A Proposal to Facilitate the PLSR Steering Committee Decision Making Process

Russell Consulting, Inc. (RCI) proposes to facilitate the work of the Public Library System Redesign (PLSR) Steering Committee as it synthesizes the information it has gathered over the past year and moves toward a decision on recommending a model for supporting public libraries for the future.

The desired outcomes from this proposal include:

1. A Steering Committee that is able to make an informed decision regarding a future model for supporting Wisconsin’s public libraries.
2. A transparent and unbiased process used by the Steering Committee such that the reasoning and the path it followed in making its final recommendations are clear to all based upon a thoughtful and deliberative process and not unduly influenced by any one voice or stakeholder.
3. Key stakeholders’ voices have been heard, considered, and integrated where possible by the Steering Committee in making its recommendations.
4. A facilitation process that is experienced by the Steering Committee and is seen by other stakeholders as inclusive, objective/unbiased, and collaborative and which enables the Steering Committee to make its recommendations.

Proposed Process to Achieve the Desired Outcomes

RCI proposes the following steps to guide the PLSR Steering Committee in accomplishing the above outcomes:

1. Develop Selection Criteria for Involving Key Collaborators in Contributing to the Steering Committee Recommendations Process – RCI will work with the Steering Committee leadership to develop criteria for selecting collaborators to assist the Steering Committee as it does its work. This step involves reviewing key characteristics and factors that are required to ensure an inclusive, representative, and balanced group of collaborators who will contribute to the Steering Committee’s recommendations.

2. Assist the Steering Committee Leadership and WiLS Staffers with Preparing for the May 18th Steering Committee Meeting – RCI will work with the Steering Committee leadership to synthesize the results from the April 12-13 Steering Committee retreat and develop the agenda for the May 18th Steering Committee meeting where the preliminary framework will be developed. This step includes participating in a phone conference on April 27th with the Steering Committee and Core Recommendation Collaborators (CRC) to review the findings from the public library focus groups and online survey and to refine the May 18th agenda and process.

3. Facilitate the May 18th and June 8th Steering Committee Meetings – RCI will facilitate the May 18th and June 8th the Steering Committee meetings to, on May 18th, define a preliminary framework for library program/service support models and, on June 8th, finalize its framework and recommendations for a model for the future. RCI will
work with the Wisconsin Department of Public Instruction (DPI) to ensure that the preliminary framework and emerging program/service model are documented for dissemination to key stakeholders. RCI will work with the Steering Committee leadership to ensure that the dissemination of these recommendations to key stakeholders occurs and that the compiling of the reactions, feedback, and suggestions from the broader community of stakeholders is done such that it informs the next steps of the process.

4. **Prepare for and Facilitate a Two-Day Model Development Conference (July 30-31)** – RCI will work with the Steering Committee leadership to develop the agenda for this two-day conference with a goal of integrating stakeholder feedback (compiled between Jun 8th and July 23rd) and refining the emerging model for supporting public library programs and services into the future and developing next steps for moving the Committee’s recommendations forward. This two-day conference will include the Steering Committee, the CRCs, DPI staff, and experts in libraries and library systems. The key deliverables from this conference include: (1) an overarching vision for the best model for strengthening and supporting Wisconsin’s public libraries and (2) a clear roadmap of what needs to happen next to further refine the Committee’s recommendations before forwarding them to the DPI.

5. **Assist in Finalizing and Disseminating the Steering Committee’s Final Recommendations** – RCI will work with the Steering Committee’s leadership, DPI, and the CRC in integrating and refining the results from the July 30-31 conference and assist the Steering Committee with finalizing and developing a strategy for disseminating its model recommendations.

6. **Coordination and Planning of the PLSR Steering Committee Decision Making Process** – To support this entire initiative, RCI envisions a number of activities that it will engage in in parallel to the above mentioned steps. These include: conducting a January 12th conference call with the Council of Libraries and Network Development (COLAND) – which includes DPI staff and the state assistant superintendent for library development – on the focus groups just conducted; a presentation to WAPL conference May 4th on the focus group and survey findings; and periodic check-ins with the Steering Committee leadership and (as appropriate, especially before April 12th) with WiLS.

### Estimated Cost to Support this Initiative

RCI will do the following the steps to achieve the desired outcomes. The total estimated cost does not include any costs associated with printing reports or documentation of meetings (if required) or any travel-related costs – which will be invoiced at cost if incurred.

1. **Develop Selection Criteria for Involving Key Collaborators in Contributing to the Steering Committee Recommendations Process** – Includes RCI’s time for working with Steering Committee leadership in developing criteria for selecting CRC members that is inclusive, representative, and balanced. RCI will guide the development of a selection matrix that captures an array of factors that should be considered to ensure balance and representativeness.
2. **Assist the Steering Committee Leadership and WiLS Staffers with Preparing for the May 18th Steering Committee Meeting** – Includes RCI’s time for reviewing the results from the April 12-13 Steering Committee retreat and then working with the Steering Committee leadership to develop a tentative agenda for the May 18th Steering Committee meeting. Also included is RCI’s participation in an April 27th conference call to review the results from the public library focus groups and surveys and finalize the agenda for the May 18th meeting.

3. **Facilitate the May 18th and June 8th Steering Committee Meetings** – Includes RCI’s time for preparing for and facilitating both the May 18th and June 8th Steering Committee meetings. This includes pre-meeting planning and post-meeting synthesis of key results.

4. **Prepare for and Facilitate a Two-Day Model Development Conference (July 30-31)** – Includes RCI’s time for preparing for and facilitating the two-day Steering Committee July 30-31 meeting. This includes pre-meeting planning and post-meeting synthesis of key results.

5. **Assist in Finalizing and Disseminating the Steering Committee’s Final Recommendations** – Includes RCI’s time for assisting the Steering Committee leadership, DPI, and the CRC with synthesizing, integrating, and refining the results from the July 30-31 meeting and assisting in developing a dissemination strategy.

6. **Coordination and Planning of the PLSR Steering Committee Decision Making Process** – Includes RCI’s time weekly check-ins with the Steering Committee leadership, WiLS as appropriate, the January 12th call with COLAND, and the presentation to the May 12th WAPL conference.

**Total Estimated Cost: $12,875.00**