**$18-20k basically okayed by Leslie K. at CO**

**Idea: make exploratory calls to possible facilitators**

**Idea: let the facilitators give some shape to the consultancy sought**

**Note: this draft borrows from the redacted consultancy agreement**

 **provided by Jen Fabbi**

**[Institution name]**

**Strategic Planning/Implementation Proposal**

[consultant name]

[date]

**Introduction:** The purpose of this strategic plan is to provide a roadmap for shared initiatives and decision-making across the libraries of the twenty-three CSU campuses. It is powerful--both symbolically and fiscally--when this large number of libraries advocate for collective action. However, because it is not always possible for a shared solution to meet the needs of all CSU Libraries, it is acknowledged that finding balance between a library’s responsibility to its campus mission and the CSU Libraries collective is influenced by a variety of factors and will vary by initiative.

**Purpose:** The purpose and proposed general activity of this strategic planning process includes the following:

1. Refresh, revitalize and amend as needed, the CSU Libraries Strategic Plan – 2018-2021 with intent to create a new 2 year strategic plan
2. Via a six hour in-person session at a CSU venue to be mutually acceptable by COLD and the consultant, engage all COLD members through discussion to examine and assess the currency and value of the vision, mission, statement on diversity and social justice, guiding principles and strategic priorities 1-4. The consultant shall seek consensus as broadly as possible to identify wording leading towards a new strategic plan.
3. The consultant shall collect and analyze all of the input gained from discussions and synthesize those ideas, intentions, and viewpoints into a draft that will be shared and reviewed by COLD members over a period of 3 weeks. During those 3 weeks, the consultant will communicate to COLD Exec and the Strategic Planning Task Force and issue a reasonable amount of subsequent drafts for further review and refinement.
4. At the end of 3 weeks, COLD members shall share the most recent draft with respective librarians and staff for input and possible changes. The librarians and staff of the CSU libraries are also stakeholders in addition to the deans and other key COLD non-voting members. This CSU library wide review shall take approximately 4 weeks.
5. Following the CSU library wide review, COLD members shall meet for 2 hours at a COLD meeting to discuss CSU library input and reactions/impressions. COLD Exec will send selected input to the consultant and a new amended draft shall be created.
6. The consultant shall meet in-person once again with COLD over the course of 3 hours conducting a review and lead COLD members through the new strategic plan line by line. The consultant shall then make the final edits to the new strategic plan and submit it to all COLD Exec for final review. COLD Exec shall send the final draft to all COLD members for a vote and ratification.

**Product:** The product of this strategic planning process will be to create a plan that includes the following elements

1. Vision statement—what the CSU libraries aspire to be
2. Mission statement—short and impactful, what CSU libraries are known for
3. Organizational values—the character by which CSU library personnel carry out their work
4. Statement on Diversity and Social Justice—short and impactful; what CSU libraries believe and practice re diversity, social justice, equity, and inclusion
5. Guiding Principles: the fundamental values to guide shared initiatives and decision making
6. Strategic Priorities (4): the areas CSU libraries will focus on for the next two years
7. Assessment (suggested)—metrics and other demonstrated indicators that signify plan accomplishments

**Stakeholders:**  At certain points, we will check in with external stakeholders in various ways to vet or share the xxxx strategic plan. I will create the methods for doing this, and xxxx will be responsible for defining stakeholder groups and getting the information out to stakeholders

THE FOLLOWING WAS NOT DISCUSSED IN TASK FORCE; THE TASK FORCE DID THINK CONCLUDING THE STRATEGIC PLAN REWORKING BY THE 2023 DEC COLD MEETING WAS REALISTIC.

**General Timeline – Timeline to be solidified once we begin the process**

**October 2020** – Launch the process

**October 2020** – Work with Library Senior Management Team to refine a guiding framework for strategic planning; this is how you will be able to shape the vision from the beginning of the process

**October 2020** – Directors and department heads work with their units to document “ongoing activities” that should be articulated in the plan

**Mid-November 2020** – Workshop 1 with consultant to work on vision, mission, and values

**December 2020** – Prepare in units for discussions about strategic directions, includes reading, environmental scan, brainstorming

**Mid-December 2020** – Workshop 2 with consultant to work on strategic directions

**January 2020** – Everyone review plan thus far

**January 2020**– Period of review of vision, mission, and directions by external stakeholders

**Mid-January 2020** – Directors and department heads to work with their units to develop actions and assessment measures to send to consultant for integration into the plan

**February** – Final vetting and approval of plan

**Remainder of Spring 2021 semester** – Create needed structure for implementation of plan

**As consultant, I will:**

* Convene kick off and final meetings with the xxxx by zoom
* Spend two days with the Library in custom-designed virtual workshops
* Summarize workshop feedback and prepare plan drafts
* Prepare materials for campus-wide vetting

**Fee:**

The total for these services will be a total of xxxx, with:

xxxx to be delivered after the completion of workshop 1;

xxxx to be delivered after the completion of workshop 2;

And xxxx to be delivered at the completion of the strategic plan document.