

# Memo

**To:** Montana State Library Commission

**From:** Commission funding task force

**Date:** January 31, 2017

**Re: Draft Scope of Work**

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

**Goal:**

To research and draft a white paper that documents the costs necessary to fully and adequately meet the goals of the State Library, that makes recommendations for the most appropriate use of existing funding resources, and that recommends funding opportunities to fund the identified costs. Adequate funding should take into consideration the cost to State Library partners to take full advantage of the programs and services offered by the State Library. The State Library Commission will use the resulting document to develop an action plan to implement any recommendations adopted by the Commission.

**Scope of Work:**

Document the costs necessary to fully implement and utilize a useful information infrastructure including, but not limited to, the full cost of statewide projects and the collections administered by the Digital Library. (MSL Staff)

Research opportunities for fundraising including but not limited to the option of forming a 501c3. Research may include research of other state agency foundations and other state library foundations. (MSL Staff and task force members)

Communicate with existing library foundations and friends' groups, both to articulate that any fundraising efforts coordinated at the state level will not compete with local fund raising but should complement their work and to use these groups as resources to research funding opportunities. (State Librarian and Commission Chair)

The task force will present the white paper to the Commission at their August 2017 Commission meeting.