

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
<i>Time of the reporting task force and additional staff as necessary</i>	<i>A reporting system that serves as a dashboard for project administration, resource allocation and administration, and reporting</i>	<i>Management and staff report having ready access to tools to more effectively administer the programs and projects of the State Library</i>	<i>The programs of the State Library achieve the impacts articulated in the Strategic Framework.</i>
<i>Data maps and data</i> <ul style="list-style-type: none"> • <i>Staff have completed an initial inventory of reports and a matrix of data reported in each</i> 		<i>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.</i>	
<i>Reporting system (TBD)</i>		<i>Management and the Commission have information that helps them prioritize new and/or declining</i>	

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

Since the October Commission meeting, members of the staff and Commission met to review current indicators and to discuss the idea of creating “success indicators” that may serve as a collection of data that, together, demonstrate the extent to which we are achieving agency goals. Current documentation resides in Google Sheets:

https://docs.google.com/spreadsheets/d/1asvTZFi2BWAOJuNm8X8xgTxzo_bUGXdiRDoZaOiseVw/edit?usp=sharing.

Commissioner Wall, Tracy Cook and Jennie Stapp have begin to test Esri Insights with some sample datasets. Commissioner Wall will provide examples to the Commission in February.

- 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
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.	

At the time of this writing, the RFP is currently posted. Responses are due February 2. An RFP review committee is in place and includes, Tracy Cook, Evan Hammer, Commissioners Kish and Newell, Jeannie Ferris from the Whitehall Community Library, Amy Sullivan from the Montana Community Foundation, and Leslie Modrow from the Billings Public Library Foundation. They will begin the process to review responses after February 2, the RFP submission deadline.

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

Inputs	Outputs	Outcomes	Impacts
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 will commence in a work session of the Commission on December 13.

- 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
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			

Commissioners Kish, Newell and Stapp drafted updated bylaws that include recommendations for an election process. The draft bylaws are part of the Commission’s February meeting materials. Action will be requested to update the bylaws in April.

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

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

		best use of our resources and that support mutual goals to enhance the Montana library Community.	
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Commissioner Kish and Stapp will take the lead to research options to present to the Commission to meet this goal.