PLAN OF SERVICE FY 2021

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:
    o Fee based events
    o 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 2021 Proposed Budget
### July 2020 - June 2021

<table>
<thead>
<tr>
<th>Revenue</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>5000 Earned revenues</td>
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<tr>
<td>5210 Membership dues</td>
<td>47,781.00</td>
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<tr>
<td>5310 Interest-savings/short-term inv</td>
<td>120.00</td>
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<tr>
<td>Total 5000 Earned revenues</td>
<td>47,901.00</td>
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<tr>
<td>5800 Special events revenues</td>
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<tr>
<td>5820 SE Conference Revenue</td>
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<tr>
<td>5840 SE Trainings Revenue</td>
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<td>Total 5800 Special events revenues</td>
<td>9,370.00</td>
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<tr>
<td>Total Revenue</td>
<td>$57,271.00</td>
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### GROSS PROFIT

<table>
<thead>
<tr>
<th>Expenditures</th>
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<tbody>
<tr>
<td>6800 Special events expenses</td>
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<tr>
<td>6820 Conf Expense</td>
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<tr>
<td>6840 Trainings Expense</td>
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<td>6850 Member Meet Expense</td>
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<td>7500 Professional Fees</td>
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<td>8100 Non-personnel expenses</td>
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<tr>
<td>8110 Supplies</td>
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<td>8130 Telephone &amp; telecommunications</td>
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<td>8140 Postage, shipping, delivery</td>
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<td>8150 Filing Fees</td>
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<td>8170 Printing &amp; copying</td>
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<td>8180 Dues and Subscriptions</td>
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<td>8190 Web server and database fees</td>
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<td>8300 Travel &amp; meetings expenses</td>
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<td>8310 Travel</td>
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<td>Total 8300 Travel &amp; meetings expenses</td>
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<td>8500 Other Expenses</td>
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<td>Total 8500 Other Expenses</td>
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### NET OPERATING REVENUE

| NET OPERATING REVENUE | $145.40 |

### NET REVENUE

| NET REVENUE | $145.40 |