CE Consultant with ICfL Development Staff; 2013**
- 2.A.3.7. Provide continuing education elements in ICfL publications and workshop materials; **Read To Me Coordinators, annually, September**
- 2.A.3.8. Facilitate blended learning opportunities for sharing successful models and programming; **CE Consultant with ICfL Development Staff, ongoing**

3. How can all libraries be recognized as valued community anchors within their unique environments?

3.A. *Idaho libraries provide leadership and innovative services for their communities.*

3.A.1. Strategy – Environmental Scanning

3.A.1.1. Poll the Continuing Education Advisory Group and Special Projects Library Action Team (SPLAT) for trends in innovative library services; **CE Consultant, annually**

3.A.2. Strategy – Teaching and Sharing

3.A.2.1. Provide training resources to help trustees, library directors and library staff understand their roles and responsibilities, meeting management, leadership and community building; **CE Consultant with Public Library Field Consultants, ongoing**

3.A.2.2. Offer continuing education events, e-courses, and webinars that provide the skills and tools to use in developing leadership skills; **CE Consultant with ICfL Development Staff; ongoing**

3.A.2.3. Promote e-courses and webinars which focus on library funding; **CE Consultant, ongoing**

3.A.2.4. Introduce continuing education events, e-courses, and webinars that focus on library ideals and their role in the community at large; **CE Consultant with ICfL Development Staff; ongoing**

3.B.2. Strategy – Community Building

3.B.2.1. Facilitate blended learning opportunities to communicate and share with other trustees.

3.B.2.2. Add and promote appropriate items of interest on the web page for trustees; **CE Consultant with ICfL Development Staff, ongoing**

3.B.2.3. Publish Envoy and Nexus newsletters; **Public Information Specialist and ICfL Development Staff, quarterly**

3.B.2.4. Encourage participation in statewide mentoring programs for school and public library staff, directors and trustees; **CE Consultant with ICfL Development Staff, ongoing**

Evaluation:

Ongoing evaluation of the continuing education plan is conducted in order to maintain an effective and valuable plan. Three specific reasons are listed here:

- To decide whether to continue or discontinue specific training activities.
- To gain information on how to improve future training activities.
- To determine the contributions of Idaho Commission for Libraries' continuing education efforts to the agency's mission.

Criteria:

The plan will be considered a success if the following criteria are met:

- Annual activities are either completed within the current or modified schedule.
- Grant funds for individual and group continuing education projects are used.
- Positive changes in behavior attributed to participation in the activities are reported.
- Increases in skills and knowledge attributed to participation in the activities are reported.
- Positive changes in library services attributed to participation in the activities are reported.
- Targeted audiences report the activities designed specifically for them have met their expectations.

Additional criteria to measure success will include

1. An increased leadership role in shaping community development reported by local library directors/Managers.
2. An increased use of the resources available through LiLI reported by library staff.
3. An increased use of the resources available through WebJunction Idaho by ILibrary staff.
4. All public libraries in Idaho report having a current strategic plan. (Directors/Managers)
5. An increase in library staff reporting they have skills needed to provide high-quality services or programs.
6. Reported library use remains stable or continues to rise in communities.
7. Library trustees report increased community building activities. (Public Library Trustees)
8. An increased number of libraries implement successful funding or districting campaigns. (Directors/Managers)
9. An increased number of school library staff report positively impacting student success. (Library Staff)

Methods:

Measuring the success of the plan is an integral part of each workshop and activity provided throughout the state. An annual summary of the evaluations will be compiled.