



Linda Lyshol <lysholl@branchdistrictlibrary.org>

Proposed dates for Strategic Planning

Michelle Bradley <bradley@mcls.org>

Thu, Jun 29, 2017 at 9:44 AM

To: Linda Lyshol - Branch District Library <lysholl@branchdistrictlibrary.org>

Cc: David Votta <vottad@mcls.org>, Consulting <consulting@mcls.org>

Hello Linda,

I have attached some proposed dates for the strategic planning process. Due to previous commitments, the earliest we can begin is in October. Take a look, and we can have a conversation about whether these will work for you. We have much more flexibility in the winter dates, and can probably set "weather alternative" dates as well. I am available Wednesday through Friday next week to talk.

Once we come to an agreement on the schedule, we will submit a contract to you for our services.

We are looking forward to working with the Branch District Library and your community on planning for the library's future!

Sincerely

—Michelle Bradley

Manager, Member Engagement

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Branch District Library Proposed Work Schedule.docx

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Branch District Library Strategic Planning Proposed Work Schedule

October 16--Meeting #1 (2 hours)

October- MCLS develops survey instrument, assist Branch District Library in advertising and inviting community members to 10 community conversations.

October 16-December 1 MCLS researches and produces benchmarking report, 5-year usage statistics, and demographics reports

October 16-December 5 Branch District Library planning committee conducts community leader interviews

November 1 to December 1 Survey is conducted.

December 1-10 MCLS evaluates and reports results of survey

MCLS conducts community conversations week of **November 13-18** and/or week of **November 27-December 1**

December 1 to December 10 MCLS compiles notes and themes and creates report from community conversations.

! /2 day planning meeting

December 15

Full day staff retreat

January 12

Plan completed **February 5**

Multimedia presentation on plan completed **February 15**

Return to Library to evaluate activities

February 23

Submit notes/decisions from February 23 meeting

March 2