



**Northern Waters Library Service (NWLS) and Wisconsin Valley Library Service (WVLS)
ILS Merger Exploration Process Consulting Services
September 2023**

Introduction

The purpose of this proposal is to define the parameters and costs of the consulting and facilitation services WiLS will provide to the Northern Waters Library Service (NWLS) and the Wisconsin Valley Library Service (WVLS). The process will include overarching meeting facilitation and support and:

- Process infrastructure development
- Meeting facilitation
- Reporting on findings and recommendations
- Mission Statement Development (optional)

Contacts

Communication regarding this proposal should be directed to:

WiLS

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WVLS

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Project process and deliverables

I. Process Development

WiLS will work with the respective system representatives and NICE Team members to:

- Develop decision-making and process guidelines.
 - Review and confirm draft decision-making principles.
 - Determine the approval process, which stakeholders need to be involved and when.
- Develop a communication plan to clearly identify and utilize communication channels, materials, responsible team members, and any other communication-related resources to ensure open, two-way communication. The group will work to develop opportunities for relationship-building within the process.
- Develop a timeline with identified goals and project outcomes.

II. Meeting Facilitation

WiLS will provide meeting facilitation for the NICE Team and identified workgroups to ensure stakeholder involvement in decision making process and transparency. This work will include the following:

- Four meetings per month:
 - NICE Team meetings - 2 hours, once a month
 - NICE Leadership meetings - 1 hour, once a month
 - Workgroup meetings - 2 hours, twice a month
- Agenda preparation and communication for NICE Team and workgroup meetings.
- Facilitation of NICE Team and workgroup meetings.
- Note taking and dissemination of notes for NICE Team and workgroup meetings.
- Preparation of workgroup recommendation findings.

WILS will meet virtually with the NICE Leadership team, the NICE Project Team and Workgroups approximately four times per month from September 2023 through June 2024.

III. Report of Findings and Recommendations

WILS will work with the NICE Project Team to construct a report and slide deck which will include the following:

- Governance strategies, best practices, and policies
- An overall budget and estimated membership shares calculations
- Proposed suite of products and services for a merged ILS
- An implementation timeline

Prior to final submission of the report, WILS will solicit feedback from member library and system staff by sharing draft findings and hosting one feedback session.

WILS anticipates meeting with the planning team 1-2 times in this phase to review an early report draft and after stakeholder feedback is incorporated into the recommendation report.

Costs and agreement terms

Cost Totals

Process Development:	\$ 3,308.00
Meeting Facilitation:	\$ 21,609.00
Report of Findings and Recommendations:	\$ 5,000.00
Total:	\$ 29,917.00

Payment Schedule

- Upon the receipt of LSTA money, WVLS will be invoiced \$7,479.25
- Upon completion of the project, WVLS will be invoiced \$22,437.75

Agreement Terms

- WILS and NWLS and WVLS will work together to establish a timeline of the different activities to complete each step of the proposal. If either WILS or NWLS and WVLS need to alter the previously agreed upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by NWLS and/or WVLS without communicating with WILS, WILS reserves the right to change the project timeline with NWLS and WVLS approval of the new timeline. If the change in timeline will result in overlap with other projects to the

extent that WILS will not be able to complete the work with existing staff resources, WILS reserves the right to delay the project to a mutually agreed upon time or to cancel the project.

- During the course of the agreement the contracting parties have the right to stop work at any time and WILS will be paid for any work and expenses incurred through the time of cancellation.
- As part of the above costs, WILS calculates approximately 3 hours per month of communication time with the systems to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the proposal. Should communication be required by the system beyond this amount of time each month, WILS will discuss with the systems either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- There may be points during the project when information is discovered that leads to the potentially adding or removing a step or two to the process. This may lead to a potential modification of the process. If additional work is required, WILS will provide a cost estimate.

Agreed to and accepted by:

WILS

Signature

Name

Date

WVLS

Signature

Name

Date