

# REPORT WRITING PROGRESS

**Catherine Delneo, Working Group Chair**  
**July 28, 2023**

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# STATUS SUMMARY

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**Six (6) draft summary reports have been submitted:**

- Continuing Education – Wendy Sharkey
- Emergency Preparedness – Kelly McCagg
- Facilities – Denise Hersey
- Social Services – Andy Kolovos
- Staffing – Maria Avery
- Technology – Karen McCalla

# STATUS SUMMARY

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**Five (5) draft summary reports are outstanding:**

- Collections – Jeanette Bair
- Inclusive Services – Meg Allison
- Intellectual Freedom – Christopher Kaufman Ilstrup
- Library Structures & Organizations – Susan O’Connell
- Programming – Catherine Delneo

# SCHEDULE

## Key Dates

- Report due November 1, 2023
- House and Senate Committees on Education signaled comfort with report submittal by December 20, 2023. That said, S. 133, which would amend the report due date officially, has not yet been signed by Governor Scott.

# CHALLENGES

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- Regular work of members
- Capacity of the Department to support the Working Group
- July storm impacts to member's libraries, homes, and communities

# RECOMENDED SOLUTION

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## **Report Writer**

Leveraging remaining Working Group funds and other resources the Department has identified, we can put out a simplified bid to find a Report Writer who can support us by creating a cohesive report that ties together the Departmental Reports and the Subject Reports from each member of our Working Group.

The final report will include summaries of each topic the Working Group was charged with studying and will include an Executive Summary.

The Working Group will still be responsible for developing recommendations that will be included in the report to the House and Senate Committees on Education.

# DELIVERABLES

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## **Working Group Report**

- Introduction
- Subject reports that synthesize the departmental and expert reports to the Working Group with the topic reports written by Working Group members that identifies strengths, weaknesses, and recommendations.
- Conclusion

## **Executive Summary**

- High-level overview of the report (5-10 pages) that highlights themes that emerged across multiple topics and key recommendations to the Legislature

# COSTS

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## Projection Of Costs

The Department estimates this project may cost roughly \$5,000.

With approval from the Working Group to use any funds allocated to the Working Group that remain after the Staffing & Salaries Survey, the Department can begin a simplified bid process to engage a report writer.

# DISCUSSION

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