

MEMO

To: State Library Commission
From: Karen Strege
Re: LISD Reorganization
Date: October 5, 1999

Suzy Holt has conducted three focus group sessions and from these sessions developed the attached preferred future statement. Using this statement as a guide, Suzy developed descriptions of the expertise and functions required by this statement.

Darlene, Suzy, and I met with the staff of LISD to inform them of the following process and the timetable for the reorganization.

Problem statement: Montana state employees do not know about or use MSL resources.

Process:

1. What are state employee needs?
2. What are MSL resources?
3. What is our preferred future?
4. What are our goals?
5. Identify the knowledge, skills, and abilities (KSAs) needed to reach the goals.
6. Write new position descriptions that incorporate these ksa.
7. Identify existing staff members' ksas.
8. Match existing staff members with new positions.

Timetable:

We are at steps number 3 and 4. To proceed, we need the Commission to take the following actions:

1. Accept the preferred future or a modified version.
2. Because the agency may not have enough resources to accomplish all these goals, we would like the Commission to identify which statements are most important and least important.

After the Commission acts, we will start the next steps in this process. The Commission will received an update at their December meeting.