

## Ad Hoc Committee on Structure &amp; Long-Range Planning (SLuRP)

KLA Board meeting report – March 29, 2008

Committee Membership:

- Constance Ard, co-chair
- Beth Kraemer, co-chair
- Patrick Davison
- Carolyn Tassie
- Matt Onion
- Leoma Dunn
- Darlah Carman
- Geneva Huttenlocher

Our Charge: Review the current KLA 1993 Long-Range Plan. Set up a mechanism for establishing and carrying out a five year strategic planning cycle. Use the ALA Strategic Plan as a model to formulate “Key Action Areas” and goals and objectives to support the “Key Action Areas” for KLA. Examine the current organizational structure of KLA (i.e. the Sections, Round Tables, and Standing Committees), and recommend possible changes to realign the structure to better meet the needs of members, and support the five year plan goals and objectives.

Current Activity: We have worked to complete the final two components of our charge, (1) an examination of the **KLA structure** and (2) a proposed **review mechanism** for strategic planning. Committee requests for board action are in **bold red** text below.

### 1. Examination of the KLA structure

The SLuRP committee has spent the last several months working on the final part of our charge: **“Examine the current organizational structure of KLA and recommend possible changes to realign the structure to better meet the needs of members, and support the Strategic Plan goals and objective.”** To accomplish this task, we (1) conducted an assessment of how the purposes of the current KLA committees, sections, round tables and officers meet the needs and goals specified in the current Long Range Plan and (2) reviewed the work of the 2006 KLA Board Structuring Task Force.

We reviewed the current structure of KLA by comparing the purposes of each Section, Round Table, Officer and Committee to see if the purpose of at least one of those aligns with each Strategic Area in the Long Range Plan. Our review found that this is true. There is no Strategic Area that does not have at least one unit within KLA whose purpose is directly related to that Strategic Area. (Please review the chart provided at the end of this report for specific details.)

However, KLA does not currently have an effective mechanism in place to ensure that this alignment is maintained over time or to ensure that the overall strategic goals of the organization are balanced across units of the association. **We have recommended some changes to the structure of KLA as part of our recommended Review Mechanism for regular maintenance of the Long Range Plan. (See the attached proposal on the Review Mechanism on page 3 for specific recommendations.) We recommend that those changes in structure be adopted by the board to address these two gaps.**

Also as part of the review conducted by this committee, we found that two units within KLA do not have a stated purpose in the Blue Book:

- The Minority Scholarship does not currently have Blue Book description.
- The Youth Services Round Table does not currently have Blue Book description.

**We recommend that those descriptions be created and added to the Blue Book, and that an effort needs to be made to ensure the purpose aligns with at least one Strategic Area in the Long Range Plan.**

**We further recommend that all Sections, Round Tables, Officers and Committees of KLA conduct a review of their description of purpose in the Blue Book to make sure those statements align with the newly-adopted Strategic Plan and reflect accurately their purpose and activities.**

The committee feels that the KLA structure, with proposed changes, meets the needs of the KLA membership. However, the committee feels that it is important that the work conducted by the 2006 Board Structuring Task Force not be lost. We see the following as the primary findings of that survey:

- Voting rights for Round Table Chairs
- More funding of Round Tables to cover travel & programming costs
- Alignment of selected Round Tables and Committees with a related Section
- Increased usage of virtual meetings

We see the majority of these issues to be more procedural than structural and therefore outside the scope of SLuRP. **The Committee recommends that another task force or ad hoc committee be appointed to specifically investigate and propose recommendations to address these findings.**

## 2. Review Mechanism Proposal

SLuRP was also charged to create a mechanism for the regular review and update of the Long Range Plan. **Therefore, SLuRP recommends the KLA board adopt the following as a comprehensive review mechanism to ensure that the Long Range Plan is maintained and updated regularly.**

- Rename KLA's Long Range Plan to Strategic Plan. Justification: This terminology is more current and is consistent with a plan that includes more frequent review and updating than was typical in the past. Most organizations today have short review periods, focusing on "Strategic" planning rather than "Long Range" planning.
- Create a new standing committee to handle regular review, updating and oversight of the Strategic Plan, as their only responsibility. The committee should be called "Strategic Planning and Organizational Review."
- The Committee shall be composed of the Immediate Past President, Parliamentarian, one representative from each Section recommended by Section Chairs, the President (non-voting member), the Executive Secretary (non-voting member) and two members-at-large who shall be appointed by the President. The members will serve for two-year terms on a rotating basis with the following Sections starting terms in even years: Academic, KSMA, and one member-at-large; and the following Sections starting terms in odd years: Public, Special, and one member-at-large.
- All members must have previous board experience, at least 1 year

Committee chair: Preference given to people who have served on this committee before OR have been KLA voting members OR have chaired a KLA board committee. Chair will serve an additional year as advisor to the new committee.

The responsibilities of the new committee would include:

- Oversight of progress on the Strategic Plan. For example, this committee would be responsible for ensuring that each major action item in the Strategic Plan is the responsibility of at least one board unit.
- Review and evaluation of the Strategic Plan as part of oversight and update procedures
- Update the Strategic Plan a minimum of every two years starting in 2008.

Create a new standing committee responsible for the update and maintenance of Organizational Procedures. The committee should be called "Blue Book Committee".

- Chair of new Blue Book committee will be the Parliamentarian.
- Past President & Secretary are members.

Disband the current "Strategic Planning and Organization" committee. The responsibilities of this committee will be transferred to the following positions and/or committees.

- Nominating responsibility to Past President
- Blue Book responsibility to new Blue Book committee

Strategic Plan section	Board positions/groups that relate
<p><b>3.1. MISSION OF THE KENTUCKY LIBRARY ASSOCIATION</b> The Mission of the Kentucky Library Association (KLA) is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.</p>	<p>Past President, President, President-elect  Executive Secretary  Academic Library Section  Kentucky Public Library Association  Kentucky School Media Association  Special Library Section  African American Librarians &amp; Library Employees RT  Genealogy &amp; Local History Round Table  Government Documents Round Table  Library Administration &amp; Management Round Table  Library Instruction Round Table  Library Support Staff Round Table  Trustees Round Table  Library Awareness Committee  Member Services Committee  Recruitment Mentoring and Diversity Committee  Strategic Planning Committee</p>
<p><b>3.2. STRATEGIC AREA: ACCESS TO INFORMATION</b> KLA will promote efforts to ensure that every individual has access to needed information in a timely manner and in a format the individual can use, through the provision of library and information services.</p>	<p>Academic Library Section  Kentucky Public Library Association  Kentucky School Media Association  Genealogy &amp; Local History Round Table  Government Documents Round Table  Information Technology Round Table  Library Instruction Round Table  Resource Sharing Round Table  Communications Committee  Library Awareness Committee  Member Services Committee</p>
<p><b>3.3. STRATEGIC AREA: LEGISLATION AND FUNDING</b> KLA will promote legislation at all levels that will strengthen library and information services and assist libraries in seeking adequate funding from both the public and private sectors.</p>	<p>Executive Secretary  Trustees Round Table  Library Awareness Committee</p>
<p><b>3.4. STRATEGIC AREA: INTELLECTUAL FREEDOM</b> KLA will promote the protection of library materials, personnel, and trustees from censorship; the defense of library personnel and trustees in support of intellectual freedom and the Library Bill of Rights; and the education of library personnel, trustees, and the general public to the importance of intellectual freedom.</p>	<p>Executive Secretary  Member Services Committee</p>
<p><b>3.5. STRATEGIC AREA: PUBLIC AWARENESS</b> KLA will promote the role of librarians and the use of libraries and their resources and services as well as the awareness of their importance to all segments of society.</p>	<p>Executive Secretary  Kentucky School Media Association  Special Library Section  African American Librarians &amp; Library Employees RT  Genealogy &amp; Local History Round Table  Government Documents Round Table  Library Instruction Round Table</p>

	Trustees Round Table Communications Committee Conference Planning Committee Library Awareness Committee Member Services Committee Recruitment Mentoring and Diversity Committee
<b>3.6. STRATEGIC AREA: PERSONNEL RESOURCES</b> KLA will promote the recruitment, education, professional development, rights, interests, and obligations of library personnel and trustees	Past President, President, President-elect Academic Library Section Kentucky Public Library Association Kentucky School Media Association Special Library Section African American Librarians & Library Employees RT Genealogy & Local History Round Table Information Technology Round Table Library Administration & Management Round Table Library Instruction Round Table Library Support Staff Round Table Resource Sharing Round Table Trustees Round Table Communications Committee Conference Planning Committee Member Services Committee Recruitment Mentoring and Diversity Committee
<b>3.7. STRATEGIC AREA: LIBRARY SERVICES, DEVELOPMENT, AND TECHNOLOGY</b> KLA will promote the availability of information tools and technologies which assist libraries and library personnel in providing services responsive to the changing needs of society.	Academic Library Section Kentucky Public Library Association Kentucky School Media Association Government Documents Round Table Information Technology Round Table Library Instruction Round Table Library Support Staff Round Table Resource Sharing Round Table Trustees Round Table Communications Committee Library Awareness Committee Member Services Committee
<b>3.8. STRATEGIC AREA: ORGANIZATIONAL SUPPORT</b> KLA will use its resources wisely and maintain a flexible structure that promotes broad participation of all members and Sections in order to address priorities 3.3 - 3.6.	Past President, President, President-elect Secretary Executive Secretary Audit Committee Communications Committee Conference Planning Committee