Whitewater Public Library

Facilitation Proposal

Rachel Arndt Consulting, LLC

r.arndt.consulting@gmail.com

414-234-3921

Introduction

I am pleased to submit a proposal to Whitewater Public Library for facilitation services to support library strategic planning. As the principal consultant, I am proud to offer fully customizable facilitated sessions to meet a variety of needs and budgets. Please consider this proposal a starting point that can be tailored to your specifications. Rachel Arndt Consulting provides "no surprises" pricing so that decisionmakers can review all costs and fees associated with these services.

Assumptions

The following assumptions have been made to create the proposal and estimate.

- A formal contract will be signed by both the consultant and a library representative after finalizing the scope of services.
- The planning process includes input and participation from Whitewater Public Library leadership.
- Whitewater Public Library leadership will reserve spaces, manage attendance, and is responsible for any refreshments. The meeting space(s) will include a projector, screen, and A/V equipment.
- The consultant will provide their own laptop and any necessary retreat supplies.
- Whitewater Public Library leadership will utilize workshop findings to develop and update their next strategic plan.

Scope of Services & Estimate

Description of Services:

Consultant will lead a facilitated strategic planning workshop for Whitewater Public Library's Board of Trustees, Management Team, and Friends of the Library, date to be determined. The consultant will plan and lead the workshop, record feedback, and aggregate findings in a formal report.

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Deliverables and options:

1. Consultant will submit a draft agenda for review and approval. Upon approval, a copy suitable for sharing will be provided for distribution to attendees.
   - Cost: $75.00
2. Consultant prepares workshop content.
   - Cost: $300.00
3. Facilitate workshop, date TBD. (In-person)
   - Cost: $600.00 + Mileage*
   - Guided prompts, small group activities, and strategic discussions to gather feedback utilizing SOAR framework.
4. Post-workshop check-in to review findings. (Virtual)
   - Cost: $100.00
5. Summary report of workshop feedback, findings, and emerging themes.
   - Cost: $750 (estimate assumes 10 pages)

Total Estimated Cost for Services: $1,836.79

Detailed estimate and base rates on next page.

**In-person meetings, facilitations are subject to IRS mileage reimbursement rate. Consultant will waive mileage fees for work performed in Milwaukee County.*

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Whitewater Public Library Estimate

Item	Service	Hours/Miles	Rate	Cost
1	Draft Agenda	1.0	$75.00	$75.00
2	Develop Workshop Content	4.0	$75.00	$300.00
3	Facilitate Workshop	3.0	$200.00	$600.00
3A	Mileage: 114.2 miles round trip	114.2	$0.76	$86.79
4	Post-Workshop Check-in	1.0	$100.00	$100.00
5	Summary Findings Report (by page)	10	$75.00	$750.00
			total	**$1,836.79**

2026 Consulting Rates

Service	Hours/Miles	Rate/hour
Facilitation	1.0	$200.00
Project Design/Research	1.0	$75.00
Meetings	1.0	$100.00
1:1 Coaching	1.0	$115.00
Report/Plan	per page	$75.00
Survey Design/Execution	flat rate	$800.00
Travel (lodging)	GSA 2026 rate	$110.00
Travel (mileage)	IRS 2026 rate	$0.760
Keynote/Speaking Fee*	1.0	$1,500.00

**all-in hourly fee, excluding travel*

Billing:

Client will be invoiced for services performed. Invoice will be generated by Rachel Arndt Consulting and are to be paid within 30 days of receipt. A final invoice for any outstanding fees will be billed upon completion of the project, to be paid within 30 days. Services not included in this estimate or in the finalized contract will be billed at a minimum $75/hour of work performed by the consultant, based on the type of work performed.

Please make checks payable to: Rachel Arndt Consulting, LLC.

Prepared by: Rachel Arndt Consulting LLC, 2026

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References:

Michelle Carter

Director, Aram Public Library (Delavan, Wisconsin)

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Phone: (262) 728-3111

Link to 2026 – 2029 Strategic Plan

Steve Heser

System Director, Milwaukee County Federated Library System

Email: steve.heser@mcfls.org

Phone: (414) 296-0698

Link to 2025 – 2028 Strategic Plan

Jennifer Loeffel

Director, Franklin Public Library (Franklin, Wisconsin)

Email: Jennifer.Loeffel@mcfls.org

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Link to 2025 – 2029 Strategic Plan and First Year Activities