

## PLAN OF SERVICE FY 2022

### Goals

**1. Provide a single, comprehensive clearinghouse for users looking for digital archival, cultural and special collections in Massachusetts. Through its core services, the Digital Commonwealth supports access to and creation of digital library resources. In partnership with the Boston Public Library, the Digital Commonwealth will plan, envision, develop, maintain, and prioritize collection development and improvements to the technical system that allows the discovery, delivery, and storage of digital assets.**

Specifically, Digital Commonwealth will:

- In partnership with the BPL, maintain a state-of-the-art digital repository system based on open source technology that will serve as a new Digital Commonwealth state-wide digital-library platform.
- Develop a collections development policy and identify potential collections of significant scope and scale to add to the Digital Commonwealth discovery platform and/or repository.
- As resources permit, gather, develop, and make available complementary and supplemental resources which draw from Digital Commonwealth collections, such as instructional materials and online exhibits.
- In discussion with the council of members, create actionable, measurable plans to prioritize diversity, equity, and inclusion in collection development and systems that allow the discovery and use of materials representing diverse experiences.

**2. Provide members and prospective members with services supporting and information about digitization, best practices, and how to participate in the Digital Commonwealth. Provide a forum to discuss digitization issues and projects.**

Specifically, the Digital Commonwealth will:

- Digital Commonwealth will provide ongoing service for members who want to contribute to the portal and/or subscribe and use the repository by working with its partner, the Boston Public Library.
- Work with the BPL to offer introductory sessions about digitization services and delivery of digital collections via the Digital Commonwealth website.
- Foster communication via various options including scheduled Digital Commonwealth events, social media, and the Digital Commonwealth Blog.
- In discussion with the council of members, create actionable, measurable plans to prioritize diversity, equity, and inclusion in our programming and information about best practices.
- Plan and host a spring conference focusing on digital library issues, online and/or in person.
- Plan training sessions on relevant digitization topics, online and/or in person.

### **3. Develop a strong active membership**

Specifically, the Digital Commonwealth will:

- Extend and improve outreach efforts to attract new members representing the diversity of Massachusetts institutions and people.
- Engage members in Digital Commonwealth activities.
- Hire appropriate staff to help manage membership and services.
- Plan member events, online and/or in person.

### **4. Develop financial stability and long term sustainability to assure continued services**

Specifically, the Digital Commonwealth will:

- In partnership with the Boston Public Library, cooperate on creating, maintaining, and expanding a successful and thriving statewide system to provide access to digital resources in Massachusetts.
- Review membership categories and fees; revise fee structure if needed.
- Strive to make our fees fair and inclusive while preserving organizational sustainability.
- Continue to investigate additional revenue sources as appropriate:
  - Fee based events
  - Sponsors for various activities and events

### **5. Promote Digital Commonwealth to increase awareness of digital resources in Massachusetts and to further build the Digital Commonwealth repository**

Specifically, the Digital Commonwealth will:

- Collaborate with non-member professional organizations including teachers and others to promote Digital Commonwealth to new audiences.
- Provide introductory sessions for potential members.
- Pursue opportunities to present on programs at local, regional and national conferences.

### **6. Collaborate with the Digital Public Library of America as a Service Hub**

**As one of the original seven designated Service Hubs, the Digital Commonwealth will function as a gateway for the inclusion of digital assets into the Digital Public Library of America (DPLA).**

Specifically, Digital Commonwealth will:

- Work with the Boston Public Library and its Digital Services to provide harvestable content to the DPLA.

**FY 2022 Proposed Budget**  
**July 2021 - June 2022**

	TOTAL
Revenue	
5000 Earned revenues	
5210 Membership dues	65,140.00
5310 Interest-savings/short-term inv	20.00
<b>Total 5000 Earned revenues</b>	<b>65,160.00</b>
5800 Special events revenues	
5820 SE Conference Revenue	17,000.00
<b>Total 5800 Special events revenues</b>	<b>17,000.00</b>
5990 Uncategorized Revenue	1,500.00
<b>Total Revenue</b>	<b>\$83,660.00</b>
<b>GROSS PROFIT</b>	<b>\$83,660.00</b>
Expenditures	
6800 Special events expenses	
6820 Conf Expense	18,000.00
6840 Trainings Expense	5,000.00
6850 Member Meet Expense	3,000.00
<b>Total 6800 Special events expenses</b>	<b>26,000.00</b>
7500 Professional Fees	
7520 Accounting fees	5,335.00
7540 Professional fees - other	17,557.00
<b>Total 7500 Professional Fees</b>	<b>22,892.00</b>
8100 Non-personnel expenses	
8110 Supplies	400.00
8130 Telephone & telecommunications	261.00
8140 Postage, shipping, delivery	350.00
8150 Filing Fees	100.00
8170 Printing & copying	30.00
8180 Dues and Subscriptions	13,168.00
8190 Web server and database fees	2,253.60
<b>Total 8100 Non-personnel expenses</b>	<b>16,562.60</b>
8300 Travel & meetings expenses	
8310 Travel	1,500.00
<b>Total 8300 Travel &amp; meetings expenses</b>	<b>1,500.00</b>
8500 Other Expenses	
8520 Insurance - non-employee	1,450.00
8570 Advertising Expenses	100.00
8591 Bank charges & credit card disc	1,340.00
<b>Total 8500 Other Expenses</b>	<b>2,890.00</b>
<b>Total Expenditures</b>	<b>\$69,844.60</b>
<b>NET OPERATING REVENUE</b>	<b>\$13,815.40</b>
<b>NET REVENUE</b>	<b>\$13,815.40</b>