Post Workgroup Report Process – Prep for 9/14 Steering Meeting

During the regional meetings, we anticipate that questions will be asked about what will happen after you receive the recommendation report from the workgroups. We will be discussing this topic at the 9/14 Steering Committee meeting, so please take the time to read this document and think about it before the meeting so we can have some answers in time for the regional meetings.

The discussion, which will be during the “Committee of the Whole” portion of the meeting, will focus on the potential activities, along with a timeline for those activities, that will be completed to develop and finalize the Steering Committee’s recommendations to the State Superintendent.

During the business portion of the meeting, we will finalize what activities the Steering Committee would like to do. Based on these determinations, the project managers will create a timeline to be considered at our October 5th meeting (GoToMeeting) as an update to the activities timeline we approved at the Steering Retreat.

As you think about the activities to undertake, please consider the focus of the report the Steering Committee has been charged with developing, which are:

1. Service model recommendations of the workgroups, as created by the workgroups and vetted by the community.
2. Recommendations for overall administration, funding and governance to support the workgroups’ service model recommendations.

For the first goal, the project manager will deliver a recommendation report from the workgroups at the end of March 2018.

Also, by March 2018, information will have been gathered to assist the Steering Committee with its decision making around overall administration, funding and governance, including:

1. System funding and budget information, including information about which funding streams (state aid to systems, revenue from counties, fees from member libraries and other sources) support which system services and other system activities.
2. Information from the Chapter 43 workgroup about potential legislative changes to support service model recommendations and potential administration, funding and governance models. Chapter 43 research includes other states and past WI reports related to possible changes to systems.
3. An understanding of potential impacts on staff from the HR Subcommittee.
4. An understanding of relationships and roles each system has with the counties in the system.
5. Principles of Public Library System Redesign Structure the committee has approved.

Once the Steering Committee receives the workgroup recommendations, they will need to:

1. Review and approve final service model recommendations.
2. Develop recommendations for overall administration, funding and governance.
3. Educate and gather input from stakeholders about #1 and #2.

At the September meeting, we will discuss both the activities that need to be done to reach the above goals and the stakeholders that need to be engaged by the Steering Committee. The following is some information to help you begin to think about both of these areas.
Stakeholders
During the course of the process, a large number of stakeholder groups have been identified. Based on our goals as listed above and the limited time and resources we have available to complete those goals, we need to determine which stakeholder groups need to be engaged as part of the Steering recommendation development process and which groups need to be engaged as part of an implementation and potential legislative change process after DPI receives and considers our recommendation report.

Because the focus of this process is coordinated services to libraries as provided by systems or others, the primary stakeholders could be considered the staff and boards of systems and libraries, along with other library-focused groups like the DPI Cabinet, COLAND, and WLA LD&L. The Steering Committee may want to focus their resources on these groups. These stakeholders are consistent with the roadmap and appointment letter. Feedback from some indirect stakeholders, including municipal, county, and state government officials and entities, has occurred by their participation on library and system boards. These indirect stakeholders may then be further engaged during implementation and potential legislative processes, after the Steering Committee’s work is done.

Activities
Below is a list of activities that have come up over the course of the process:

- Use of out of state consultant/peer assistance to review potential administrative/governance/funding model recommendations. Association of Specialized and Cooperative Agencies (ASCLA) was mentioned as a potential place to find people.
- Include project managers and service workgroup leaders as resource about process and recommendations from the service workgroups.
- Seek endorsement by the community: WLA/LD&L, SRLAAW, WISL & others
- Take draft recommendations report from workgroups and present to community regionally – regional meetings and/or meetings at each system with a recommendation report toolkit.
- In-State input from our academic friends at SLIS and SOIS.
- WAPL 2018 as an opportunity to share draft recommendations and get input.
- Virtual Q&A’s
- Facilitators from outside of the library community to facilitate Steering Committee recommendation decision making.
- Develop recommendations for how the success of any changes will be evaluated.
- Gather relevant demographic data to understand trends for longevity and flexibility of structure.
- Identify representative sample of libraries to question about the draft report. Plan visit schedule for identified sample of libraries to question about draft report. Execute library visits to get feedback.
- Contract with a public policy entity to do a review of the recommendation report.