

Montana State Library Commission Work Plan Fiscal Year 2018

Green (no font distinction) – activity progressing as expected.

Yellow (italicized) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (bolded) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Secure Sufficient and Sustainable Funding

Activities:

- The State Library adopts a planning and reporting system for State Library Administration

| Inputs | Outputs | Outcomes | Impacts |
|---|--|---|--|
| Time of the reporting task force and additional staff as necessary | A reporting system that serves as a dashboard for project administration, resource allocation and administration, and reporting | Management and staff report having ready access to tools to more effectively administer the programs and projects of the State Library | The programs of the State Library achieve the impacts articulated in the Strategic Framework. |
| Data maps and data <ul style="list-style-type: none"> • Staff have completed an initial inventory of reports and a matrix of data reported in each | | The Commission reports that they can readily determine how the resources they allocate are utilized and whether or not the State Library is meeting our goals. | |
| Reporting system (TBD) | | Management and the Commission have information that helps them prioritize new and/or declining | |

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| | | resources to successfully address opportunities and challenges. | |
| | | Management, staff, and the Commission utilize information from the reports to make decisions about resource, projects, and programs. | |

Staff continues to collect success indicators that should be included in a reporting system. Current documentation resides in Google Sheets: https://docs.google.com/spreadsheets/d/1asvTZFi2BWA0JuNm8X8xgTxzo_bUGXdIRDoZaOiseVw/edit?usp=sharing.

In addition to having an effective and useful reporting tool for the Commission and external audiences, staff is anxious to make use of a data management system that helps us achieve our desired outcomes for better data driven planning and management.

Staff propose that we undertake a dedicated project, with Tom Marino serving as project manager, to thoroughly document a needs assess, develop evaluation criteria for evaluating various tools and/or systems, research systems used by other organizations and/or off the shelf products, and to propose and implement a solution or solutions to meet our desired goals. Staff seeks feedback from the Commission about your desired level of involvement in this project.

- The State Library Commission enters into contract with a Foundation Consultant to take steps to create a turnkey non-profit that will meet the goals of the Commission.

| Inputs | Outputs | Outcomes | Impacts |
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| Funding from the State Library Trust to contract with a Foundation Consultant. | Deliverables of a contract as negotiated through a request for proposal used to select a consultant. | The Commission, staff, and partners develop a nonprofit to strategically seek and align financial resources to meet State Library goals. | The programs of the State Library achieve the impacts articulated in the Strategic Framework. |
| Time of a nonprofit steering committee and additional staff as necessary | Communication to stakeholders about funding efforts. | The Commission identifies new partners and opportunities that grow into funding opportunities. | |
| Data regarding the costs of programs and services. | | The State Library has sufficient and sustainable funding to achieve its goals. | |
| Data regarding alternative sources of funding or funding opportunities. | | State Library partners identify and/or benefit from new funding possibilities. | |
| | | State Library partners have sufficient and sustainable funding to achieve their goals and to make use of the resources the State Library provides. | |

The first meeting on the nonprofit steering committee is scheduled for June 12, 2018. Stu Wilson from Library Strategies will attend the June Commission meeting.

The State Library Commission evaluates funding models that support secure and sustainable funding and that align with library values.

| Inputs | Outputs | Outcomes | Impacts |
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| Examples of funding options from staff | A statement or resolution that articulates the Commissions views on funding options. | Staff and the Commission reach agreement on funding models that support the mission of the Library and can readily articulate how funding models align with the core values of the Library. | The programs of the State Library achieve the impacts articulated in the Strategic Framework. |
| Time of staff and Commission for in depth discussion | Communication to stakeholders about funding models. | The Library and Commission have a statement that we can turn to when in discussion with others about funding options. | |
| | | Funding partners understand the Library’s core values and help to identify funding options that align with those values. | |

This work plan item is a continuation of previous Commission discussion pertaining to funding models, including fees. Work continues to evaluate current and future funding options. Based on guidance from the Governor’s Office of Budget and Program Planning we will have an opportunity to review a variety of funding recommendations in June or July, 2018.

- The State Library Commission formalizes a nominations and elections for Commission Chair and Vice Chair process the is appropriate to the size and role of the Commission.

| Inputs | Outputs | Outcomes | Impacts |
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| Examples of election options from staff | The Commission formalizes a nomination and election in the Commission bylaws. | The Commission follows a nomination and election process that is fair and appropriate to the size and role of the Commission and that allows the Commission to function effectively. | The State Library Commission works together effectively, trusting in one another and the leadership they elect. |
| Time of staff and Commission for in depth discussion | | | |

Following the bylaws adopted by the Commission in April, at the June Commission meeting, the Commission will discuss nominations for Commission officers ahead of elections in August.

- The State Library Commission evaluates opportunities to collaborate more effectively with the Montana Library Association.

| Inputs | Outputs | Outcomes | Impacts |
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| <i>Research of staff and Commission</i> | <i>TBD</i> | <i>The Commission and the Board of the Montana Library Association identify opportunities for roles and relationships that make the best use of our resources and</i> | <i>The Montana library community has the resources and expertise that it needs to excel.</i> |

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| | | <i>that support mutual goals to enhance the Montana library Community.</i> | |
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Commissioner Kish and Stapp will take the lead to research options to present to the Commission to meet this goal.