PLSR Steering Committee Activities Timeline Framework

This PLSR Steering Committee activities timeline framework was approved by the committee at their retreat meeting on July 13, 2017. This is a living framework that will be adjusted as the listed activities are further developed, activity tasks are scheduled, and new activities are identified as needed. Any adjustments to this framework will be reviewed for approval at Steering Committee meetings as needed.

The document is ordered to have upcoming activities at the top, with past and removed activities beginning on page 4.

January 2018

Communication and Engagement

- Q&A
- Report to Steering Committee where Steering Committee members have presented and feedback received
- Monthly digest
- Dates for the community feedback period for the workgroup report and preliminary draft of the Steering Committee’s structure recommendations are communicated. (Added 12/17)

Process and Decision-making

- Review and approve proposals for facilitator and project manager for final phase. (Added 12/17)
- Begin application process for Steering Committee recommendation collaborators. (Added 12/17)
- Begin review of information inputs for developing Steering Committee recommendations (Added 12/17)

February 2018

Communication and Engagement

- Q&A
- Monthly digest
- Report to Steering Committee where Steering Committee members have presented and feedback received (Added 12/17 by project managers)

Process and Decision-making

- Select Steering Committee recommendation collaborators (Added 12/17)
- Continue review of information inputs for developing Steering Committee recommendations (Added 12/17)
- Develop meeting processes for recommendation draft sessions with collaborators (Added 12/17)
- Workgroup presentation of draft recommendations and Steering Meeting
March 2018

Communication and Engagement

- Q&A
- Report to Steering Committee where Steering Committee members have presented and feedback received
- Monthly digest

Process and Decision-making

- Continue review of information inputs for developing Steering Committee recommendations (Added 12/17)
- Continue development meeting processes for recommendation draft sessions with collaborators (Added 12/17)

April 2018

Communication and Engagement

- Workgroup recommendation report is reviewed by Steering Committee
- Workgroup recommendation report is shared with library community with community comment period from April 2 – April 23.
- Q&A: workgroup recommendation report (Added 9/2017)

Process and Decision-making

- Steering Committee meets to discuss workgroup recommendations. The Committee will determine how models are fitting together, where adjustments need to be considered, and discuss how the recommendations fit with existing structure. (Added 9/2017)
- Steering Committee meets with the Core Recommendation Collaborators (CRC) to prepare for the first recommendation drafting session. (Added 12/2017)

Research and Verification

- Financial data gatherings done

Specific timeline (determined 12/17)
  - April 2: Report is released to the Steering Committee and Community
  - Prior to April 12-13: Q&A
  - April 12-13: Steering Committee meeting
  - April 27, 2-4: Steering Committee and CRC meeting

May 2018

Communication and Engagement

- Session at WAPL to cover the results of the focus groups and follow-up survey. (Refined 12/17)
- Monthly digest
Process and Decision-making

- The Steering Committee and CRC meet to begin drafting the preliminary framework of structure recommendations (Added 12/17)

Specific timeline (determined 12/17)

- May 2-4: WAPL
- May 18: Steering Committee and CRC meeting

June 2018

Communication and Engagement

- Community comment period on preliminary framework recommendations begins (Added 12/17)
- Steering Committee presents at system and other meetings as requested (Added 12/17)

Process and Decision-making

- The Steering Committee and CRC will continue drafting preliminary framework of structure recommendations (Added 12/17)

Specific timeline (determined 12/17)

- June 8: Steering Committee and CRC meet
- June 11: Community comment period begins; Steering Committee begins to present at system and other meetings as requested (Added 12/17) (ends 7/20)

July 2018

Communication and Engagement

- Community comment period on preliminary framework recommendations continues and closes (Added 12/17)
- Steering Committee presents at system and other meetings as requested (Added 12/17)

Process and Decision-making

- The Steering Committee, CRC, and a larger group of collaborators meet to more fully develop the recommendations. (Added 12/17)

Specific timeline (determined 12/17)

- July 20: Community comment period ends.
- July 30-31: Steering Committee, CRC, and a larger group of collaborators meets

August 2018

The Steering Committee with the CRC will complete a final report of recommendations to delivery to DPI. (Added 12/17)
Past & removed activities:

July 2017

Communication and Engagement

- **Develop equity narrative with scenarios and examples**
  Update: The need for this activity was met by the Steering Committee process principles.

- **Do a scan for agendas to get PLSR on county meetings, library meetings, etc.**
  Update: The Steering Committee has continued to discuss the appropriate times for the project to be discussed by various stakeholders and interested parties.

- *Develop liaison strategies -- Steering members take ownership of certain stakeholder groups and communication*
  Update: The Steering Committee has continued to discuss the appropriate times for the project to be discussed by various stakeholder groups and interested parties and did not create a liaison model.

- **Develop contextual information for the project (handout, webpage, toolkit)**
  Update: Simplified information about the project continues to be created.

- **Develop talking points to better explain the process, goals and decisions made**
  Update: Simplified information about the project continues to be created. Specific talking points were rolled into the Fall regional meetings.

- **Determine how System directors will be invited / involved in monthly steering meetings**
  Update: Monthly system director calls were arranged.

- **Develop monthly email digest (five main things)**
  Update: “Top three” items were added to the website; an email digest was created.

- **Q&A (7/18)**
  Update: This was held, with the topic of “Review of the 7/12-7/13 Steering Committee Retreat”

- **Check Kurt Kiefer’s schedule to see availability for Q&A in the coming months**
  Update: K. Kiefer continues to be consulted about appropriate times for him to participate in Q&A sessions and other meetings.

- **Develop belief statement from Kurt Kiefer and Dr. Evers regarding PLSR**
  Update: This activity was not completed

- **Check communication channel overlap (e.g. Email lists)**
• "Request a Steering Committee visit" on regular communications
  Update: Systems are continuing to be encouraged to request a Steering Committee member visit.

Process and Decision-making
• Draft scope of workgroup structure determinations for discussion and approval at the 8/7 Steering Committee meeting.
  Update: This activity was completed.

Research and Verification
• Start gathering information from system directors about gaps in workgroup coverage (talk at SRLAAW)
  Update: This activity was completed.

• Gather personal stories for equity.
  Update: Some stories of equity were incorporated into the Fall regional meeting presentations.

August 2017
Communication and Engagement
• Q&A on 8/15
  Update: This was held with the topic of the September 2017 regional meetings.

• Edit / clean-up website
  Update: {not sure??}

• Begin Monthly digest
  Update: This activity was completed.

• Update toolkit
  Update: A new presentation and script was created for the Fall regional meetings

• "Why PLSR" video development with testimonials and outcome/goal
  Update: This activity was not completed.

Process and Decision-making
• Approve scope of workgroup structure determinations.
  Update: This activity was completed
• Share scope of workgroup structure determinations and workgroup report outline with workgroups.
  Update: This activity was completed

**Research and Verification**

• Financial data gathering start: $$ spent by library to system themselves; line item in budget, non-system - county, municipal; $$ to Systems form counties; Funding subcommittee – design
  Update: This activity became the work of the Funding Subcommittee, and will be completed before April 2018.

• Add people to funding subcommittee (Steering)
  Update: This activity was completed.

• Form Subcommittee on equity; strategize outside oversight with diverse people or use WLA group
  Update: This activity was not completed.

• *Engage public policy entity (start) after discussing with Steering first
  Update: This activity was tabled for later discussion.

• Chapter 43: What is going to need to change regardless of work and is most likely
  Update: {not sure??}

**September 2017**

**Communication and Engagement**

• Q&A
  Update: A virtual regional meeting presentation was held in lieu of a Q&A

• Monthly digest
  Update: This activity was completed.

• Set talking points for WLA
  Update: This activity was completed.

• *Check to see how we’re doing re-packaging information for different audiences
  Update: This topic was discussed with Steering, and the decision was made to continue to work on this repackaging.

• Promote WLA
  Update: This activity was completed.

**Process and Decision-making**
Hold regional meetings around the state at 10 locations open to system and library staff and boards.
Update: This activity was completed.

Research and Verification

Gathering personal stories for equity
Update: Stories were added to the Regional Meeting presentation

*County and info data set that might include $$ county paid to libraries; $$ county paid to systems; % of county funding for funding subcommittee
Update: This activity was not completed. However, information about the county relationships with systems was gathered instead.

Steering Meeting: WLA presentation outline
Update: This activity was completed.

*Meet with past System creators to understand concerns of change, Peter Hamon and Al Zimmerman
Update: This activity was not completed.

October 2017

Communication and Engagement

Q&A
Update: No Q&A was held due to WLA.

Monthly digest
Update: This activity was completed.

Do a scan for agendas to get PLsr on (county meetings, library meetings, etc.)
Update: The Steering Committee has continued to discuss the appropriate times for the project to be discussed by various stakeholders and interested parties

Promote WLA
Update: This activity was completed.

Research and Verification

End information gathering from System Directors regarding gaps and respond at WLA
Update: This activity was completed.
• In order to set the timeline for after WAPL, the Steering Chair and Co-Chair will have a conversation in person DPI to determine level of detail needed in the Steering recommendation report to DPI (Added 9/2017)
  Update: This activity was completed.

November 2017

Communication and Engagement

• Monthly digest
  Update: This activity was completed.

• Bi-monthly tool kit update
  Update: The Steering Committee determined that the presentations needed at this phase were less standardized and are creating presentations as needed.

• Report to Steering Committee where toolkit has been presented and feedback received
  Update: Steering Committee is sharing where they are going to present.

Process and Decision-making

• Hold regional meetings around the state at 10 locations open to system and library staff and boards.
  Update: Canceled at October 5, 2017 Steering Committee meeting.

December 2017

Communication and Engagement

• Q&A - workgroups, post WLA
  Update: Q&A was held on HR and Funding Subcommittees

• Monthly digest
  Update: This activity was completed.

Research and Verification

• County info data set end
  Update: See September 2017 for more information.
January 2018

Communication and Engagement

- Bi-monthly tool kit update
  Update: The Steering Committee determined that the presentations needed at this phase were less standardized and are creating presentations as needed.

March 2018

Communication and Engagement

- Bi-monthly tool kit update
  Update: The Steering Committee determined that the presentations needed at this phase were less standardized and are creating presentations as needed.

Research and Verification

- Finish of engagement of public policy entity
  Update: The engagement of a public policy entity was not started when initially scheduled, and will not be completed by this time, if the activity is undertaken.

April 2018

Communication and Engagement

- Identify representative sample of libraries to question about the draft report
  Update: This activity has been replaced with the CRC, the open comment period in June-July, and the larger group discussion of the recommendations in July.

Process and Decision-making

- Steering Committee discusses initial framework for Steering recommendations.
  Update: This activity was moved to May and June.
  Update: This activity was replaced with a more open comment period.

May 2018

Communication and Engagement

- Q&A
  Update: No Q&A is scheduled at this time, but could be added if Steering Committee feels it is necessary.
- Plan visit schedule for identified sample of libraries to question about draft report
  Update: This activity was replaced with the CRC, the open comment period in June-July, and the larger group discussion of the recommendations in July.
- Present and get input at WAPL. Session will be recorded and shared with the library community with a request for feedback. (Added 9/2017)
Update: The focus of the session was refined to cover the results of the focus groups and follow-up survey to the focus groups.

Process and Decision-making

- The committee will meet to do further work on the recommendation framework
  Update: The Steering Committee will now begin this work with the CRC in May.

Research and Verification

- Chapter 43: Look at reports and what elements need to be codified in law
  Update: ??

June 2018

Communication and Engagement

- Execute library visits to get feedback
  Update: This activity has been replaced with the CRC, the open comment period in June-July, and the larger group discussion of the recommendations in July.