PLSR Steering Committee November 9, 2017 Meeting
Small Group Activity

Other documents for this activity
● Workgroup 1 page summaries
● Workgroup report outline
● Expectations of recommendations to DPI
● October 2017 SRLAAW notes

Background
Once you have received the workgroups recommendation report, you will develop an overall recommendation report that will include:

● The workgroup service model recommendations
● Recommendations about overall administrative, funding and governance structure,
● Recommendations about implementation, including potential legislative recommendations.

You will have broad community input and help to develop your model recommendations. Just as the workgroups were populated with experts and consumers of the service to help create their model recommendations, your process will include various stakeholders to help develop recommendations the community supports.

You will have a lot of information available to you to use to develop these recommendations:

● The workgroups recommendation report, which will include:
  ○ Current state of the service
  ○ General information about the recommended model itself
  ○ Why the model is being recommended, especially related to equity
  ○ Governance/oversight for the recommended model.
  ○ Administrative support needs
  ○ Ballpark estimate of annual ongoing costs
  ○ Potential steps to implement
● Chapter 43 workgroup will supply the following:
  ○ Chapter 43 information related to the service areas
  ○ General information and analysis of existing parts of Chapter 43 related to the current system model and consideration of those parts related to potential change scenarios
  ○ Information about how other states are structured to deliver coordinated services
● The Funding Subcommittee will supply the following:
  ○ Revenue received by systems: state aid, library fees, county fees/funds, grants, reserves, and other sources.
  ○ Information about how the different revenue streams are allocated in each system to fund services, administration and other areas.
The HR Subcommittee will supply the following:
  - Information about current benefits for staff in systems
  - Research about potential HR issues

Other information that has been gathered for you:
  - Current administration/system director roles and duties
  - Information about system-county relationships
  - Library director focus group and survey results related to administration, governance and funding

Small Group Activity
This small group activity is designed to help you determine:

- What questions will need to be answered to get to your recommendation report
- What actions you will need to take once you have the workgroup report
- What other information may be needed to develop recommendations
- Who will be involved and when

You have been divided into two small groups.
- ILL-ILS: John T, Steve, Kristie, Jessie & Jon Mark
- CE-Consulting: Paula, Bridget, Kent, Bryan & Beth

John DeBacher will float among the two tables as an expert resource and provide necessary context and information as appropriate when small groups report back.

Outline:
1. Overview of activity (3 minutes)
2. General review and discussion of the service model (10 minutes)
3. Review and develop questions the committee will need to answer about service models (7 minutes)
   The following are questions the project managers have identified for you to address when you get the workgroup report:
   a. Are the model and recommendations clear?
   b. What are you seeing in the model that could be implemented soon (i.e., within current system or existing coordinated service structure)?
   c. What are you seeing in the model that may require more significant administrative, funding, and/or governance change to implement most effectively and efficiently?
   d. How might the service model be funded, can the model be funded under the current structure and, if so, what funding adaptations/alterations might be required?
   e. What might governance and oversight look like for this service to ensure it is accountable and continues to evolve as needed?
   f. What may be the most effective and efficient way to provide administrative support of the model?
**Question 1**: Are these questions appropriate?

**Question 2**: Are there other questions you'll need to answer?

4. Prioritization and process brainstorming (60 minutes)
   a. What order should the questions identified in #3 be addressed?
   b. For each question, discuss the following:
      i. Knowing the information inputs you'll have, what else do you need to know to answer the question?
      ii. Who else do you think needs to be involved in answering the questions?

5. Report back from small group activity (10 minutes)

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**December Steering Committee Meeting Preview**

**Workgroup model assignments**
- Delivery, ILL-ILS & Technology: John T, Steve, Kristie, Jessie & Jon Mark
- CE-Consulting, Collections & Resource Libraries: Paula, Bridget, Kent, Bryan & Beth

**Large Group Discussion**
The whole Steering Committee will discuss what was discovered in small groups at the November meeting with what you learn and think about when reviewing the other models assigned to your small group. The focus of this discussion will be on how the individual workgroup recommendations and information will come together into the full recommendation report.

Outline:
1. Discuss what comes after the individual model questions are answered:
   a. Knowing what you’ll have from the workgroups and what you need for your recommendations, what are steps that could be taken to pull this all together?
   b. What are the order that these steps would be undertaken?
   c. For each step….
      o Knowing the information inputs you’ll have, what else do you need to know to answer the question?
      o How do models and recommendations interact with each other? What overlaps or conflicts exist?
      o Who else needs to be involved?
      o What might the activity or process be that involves those you’ve identified?