| ACTIONS FROM SEPTEMBER 15, 2015 Library Facility Work Session |
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| Action | Description | Owner | Complete by |
| **1** | Budget for Facility Work Sessions and Public Exploration Process | MM/LO | ~~October~~ November Board Meeting |
| **2** | Draft Survey Questions | LWR/BJ | November Board Meeting |
| **3** | Draft Letter for Library Facility Advisory Group candidates [to be sent early January] | BJ | November Board Meeting |
| **4** | Send Laurie additional names for first Advisory Group list | ALL | by November Board meeting |
| **5** | Present Data from School Dist. | MM | Work Session December 15 [WS#3] |
| **6** | Gather Data re meeting requests received by staff, computer class space needs, electrical outlets need, etc.Send Laurie other data needs re: facility process | LOALL | WS#3December 15asap |
| **7** | Report population trends impacting library services and tax revenue  | MM | WS#3December 15 |
| **8** | Contact information for 50 candidates LFAdvisory Group | LO | WS#3December 15 |
| **9** | New FAQ list about Facility Exploration including past FAQs | LWR | WS#3December 15 |
| **10** | Phone calls to all candidates for Library Facility Advisory Group | ALL | Complete by 3rd week January |
| **11** | Advisory Group meetings [first focus group to refine survey questions] |  | February, 2016 |
| **12** | Conduct surveys, focus groups, public meetings |  | Late Feb. + March |