



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: April 23, 2015
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
SUBJECT: 2015 Strategic Planning Process

Included in the packet of materials for the Board's April 30, 2015 regular meeting is a preliminary proposal from Blue Door Consulting for a facilitated strategic planning process for Oshkosh Public Library. While we are still working out details, we are comfortable with the outlined approach and excited about working through the process with the help of Blue Door Consultant Brenda Haines.

Blue Door estimates that our process will require 88 – 100 hours of consultant time at a rate of \$90 / hour. I recommend that the Board reserve up to \$10,000 of funds from the OPL Development and Support Fund at the Oshkosh Area Community Foundation to pay for Blue Door's work on this project.

The Library's Trust Fund Expenditure Policy authorizes the Director to propose addressing immediate needs through projects costing up to 5% of the three-year average fund balance. Since the Trust Funds for Library Excellence are not yet three years old, we have relied upon the 2014 year end fund balance as our benchmark this year. The OPL Development and Support Trust Fund ended 2014 with \$322,792. Five percent of this balance is \$16,140. The Board authorized expenditure of \$1,750 from this fund at its February 26, 2015 regular meeting. Approval of funding a strategic planning process would bring 2015 expenditure from the Library Development and Support Fund to \$11,750 (3.6% of the 2014 year-end fund balance).

Suggested motion: Approve expenditure of up to \$10,000 from the OPL Development and Support Trust Fund to support a library strategic planning process facilitated by Blue Door Consulting.

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