



Winnipeg
Public Library
Board

251 Donald Street
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R3C 3P5

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March 6th, 2014

RE: REQUEST FOR CONSULTANT TO FACILITATE DEVELOPING A STRATEGIC PLAN FOR THE WINNIPEG PUBLIC LIBRARY BOARD

The Winnipeg Public Library Board is currently considering consultants to facilitate a full day Strategic Planning Session that will conclude with development of a new four-year strategic plan.

The Winnipeg Public Library Board's mandate is to make recommendations about library policy and budget, deal with administrative matters with significant policy or service implications for the library system, and develop long range plans for the library system, including public involvement. The Board works in consultation with the Manager of Library Services and reports to City Council's Standing Policy Committee on Protection and Community Services.

Objective of Strategic Planning process

1. Consult with all Board members on the direction of the Library Board
2. Review the current plans and direction of the Board and determine what changes are needed.
3. Prepare a plan that will provide a framework for planning Board activities and operations over the next four years.

The Scope of the Strategic Plan process shall include, but not be limited to, the following phases:

- a) Research preparation on the Library Board's current functions and history, including a review of existing Strategic Plan.
- b) Full day facilitated strategic planning process.
- c) Preparation and delivery of a four year Strategic Planning document following the session.
- d) Presentation of Strategic Plan to the Library Board at the first available Board meeting.

All proposals being submitted must include a breakdown of all costs associated with the scope of the work performed. There must be a timetable for deliverables included. The Board is requesting three bound copies and a digital copy of the final Strategic Plan.

We invite you to submit a proposal for development of the Strategic Plan and necessary professional consulting services.

Please submit your proposal by April 18, 2014 to Joan Blakley, C/O Winnipeg Public Library Board, 251 Donald Street, Winnipeg, Mb., R3C 3P5.

If you have any questions please contact Joan Blakley by phone # 204-788-6484.

Yours truly,

A handwritten signature in black ink, appearing to read 'W Zuk', written in a cursive style.

William (Bill) Zuk
Chair
Winnipeg Public Library Board