

# Memo

**To:** Montana State Library Commission

**From:** Commission reporting task force

**Date:** February 1, 2017

**Re: Draft Scope of Work**

The reporting task force of the State Library Commission presents the following scope of work for comment by the full Commission:

**Goal:**

To research and recommend a reporting system and underlying data that allow State Library Managers and the Commission to plan for and evaluate the work of the State Library against our strategic goals. The system creates the ability for users to see how the work of the agency relates to programs across the agency in order to help evaluate and prioritize work.

**Scope of Work:**

- 1) Identify data needs
  - Inventory existing data sources (MSL Staff);
  - Identify data overlaps and gaps (MSL Staff and task force members);
  - Identify those indicators for which data should be gathered that will inform planning and evaluation (MSL Staff and task force members);
    - Research and identify metrics of success, as well as questions or problem statements that would help us understand what data we should collect (MSL Staff and task force members);
  - Define, standardize, and normalize metrics to ensure that we collect the data we need, that we understand what the data means, and that we communicate accurately the importance of the data we collect (MSL Staff and task force members);

2) Research and evaluate reporting systems

- Create an inventory of existing reporting processes and systems and data requirements (MSL Staff)
- Consider existing internal and external reporting to support holistic reporting needs; (MSL Staff and task force members);
- Consider different mechanisms that facilitate data collection and data flow that may automate some data collection (MSL Staff and task force members);
- Research various reporting systems (MSL Staff and task force members);
- Develop a testing and implementation strategy, i.e. Pilots to set benchmarks by which we evaluate various reporting tools

3) Recommend a reporting system to the Commission