

Montana State Library Commission Work Plan Fiscal Year 2019

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

Continued Activities:

- 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.	

The nonprofit steering committee continues to meet. They current work involves reviewing a board of directors work plan and identifying potential board members and donors. Library Strategies is also crafting legal documents for the nonprofit.

- 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 		The Commission reports that they can readily determine how the resources they allocate are utilized and whether	

of reports and a matrix of data reported in each		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 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 assessment, 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 evaluates opportunities to collaborate more effectively with the Montana Library Association.

Inputs	Outputs	Outcomes	Impacts
<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 that support mutual goals to enhance the Montana library Community.</i>	<i>The Montana library community has the resources and expertise that it needs to excel.</i>

Commissioner Kish and Stapp will take the lead to research options to present to the Commission to meet this goal.

Future work plan ideas:

The following ideas have come up in discussion during previous meetings:

- Update Strategic Framework
- Legislative session and FTE planning
- Enhancing opportunities for Certified Teacher-Librarians in Montana
- Create liaisons with strategic stakeholders such as the Montana Association of Counties and the Workforce Development Board