

PLSR Steering Committee Phase 3 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 during the course of Phase 3. Any adjustments to this framework will be reviewed for approval at Steering Committee meetings as needed.

July 2017

Communication and Engagement

- Develop equity narrative with scenarios and examples
- Do a scan for agendas to get PLSR on county meetings, library meetings, etc.
- Develop liaison strategies -- Steering members take ownership of certain stakeholder groups and communication
- Develop contextual information for the project (handout, webpage, toolkit)
- Develop talking points to better explain the process, goals and decisions made
- Determine how System directors will be invited / involved in monthly steering meetings
- Develop monthly email digest (five main things)
- Q&A (7/18)
- Check Kurt Kiefer's schedule to see availability for Q&A in the coming months
- Develop belief statement from Kurt Kiefer and Dr. Evers regarding PLSR
- Check communication channel overlap (e.g. Email lists)
- "Request a Steering Committee visit" on regular communications

Process and Decision-making

- Draft scope of workgroup structure determinations for discussion and approval at the 8/7 Steering Committee meeting.

Research and Verification

- Start gathering information from system directors about gaps in workgroup coverage (talk at SRLAAW)
- Gather personal stories for equity.

August 2017

Communication and Engagement

- Q&A on 8/15
- Edit / clean-up website
- Begin Monthly digest
- Update toolkit
- "Why PLSR" video development with testimonials and outcome/goal

Process and Decision-making

- Approve scope of workgroup structure determinations.
- Share scope of workgroup structure determinations and workgroup report outline with workgroups.

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
- Add people to funding subcommittee (Steering)
- Form Subcommittee on equity; strategize outside oversight with diverse people or use WLA group
- Engage public policy entity (start) after discussing with Steering first
- Chapter 43: What is going to need to change regardless of work and is most likely

September 2017

Communication and Engagement

- Q&A
- Monthly digest
- Set talking points for WLA
- Check to see how we're doing re-packaging information for different audiences
- Promote WLA

Process and Decision-making

- Hold regional meetings around the state at 10 locations open to system and library staff and boards.

Research and Verification

- Gathering personal stories for equity
- County and info data set that might include \$\$ county paid to libraries; \$\$ county paid to systems; % of county funding for funding subcommittee
- Steering Meeting: WLA presentation outline
- Meet with past System creators to understand concerns of change, Peter Hammon and Al Zimmerman

October 2017

Communication and Engagement

- Q&A
- Monthly digest
- Do a scan for agendas to get PLSR on (county meetings, library meetings, etc.)
- Promote WLA

Research and Verification

- End information gathering from System Directors regarding gaps and respond at WLA

November 2017

Communication and Engagement

- Monthly digest
- Bi-monthly tool kit update
- Report to Steering Committee where toolkit has been presented and feedback received

Process and Decision-making

- Hold regional meetings around the state at 10 locations open to system and library staff and boards.

December 2017

Communication and Engagement

- Q&A - workgroups, post WLA
- Monthly digest

Research and Verification

- County info data set end

January 2018

Communication and Engagement

- Q&A - workgroups, post WLA
- Bi-monthly tool kit update
- Report to Steering Committee where toolkit has been presented and feedback received
- Monthly digest

February 2018

Communication and Engagement

- Q&A
- Monthly digest

Process and Decision-making

- Workgroup presentation of draft recommendations and Steering Meeting

March 2018

Communication and Engagement

- Q&A

- Bi-monthly tool kit update
- Report to Steering Committee where toolkit has been presented and feedback received
- Monthly digest

Research and Verification

- Finish of engagement of public policy entity

April 2018

Communication and Engagement

- Identify representative sample of libraries to question about the draft report

Process and Decision-making

- Steering discussion of workgroup report at in-person steering meeting.
- Get feedback from Libraries, Resource Libraries, DPI Cabinet, Systems, Boards, LD&L, COLAND, municipal and county boards.

Research and Verification

- Financial data gatherings done

May 2018

Communication and Engagement

- Q&A
- Monthly digest
- Plan visit schedule for identified sample of libraries to question about draft report

Research and Verification

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

June 2018

Communication and Engagement

- Execute library visits to get feedback

Steering Committee End Date (TBD)

Process and Decision-making

- Approve final recommendation report