

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda, Monday, April 3, 2017, 7 p.m. at City Hall

1. Call to Order
2. Adoption of the Agenda
3. Resolution 2017-1 awarding contract for executive search services A
4. Discussion of director search process with John Keister
of John Keister and Associates D
5. Adjournment

A= Action Item I= Information Item D=Discussion Item

+ = Document in Packet *= Document to be Distributed Later #=Document Distributed Previously

Resolution number 2017-1

Approving proposal and awarding contract for Stillwater Public Library executive search services to John Keister and Associates

WHEREAS Stillwater Public Library director Lynne Bertalmio retired effective Feb. 28, 2017; and

WHEREAS the board of trustees of the Stillwater Public Library issued a request for proposals for executive search services that was sent to 45 firms that provide such services; and

WHEREAS the board of trustees received proposals from 11 firms that were reviewed by the board; and

WHEREAS the board of trustees selected four finalist firms, conducting interviews and offering the opportunity to provide revised proposals based on those interviews; and

WHEREAS the board of trustees discussed the merits and qualifications of each of the finalists during its meeting on March 14, 2017, and elected to award the contract to John Keister and Associates to provide executive search services to the Stillwater Public Library.

THEREFORE, BE IT RESOLVED by the board of trustees of the Stillwater Public Library in Stillwater, Minnesota, as follows:

1. The proposal from John Keister and Associates to provide executive search services to the library is hereby accepted;
2. The contract is awarded to John Keister and Associates to provide executive search services for the library at a cost of \$18,300.
3. The board of trustees approves and directs its executive committee to negotiate and prepare a contract between the board of trustees and John Keister and Associates for executive search services and authorizes the board president and vice president to sign said contract.

Adopted by the Stillwater Public Library board of trustees this 3rd day of April, 2017.

Michael Keliher, president, board of trustees

ATTEST:

Mary Richie, secretary, board of trustees



STANDARD CONTRACT AGREEMENT

THIS AGREEMENT, is made this 3rd day of April, 2017, by and between the City of Stillwater Public Library Board of Trustees, 224 3rd Street N, Stillwater, Washington County, Minnesota and John Keister and Associates, LLC, 374 E Marshall Street, Vernon Hills, IL 60061 (hereinafter called "Consultant").

- 1. The Work.** The Consultant agrees to perform services to complete an Executive Search for a Library Director for the Stillwater Public Library as indicated in Exhibit "A" – Proposal Form in the amount of \$18,300 as submitted by the Consultant entitled "OPTIONAL FEE PLAN":

- A. Other Services**

The Consultant shall, upon request and without additional compensation, furnish such explanation as may be necessary to clarify and interpret the plans, specifications or report, as the case may be.

- B. Additional Services**

The Consultant shall provide additional products and/or services provided by this Agreement if such additional products and/or services are requested in writing by the Library Board's Project Manager or other authorized employee of the Library Board. Such additional costs may not be incurred prior to receipt of written approval by the Library Board. Compensation for services provided by this Agreement. Costs for additional products and services not covered under this Agreement shall be negotiated and set forth in a written amendment to this Agreement executed by both parties. The amendment shall be executed by both parties prior to proceeding with the work covered under subject amendment.

All work will be done in a workman-like manner and materials will be fit for the purpose. Work must be completed according to the Stillwater Public Library Board's Request for Proposals dated February 8, 2017.

- 2. Project Manager:** The Consultant shall assign the following individual to manage the project described in this contract (a resume of this individual is attached)

John Keister **Email:** john@johnkeister.com 1-847-955-0541
Name and Contact information

- 3. Changes in Project Manager:** The Library Board has the right to approve or disapprove any proposed change from the individual named above. The Library Board shall be provided with a resume for any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.
- 4. Responsibility of the Library Board.** At its own expense, the Library Board will have the following responsibilities regarding the execution of the contract by the Consultant.

- a. **Library Board's Project Officer.** The Library Board will appoints Mike Keliher, President of Board of Trustees as the project officer to function as project officer to act as the Library Board's representative with respect to the work performed under this contract.
- b. **Prompt Response.** To prevent an unreasonable delay in the consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable timeperiod.
- c. **Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library records.
5. **Payment.** This work, including all labor, materials and equipment needed to accomplish the Executive Search shall be completed by the Consultant as shown on the attached Executive Search Proposal and Cost Proposal in the amount of \$18,300 as submitted by the Consultant (Exhibit "A) entitled "OPTIONAL FEE PLAN" to be paid to the Consultant and to be processed as follows: 33% upfront, 33% upon acceptance of a slate of candidates and the remainder after acceptance of an employment officer by the new Library Director
6. **Waiver of Liability.** It is further agreed that this work is undertaken at the sole risk of the Consultant. The Consultant does expressly forever release the City of Stillwater from any claims, demands, injuries, damage actions or caused of action whatsoever, arising out of or connected with the work according to the Request for Proposals for the project.
7. **Indemnification.** Any and all claims that arise or may arise against the Consultant, its agents, servants or employees, as a consequence of any action or omission on the part of the Consultant while engaged in the performance of this work shall in no way be the obligation or responsibility of the Library Board. The Consultant shall indemnify, hold harmless and defend the city, its officers and employees, against any and all liability, loss cost damages, expenses, claims or actions, including attorneys fee which the Library Board, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by any reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform their obligations under this contract.
8. **Insurance.** Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of professional liability insurance. The Consultant shall not commence work until a Certificate of Insurance is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

A. PROFESSIONAL LIABILITY

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

*Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.; *Notice - City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

Contract Documents include:

- a. Notice to Proceed (Library Board to complete)
- b. Copy of Accepted Resolution (approved by the Library Board)
- c. Small Contract Agreement (Pages 1-3)
- d. Library Board's Request for Proposals (22Pages)
- e. John Keister and Associates LLC proposal dated February 1, 2017 (13 Pages)
- f. Exhibit "A" of John Keister and Associates LLC Cost Proposal (3 Pages)

9. Termination.

A. For Cause

If, through any cause not beyond the control of the Consultant, the Consultant shall fail to fulfill in timely and proper manner the obligations under this agreement, the Library Board shall have the right to terminate this contract by written notice to the Consultant. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed.

B. For Convenience

The Library Board may terminate this contract by giving written notice to the Consultant no later than 10 calendar days before the termination date. If the Library Board terminates the contract under this clause, the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed.

10. Conflict of Interest. No elected/appointed official or employee of the Library, Library Board or City of Stillwater who exercises any responsibilities in the review, approval, or carrying out of this contract shall participate in any decision relating to this contract which affects his or her direct or indirect personal or financial interest.

11. Assignability. The Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Library Board.

12. Title Transfer. The products of this contract shall be the sole and exclusive property of the Library Board. Upon completion or other termination of this contract, and at the request of the Library Board, the Consultant shall deliver to the Library Board machine- reproducible copies of any and all materials pertaining to this contract. Future use of these products (plans, specifications, and all other materials produced under this contract) by the Library Board for different facilities without specific adaptation by the Consultant, will be at the risk of the owner.

13. Public Record Contract Clause. Both parties understand that the Library Board is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of MN. Statutes 13.05. Contractor acknowledges that it is obligated to assist the city in retaining and producing records that are subject to the Minnesota Data Practices law, and that the failure to so shall constitute a material breach of this agreement, and that the contractor must defend and hold harmless from liability under that law in regard to records maintained or that should have been maintained by the contractor. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this agreement.

14. Confidentiality. No reports, information, and/or data given to or prepared or assembled by the Consultant under this contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Library Board of Trustees.

15. Controversies. Any controversy or claim arising out of this contract shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

16. Errors or Deficiencies. The Consultant shall without additional compensation revise any materials prepared under this contract if it is determined that the Consultant is responsible for any errors or deficiencies.

Further, the Consultant shall be responsible for costs incurred by the Library Board, which are over and above the costs that would have been incurred, had the error, omission or deficiency not occurred.

17. Contract Period. This agreement shall, unless otherwise stated elsewhere herein, terminate upon final payment to the Consultant. Both parties' obligations under this agreement, which by their nature are intended to continue beyond termination or expiration of this Agreement, shall survive the termination or expiration of this agreement.

18. Completeness of the Contract, This document and any specified attachments contain all terms and conditions of this contract and any alteration shall be invalid unless made in writing, signed by both parties, and incorporated as an amendment to this contract. There are no understandings, representations or agreements, written or oral, other than those incorporated herein.

19. Completion Date. Completion of work related to the Executive Search – Library Director shall be done according to the terms of the project's proposal submitted on February 1, 2017 (proposal stated 4 months for completion in its entirety).

20. Notice to Proceed. A signed copy of this proposal, mailed, faxed or emailed to our office, will serve as our notice to proceed.

IN WITNESS WHEREOF, the parties have set their hands this 3rd day of April, 2017.

STILLWATER PUBLIC LIBRARY BOARD

By: _____
Michael Keliher, President

By: _____ Maureen
Bell, Vice President

STATE OF MINNESOTA)
) s.s.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this 3rd day of April, 2017 by Michael Keliher, President and Maureen Bell, Vice President, on behalf of the Stillwater Library Board of Trustees.

(STAMP)

Notary Public
Commission Expires: ___/___/___

CONSULTANT

By: _____

JOHN KEISTER AND ASSOCIATES LLC

By: (Please Print): John Keister

Title (Please Print): Partner

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ of _____, 2017 by John Keister, its Partner/Owner, for John Keister and Associates LLC.

(STAMP)

Notary Public
Commission Expires: ___/___/___

EXHIBIT "A"
PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY
DIRECTOR EXECUTIVE SEARCH SERVICES**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm John Keister & Associates LLC

Address 374 Marseilles Street

City/State/Zip Vernon Hills, IL 60061-4151

Signature 

Name (Print) John Keister

Title Partner

Telephone Number 847-955-0541

Fax Number _____

E-Mail Address john@johnkeister.com

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY
DIRECTOR EXECUTIVE SEARCH SERVICES**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Executive Search for Replacement for Library Director: \$ 18,300

Alternate price proposals for Additional Services:

Total Price Not-To-Exceed Cost for Candidates' Special Assessment Process: \$ _____

Total Price Not-To-Exceed Cost for Personnel Leadership "Type" Testing for Final Interview Candidates: \$ _____

List other costs (If Applicable):

| | |
|-------------------|----------|
| Description _____ | \$ _____ |

TOTAL PROPOSED COST FOR THIS PROJECT: \$ 18,300

Payment is expected to be process as follows: 33 % upfront, 33% upon acceptance of a slate of candidates and 33% after acceptance of an employment offer by the new Library Director.

**STILLWATER PUBLIC LIBRARY BOARD STILLWATER,
MINNESOTA**

REQUEST FOR PROPOSALS

**EXECUTIVE SEARCH SERVICES
FOR LIBRARY DIRECTOR**

Proposal Due Date: February 8, 2017

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REQUEST FOR PROPOSALS
EXECUTIVE SEARCH SERVICES
LIBRARY DIRECTOR

SECTION 1. INTRODUCTION & BACKGROUND

The City of Stillwater Public Library Board of Trustees, hereinafter referred to as the Library Board, is seeking the services of an experienced and qualified firm to provide executive search services for the position of Stillwater Public Library Director, as more fully set forth in this Request for Proposals (RFP).

Stillwater Public Library is an independent municipal library that operates as an associate of the Washington County Library system. The library was established by a referendum held on November 2, 1897, when Stillwater's population was about 20,000. In 1901, Andrew Carnegie sold his iron works to U.S. Steel and began to give away the proceeds. One of his areas of interest was the establishment of public libraries. Stillwater was offered \$27,500 for the construction of a building if the City of Stillwater would provide the site and ensure funding for library services. (Carnegie's gifts were always for the building only.) Carnegie's requirements were met. Construction of the Beaux Arts building, designed by Patton and Miller, began in 1902. Learn more at <http://stillwaterlibrary.org/about-the-library/history/>

The Library Board, consisting of nine (9) members, is responsible for all Library actions, determining community needs, establishing priorities and policies, and presenting an annual budget to the Stillwater City Council.

The Library Director is the chief administrative officer of the Library and directs the operations to accomplish the goals and objectives set by the Library Board. The Library Director is responsible for carrying out the directives of the Library Board and for the hiring and managing of the Library staff which currently consists of 14.5 full-time equivalents (approximately 30 individuals).

Detailed information about the Stillwater Public Library can viewed on the website located at: <http://stillwaterlibrary.org/>

SECTION 2. INSTRUCTIONS TO PROPOSERS

2.1 Request for Proposal Information

It is the responsibility of the Consultant to carefully read the entire Request for Proposal (RFP), which contains provisions applicable to successful completion, and submission of an RFP. If any ambiguity, inconsistencies or errors are discovered in the RFP, the board president will issue a clarification or correction. Only interpretations or corrections of the RFP made in writing through addenda by the board president will be considered binding. The board president must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of this RFP.

2.2 Timetable

The anticipated timetable for the RFP process including the selection of the top ranked firm is as follows:

| | |
|--|------------------|
| ➤ RFP available for distribution | Jan. 13, 2017 |
| ➤ Deadline for receipt of questions | Jan. 23, 2017 |
| ➤ Deadline for submittal of RFP | Feb. 8, 2017 |
| ➤ Short list notification | Feb. 15, 2017 |
| ➤ Deadline for PRICE submittal | Feb. 20, 2017 |
| ➤ Consultant interviews (in person or conference call) | by Feb. 28, 2017 |
| ➤ Final proposal | March 7, 2017 |
| ➤ Approval of selected consultant | March 14, 2017 |

2.3 Proposal Submission

2.3.1 A multi-step selection process will be used for this search.

- a. Step one will consist of submittal and evaluation of a Request for Proposals (RFP).
- b. The evaluation team will rate and shortlist between approximately three (3) and five (5) of the consultants.
- c. The shortlisted consultants will be invited to participate in an oral interview and final scoping meeting.
- d. Following the oral interview the shortlisted consultants will be requested to submit a Final Proposal by the time and date included in Section 2.02 in the form describe below.

2.3.2 All proposals should be submitted via email to:

Diane Ward
City clerk
dward@ci.stillwater.mn.us
651-430-8800
216 North Fourth Street
Stillwater, MN 55082

2.4 RFP Submittal

2.4.1 Part A – Technical Proposal (consisting of the firm’s qualification, scope of work, schedule, etc.). All proposals must be submitted electronically and shall be able to print on 8 ½” x 11” paper, except for any drawings, charts, diagrams, or similar information. The city clerk will confirm via email when proposals are received. Firms having difficulties sending (emailing) their proposals may call the city clerk at 651-430-8800.

2.4.2 Part B – Price Proposal

After being notified of being on the “short-list” these firm(s) shall submit their price via email. The Price Proposal – Part B shall be submitted electronically to the city clerk at dward@ci.stillwater.mn.us. All submittals by electronic, mail, or in person must be received by no later than the time and date indicated in Section 2.2.

Part B – Price Proposal, must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Proposer.

2.4.3 Part C -Final Proposal

After the interview, the short-listed proposer shall submit any changes

to the original proposal along with a cover letter clarifying why the changes were made. Any changes to the proposed cost must be also submitted.

The submittal of a Proposal will be considered by the Library Board as constituting an offer by the Proposer to perform the required services at the stated prices.

2.5 Additional Information/Addenda

2.5.1 Requests for additional information or clarification must be made no later than the date specified in the RFP Timetable. Requests should contain the Proposer's name, address, phone number or e-mail address. Email should be addressed to Mike Keliher, Library Board President, mjkelihher@gmail.com.

2.5.2 The Library Board's Designee will issue responses to inquiries and any other corrections or amendments in written addenda issued prior to the Proposal due date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or addenda issued subsequent to the issuance of this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail.

2.5.3 It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the Library Board President prior to submitting a proposal that all addenda have been received.

2.6 Modified Proposals

A Proposer may submit a modified proposal to replace all or any portion, of a previously submitted proposal up until the Proposal due date. The Evaluation Committee will only consider the latest version of the proposal as part of its deliberations.

2.7 Withdrawal of Proposals

Proposals shall be irrevocable until contract award, unless the proposal is withdrawn. A proposal may be withdrawn in writing upon the expiration of ninety days after the due date of the proposals, if the written request is received by the board president prior to the award of a contract.

2.8 Late Proposals, Late Modifications, and Late Withdrawals

Proposals received after the Proposal due date and time will not be considered. Modifications received after the Proposal due date are also late and will not be considered. Letters of withdrawal received after the expiration of ninety days from the Proposal due date or after the award of contract, whichever comes first, are late and will not be considered.

2.9 RFP Postponement or Cancellation

The Library Board may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP and to award a contract in the best interest of the Stillwater Public Library.

2.10 Proposal Preparation Costs

All expenses involved with the preparation and submission of proposals to the Library Board, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to the award of a contract.

2.11 Oral Presentations

The Library Board will require the shortlisted Proposers to give oral presentations in support of their proposals or to exhibit and otherwise demonstrate the information contained therein. The interview will also serve as a basis to clarify the scope of work for the search. The presentations are tentatively scheduled for the dates indicated in Section 2.2.

2.12 Exceptions to RFP

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states that exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the Library Board a meaningful opportunity to evaluate and rank the proposals.

Where exceptions are permitted, the Library Board shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The Library Board, after completing the evaluations, may accept or reject the exceptions.

It is the intent of the Library Board to entertain alternative proposals that may provide the same or similar services as called for in the RFP.

2.12 Confidential Information

Confidential information submitted as part of a proposal must be clearly marked as such. However, such information will be kept confidential only to the extent that the Minnesota Data Practices Law permits.

2.13 Negotiations

The Library Board may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposers best terms and conditions. The Library Board reserves the right to enter into limited contract negotiations with the selected Proposer. If the Library Board and the selected Proposer cannot negotiate a successful contract, the Library Board may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the Library Board has been executed or all proposals are rejected. No proposer shall have any rights against the Library Board arising from such negotiations or termination thereof.

2.14 Rules, Regulations and Licensing Requirements

All Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated by the RFP. Proposers are presumed to be familiar with all Federal, State, and Local laws ordinances, codes and regulations that may affect the services to be offered.

2.15 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one that follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem a proposal as non-responsive.

2.16 Litigation

The contract resulting from this RFP shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

2.17 Assignment, Transfer or Subcontracting

The Consultant shall not assign any interest in the contract resulting from this RFP and shall not transfer any interest in the same (whether by assignment, or notation) without the prior written consent of the Library Board. Consent will not be given to any proposed assignment which would release the Consultant of responsibilities under this contract. The Consultant must obtain prior written consent from the Library Board to delegate, assign, transfer, or subcontract any functions or responsibilities required to fulfill the obligations under the contract resulting from this RFP.

2.18 Termination for Cause

If the Consultant fails to fulfill any of the obligations under the contract resulting from this RFP in a timely manner, or otherwise violates any of the covenants, agreements or stipulations material to the contract, the Library Board shall thereupon have the right to in a written notice to the firm at least seven (7) days before the termination date to the Consultant of such termination.

SECTION 3. SCOPE OF SERVICES

The successful Proposer is directly responsible for and shall provide all personnel, materials, supplies, and work product to conduct the executive search for replacement of the Library Director. It is anticipated that the work effort will involve a national search for qualified candidates.

3.1 Services and Tasks

The Stillwater Public Library Board requests the following services, which shall be provided in accordance with the industry best standards and professional

ethics. The list is intended to provide a list of minimum tasks and services anticipated as being necessary to complete a successful recruitment.

- i. Assist and facilitate the Library Board in the development of a position and recruitment profile concerning the specific qualifications, nature of the duties and responsibilities for the position that reflects both current and long range expectations and issues to be addressed by the new Library Director. Work to include guidance on developing the compensation package for the position.

(NOTE: The board may appoint its executive committee or another task force to work with the Consultant to select the Library Director and recommend the same to the Library Board for approval.)
- ii. Prepare a recruitment brochure for the position for distribution and publication.
- iii. Prepare a management questionnaire to be included in the candidate application in order to evaluate the skill set and knowledge of the applicant on leadership, management and current which will be used in the screening and evaluation process.
- iv. Conduct a professional search and recruitment effort utilizing local, regional, and national networks to seek qualified candidates.
- v. Place announcements in the appropriate professional publications, on the Internet, and other appropriate media to provide maximum exposure for the position.
- vi. Receive and process all applications from the recruitment and announcement efforts.
- vii. Screen all applications received in comparison to the approved recruitment and position profile.
- viii. Interview prospective qualified candidates and make background inquiries and reference checks to verify educational achievement and work experience.
- ix. Present resumes and background information on those individuals considered to be most qualified for the position (approximately 8-10 to be considered for a personal interview).
- x. Facilitate and assist the Library Board in narrowing the field of qualified candidates to be invited for personal interviews (approximately 5 candidates).
- xi. Complete additional background inquiries of the top qualified candidates.
- xii. Facilitate the preparation of the questions to be used and assist the Library Board during the interview process.
- xiii. Facilitate an opportunity for each candidate to meet with/present to library staff and other key stakeholders (such as city council, Stillwater Public Library Foundation, Friends of SPL, and others in the community) using feedback from these meetings to help inform the board's selection

- xiv. Assist and facilitate the deliberations resulting in the selection of a candidate to whom a job offer will be extended.
- xv. Assist in conveying and negotiating the final terms and conditions for a contract offer to be considered by the Library Board for approval.
- xvi. Notify all applicants of the final appointment.

3.2 Optional Tasks and Supplemental Services

- i. They may request the following additional services from the Consultant.
- ii. Design and conduct a process for assessing the candidates writing, speaking, personal interaction, and decision making skills and abilities during the interview process. A full assessment center is not anticipated under this optional task.

3.3 Tasks Performed by the Library Board

The Library Board proposes to complete the following tasks.

- i. Coordinate arrangements for selected top candidates to travel to Stillwater to participate in the selection process.
- ii. Arrange for and prepare the facilities necessary to conduct the interview process.
- iii. Provide personnel and transportation as needed to conduct community tours and site visits.

SECTION 4. PREPARING AND SUBMITTING PROPOSAL

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the documents described, fully completed and signed as required. Proposers shall provide documentation that demonstrates their ability to satisfy the qualifications needed to successfully complete the search. Proposals submitted which do not include the items described or which do not meet the qualification requirements or which fail to provide the necessary supporting documentation may be considered non-responsive and may not be considered for award.

4.1 Request for Proposals (RFP)

- a. The Proposal must contain the following sections:

Cover Page: The Cover Page should include the following information:

Proposer's Name
Contact Person for RFP
Business Address
Business Phone
Facsimile Phone
E-mail Address – Primary Contact
Web Site Address

Title of RFP: Executive Search Services - Library Director

b. Table of Contents: The Table of Contents should outline in sequential order the major areas of the Proposal. All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

c. Organizational Structure: The Proposer shall describe the organizational structure (corporation, partnership, individual sole proprietor, etc.) by providing the following information.

Services or activities engaged in by the corporation/organization. The Proposer shall include branches or other subordinate units or divisions that will perform or assist in performing any work resulting from this RFP.

Number of years the firm has been in existence. Date incorporated/organized & State of incorporation/organization

Size of the corporation, partnership, or individual sole proprietor.

Primary markets and services provided.

d. Technical Qualifications: The Proposal should address how the Proposer will accomplish the Scope of Service, as described in Section 3 of this RFP. The Proposal should be structured and presented in a format and in such a manner that the Selection Committee can easily rate the submittal based on the evaluation criteria outlined in Section 5 of this RFP. This submittal should include the following minimum information.

1. General Qualifications – Describe the general qualifications of the firm.
2. Special Qualifications – Describe any special or unique qualifications of the firm as it relates to this search. (State why your firm should be chosen.)
3. Staff Qualifications – Include resumes demonstrating relevant experience of key personnel to be assigned to the search. Indicate the role of the key staff member in the search. Indicate who will be the search manager and the estimated percentage of time that each the Proposers key personnel will spend on the search.
4. Previous Experience – Provide a list of clients, including name, address, contact person, and telephone number, for whom similar or related services have been provided in the past 5 years. Include a short description of the search, the name of the search manager and staff that were assigned along with their role in the search.
5. Search Implementation – Describe how the Proposer will organize and perform the work outlined in the Scope of Services. List the names of any sub-consultants intended to be used and the percentage of the total services to be provided by sub-consultants.
6. Understanding of Search – Describe the firms understanding of the search and the planned approach to achieve the objectives of the search. This may be submitted in any format that the Proposer feels

is appropriate.

7. Time Schedule – Include a time schedule to complete the Scope of Services contemplated for the search.

4.3 Final Proposal (RFP)

The final RFP to be submitted after the interview. –The technical data should be amended and modified as appropriate to address the issues and reflect the scope of services discussed during the oral interviews and outlined in any addendum for the search which may have been issued.

4.4. Part B – Price Proposal

The Proposer must fully complete the Price Proposal Form:

Price: A proposed “lump sum” not to exceed fee for the base services as outlined in the technical proposal submitted. The total lump sum price will be used for determining the price component of the Proposal rating.

Additional Services: A proposed “lump sum” not to exceed fee for the various supplemental services requested.

SECTION 5. EVALUATION/SELECTION PROCESS

The proposals will be evaluated by the Library Board, which will evaluate the technical aspects of the proposal and participate in the oral interviews.

5.1 Part A – Technical Qualifications (subject to change)

The Board will first evaluate and rate all responsive proposals on the seven (7) technical and qualification criteria listed below. The maximum possible point total for Part A is 100 points. A proposer must attain a minimum of 75% (75 points) of the possible available Part A points to be considered qualified for the search.

Executive Search Process & Implementation Plan (20 points)

(The proposed plan for implementing the executive search)

Staff Qualifications, Key Personnel & Roles (20 points)

(Qualifications and professional skills, related to the proposed search, of the key **individuals** to be assigned to the search)

Previous Experience, Firm (20 points)

(Overall rating and demonstrated capability of the **firm** to successfully complete searches of a similar nature as shown by a listing of completed executive searches by the firm within the past 5 years)

Time Schedule (10 points)

(Time estimated to complete the scope of work)

Familiarity with Local and State Issues (10 points)

(Experience working in the local area along with an understanding of local and state search issues, governmental organizational structures and employment regulations in the State of Minnesota)

Ability of the Consultant to encourage more qualified candidates to apply and the ability to assist with the selection of the “best” candidate (10 points)

Other Added Value Services (10 points)

5.2 Part B – Price Proposal

The price proposal submission will be assigned a maximum total of 30 points.

The responsive proposal with the lowest total cost will be given the maximum points.

Every other responsive proposal will be given points proportionately in relation to the lowest total price proposed. This point total will be calculated by dividing the lowest total price proposed by the price proposed for the Proposal being evaluated, with the result then being multiplied by the weight (30 points) to arrive at a cost score of less than the maximum total points for price.

Example: $(LPP / PPP) \times TP = \text{Points assigned for price}$

LPP = Lowest Price Proposed

PPP = Proposer's Price Proposal

TP = Total Points Available (30)

5.3 Overall Ranking

The Library Board will then determine the overall ranking by adding the Technical Qualification score (Part A) with the Price Proposal score (Part B) to determine the overall ranking, which will inform the Library Board's deliberations regarding contract award.

5.4 Contract Award

The Library Board reserves the right to award a contract to the Proposer whose Proposal is deemed to be in the best interest of the Stillwater Public Library.

5.5 Terms of Agreement

Upon mutually agreeing to the terms of the contract, a written agreement will be prepared by the Library Board utilizing the City of Stillwater's contract agreements (amended to the specific terms of this contract). It is important to note that the Library Board will not indemnify the Consultant.

5.6 Failure to Reach Agreement

If an agreement cannot be reached with the top rated firm, negotiations will be terminated and the Library Board will open negotiations with another of the short-listed firms. The negotiation process will continue until an agreement is reached with one of the short-listed firms. If no agreement is reached with the short-listed firms the negotiation process may be terminated at the Library Board's discretion.

SECTION 6. STANDARD TERMS & CONDITIONS

6.1 Acceptance-Rejection: Library Board reserves the right to accept or reject any or all quotes and to waive technicalities in any quotation or part thereof deemed to be in the best interest of Stillwater Public Library.

6.2 Non-Discrimination/Affirmative Action: Stillwater Public Library is committed to equal employment opportunity and is obligated not to discriminate against any

employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for which qualified. Further you are advised that as a contractor, subcontractor, vendor or lessee of Library, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of this contract or purchase order shall constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part and you may be declared ineligible for further contracts or purchase orders.

- 6.3 Applicable Law:** This contract shall be governed under the laws of the State of Minnesota and is made at Stillwater, MN, and venue for any legal action to enforce the terms of the agreement shall be in Washington County District Court.
- 6.4 Assignment:** No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Library Board.
- 6.5 Cancellation:** Library Board reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 6.6 Delivery:** Delivery shall be F.O.B. destination unless otherwise specified.
- 6.7 Deviation and Exceptions:** Deviations and exceptions from terms, conditions, or specifications shall be described fully under the proposer's letterhead, signed, and attached to the request for proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.
- 6.8 Entire Agreement:** These standard terms and conditions shall apply to any contract order awarded as a result of this request for proposal except where special requirements are stated elsewhere in the request. In such the contract order with reference to parts and attachments shall constitute the entire agreement with previous communications pertaining to the subject of this request for proposal being hereby superseded.
- 6.9 Guaranteed Delivery:** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price if alternate procurement is necessary. Excess costs shall include administrative costs.
- 6.10 Invoicing:** shall be individually invoiced in accordance with the instructions contained on the purchase order or contract.

The Library Board is subject to payment provisions outlined by the City of Stillwater's Purchasing Policy. The Library Board, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (45) days as long as the properly completed invoice or receipt is received on or before the second Tuesday of the

month. If a properly completed invoice or receipt is not received by the second Tuesday of the month, the contractor waives the right to collect interest if payment is not made within thirty (45) days.

6.11 Quantities: Quantities shown on this request for proposal are based on estimated needs. Library Board reserves the right to increase/decrease quantities to meet actual needs or availability of funds.

6.12 Taxes: Library Board and its departments are exempt from payment of all federal taxes and Minnesota State and local taxes on its purchases except Minnesota excise tax as described below:

The Stillwater Public Library is exempt from state sales tax per Minnesota Statute 297a.70, but the sales tax exemption does not apply to building materials purchased by a contractor as part of a lump sum contract, construction materials purchased to fund facilities that will not be used for tax exempt purposes, the leasing of motor vehicles, and the purchase of lodging and drinks.

SECTION 7. RESPONSIBILITY OF THE LIBRARY BOARD

7.1 Library Board's Project Officer. The Library Board will appoint a project officer to function as project officer to act as the Library Board's representative with respect to the work performed under this contract. That project officer must defer to the full Library Board for final authority on any decisions not specifically assigned to the project officer.

7.2 Prompt Response. To prevent an unreasonable delay in the Consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.

7.3 Project Requirements. The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library Board records.

SECTION 8. INSURANCE.

Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

PROFESSIONAL LIABILITY

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (a) \$2,000,000 general aggregate
- (b) \$1,000,000 products - completed operations aggregate
- (c) \$1,000,000 Personal injury and advertising injury
- (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, Collapse and Underground Coverage
 - (e) Products/Completed Operations
 - (f) The general aggregate must apply separately to this project/location

BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers

Liability limit of:

\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

ADDITIONAL PROVISIONS

* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

* Notice - NOTE: City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.



SAMPLE STANDARD CONTRACT AGREEMENT

THIS AGREEMENT, is made this _____ day of _____, _____ by and between the City of Stillwater Public Library Board of Trustees, 224 3rd Street N, Stillwater, Washington County, Minnesota and _____ (hereinafter called "Consultant").

- 1. The Work.** The Consultant agrees to perform services to complete an Executive Search for a Library Director for the Stillwater Public Library as indicated in Exhibit "A" – Proposal Form:

- A. Other Services**

The Consultant shall, upon request and without additional compensation, furnish such explanation as may be necessary to clarify and interpret the plans, specifications or report, as the case may be.

- B. Additional Services**

The Consultant shall provide additional products and/or services provided by this Agreement if such additional products and/or services are requested in writing by the Library Board’s Project Manager or other authorized employee of the Library Board. Such additional costs may not be incurred prior to receipt of written approval by the Library Board. Compensation for services provided by this Agreement shall be as specified in _____. Costs for additional products and services not covered under this Agreement shall be negotiated and set forth in a written amendment to this Agreement executed by both parties. The amendment shall be executed by both parties prior to proceeding with the work covered under subject amendment.

All work will be done in a workman-like manner and materials will be fit for the purpose. Work must be completed according to the Stillwater Public Library Board’s Request for Proposals dated _____.

- 2. Project Manager:** The Consultant shall assign the following individual to management the project described in this contract (a resume of this individual is attached)

Name Contact Numbers

- 3. Changes in Project Manager:** The Library Board has the right to approve or disapprove any proposed change from the individual named above. The Library Board shall be provided with a resume for any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.

- 4. Responsibility of the Library Board.** At its own expense, the Library Board will have the following responsibilities regarding the execution of the contract by the Consultant.

- a. Library Board’s Project Officer.** The Library Board will appoint a project officer to function as project officer to act as the Library Board’s representative with respect to

the work performed under this contract.

- b. **Prompt Response.** To prevent an unreasonable delay in the consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
 - c. **Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library records.
3. **Payment.** This work, including all labor, materials and equipment needed to accomplish the Executive Search shall be completed by the Consultant as shown on the attached proposal form (Exhibit "A") to be paid to the Consultant to be processed as follows: 25% upfront, 25% after finalists for interview are chosen and 50% upon satisfactory completion of the process.
 4. **Waiver of Liability.** It is further agreed that this work is undertaken at the sole risk of the Consultant. The Consultant does expressly forever release the City of Stillwater from any claims, demands, injuries, damage actions or caused of action whatsoever, arising out of or connected with the work according to the Request for Proposals for the project.
 4. **Indemnification.** Any and all claims that arise or may arise against the Consultant, its agents, servants or employees, as a consequence of any action or omission on the part of the Consultant while engaged in the performance of this work shall in no way be the obligation or responsibility of the Library Board. The Consultant shall indemnify, hold harmless and defend the city, its officers and employees, against any and all liability, loss cost damages, expenses, claims or actions, including attorneys fee which the Library Board, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by any reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform their obligations under this contract.
 5. **Insurance.** Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

5.1. PROFESSIONAL LIABILITY

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

5.2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

(a) \$2,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$1,000,000 Personal injury and advertising injury

- (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, Collapse and Underground Coverage
 - (e) Products/Completed Operations
 - (f) The general aggregate must apply separately to this project/location

5.3 BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease - Each Employee

5.5 ADDITIONAL PROVISIONS

*Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

*Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

*Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

*Notice - City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

6. Contract Documents include:

- a. Notice to Proceed
- b. Copy of Accepted Resolution
- c. Small Contract Agreement (Pages 1-3)
- d. Library Board's Request for Proposals (____ Pages)
- e. _____ . proposal dated _____ (____ Pages)
- f. Exhibit "A" of _____ Cost Proposal (3 Pages)

7. Termination. -

A. For Cause

If, through any cause not beyond the control of the Consultant, the Consultant shall fail to fulfill in timely and proper manner the obligations under this agreement, the Library Board shall have the right to terminate this contract by written notice to the Consultant. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed.

B. For Convenience

The Library Board may terminate this contract by giving written notice to the Consultant no later than 10 calendar days before the termination date. If the Library Board terminates the contract under this clause, the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed.

8. Conflict of Interest. No elected/appointed official or employee of the Library, Library Board or City of Stillwater who exercises any responsibilities in the review, approval, or carrying out of this contract shall participate in any decision relating to this contract which affects his or her direct or indirect personal or financial interest.

9. Assignability. The Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Library Board.

10. Title Transfer. The products of this contract shall be the sole and exclusive property of the Library Board. Upon completion or other termination of this contract, and at the request of the Library Board, the Consultant shall deliver to the Library Board machine-reproducible copies of any and all materials pertaining to this contract. Future use of these products (plans, specifications, and all other materials produced under this contract) by the Library Board for different facilities without specific adaptation by the Consultant, will be at the risk of the owner.

11. Public Record Contract Clause. Both parties understand that the Library Board is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of MN. Statutes 13.05. Contractor acknowledges that it is obligated to assist the city in retaining and producing records that are subject to the Minnesota Data Practices law, and that the failure to so shall constitute a material breach of this agreement, and that the contractor must defend and hold harmless from liability under that law in regard to records maintained or that should have been maintained by the contractor. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this agreement.

12. Confidentiality. No reports, information, and/or data given to or prepared or assembled by the Consultant under this contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Library Board of Trustees.

13. Controversies. Any controversy or claim arising out of this contract shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

14. Errors or Deficiencies. The Consultant shall without additional compensation revise any materials prepared under this contract if it is determined that the Consultant is responsible for any errors or deficiencies.

Further, the Consultant shall be responsible for costs incurred by the Library Board, which are over and above the costs that would have been incurred, had the error, omission or deficiency not occurred.

15. Contract Period. This agreement shall, unless otherwise stated elsewhere herein, terminate upon final payment to the Consultant. Both parties' obligations under this agreement, which by their nature are intended to continue beyond termination or expiration of this Agreement, shall survive the termination or expiration of this agreement.

16. Completeness of the Contract, This document and any specified attachments contain all terms and conditions of this contract and any alteration shall be invalid unless made in writing, signed by both parties, and incorporated as an amendment to this contract. There are no understandings, representations or agreements, written or oral, other than those incorporated herein.

17. Completion Date. Completion of work related to the Executive Search – Library Director shall be done according to the terms of the project’s proposal submitted on _____.

IN WITNESS WHEREOF, the parties have set their hands this ___ day of _____, 2017.

STILLWATER PUBLIC LIBRARY BOARD

By: _____
Michael Keliher, President

By: _____
Its:

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this _____ of _____, 2017 by Michael Keliher, President and _____ on behalf of the Stillwater Library Board of Trustees.

Notary Public
Commission Expires: ___/___/____

Commissioned At: _____

CONSULTANT

By: _____

By (Please Print): _____

Title (Please Print): _____

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ of _____, 2016 by
_____, its _____,
for _____.

Notary Public

Commission Expires: ___/___/___

Commissioned At: _____

EXHIBIT "A"
PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY
DIRECTOR EXECUTIVE SEARCH SERVICES**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm _____

Address _____

City/State/Zip _____

Signature _____

Name (Print) _____

Title _____

Telephone Number _____

Fax Number _____

E-Mail Address _____

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR
LIBRARY DIRECTOR EXECUTIVE SEARCH SERVICES**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Executive Search for Replacement for Library Director: \$ _____

Alternate price proposals for Additional Services:

Total Price Not-To-Exceed Cost for Candidates' Special Assessment Process: \$ _____

Total Price Not-To-Exceed Cost for Personnel Leadership "Type" Testing for Final Interview Candidates: \$ _____

List other costs (If Applicable):

| | |
|-------------------|----------|
| Description _____ | \$ _____ |

TOTAL PROPOSED COST FOR THIS PROJECT: \$ _____

Payment is expected to be process as follows: 25% upfront, 25% after interviews are held and 50% after the project is completed.

Diane Ward

From: John Keister <john@johnkeister.com>
Sent: Wednesday, February 01, 2017 4:42 PM
To: Diane Ward
Subject: Proposal: Library Director Executive Search
Attachments: Library Search Proposal_Keister.pdf

Hi Diane,

Attached as a pdf is our proposal for the Stillwater Public Library Director executive search. Thank you for the opportunity to submit a proposal!

John Keister

JK john keister & associates
Executive Search for libraries
p: 847-955-0541
www.johnkeister.com
Vernon Hills, IL (Chicago)
[linkedin.com/in/johnkeister](https://www.linkedin.com/in/johnkeister)

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0541
john@johnkeister.com
www.johnkeister.com
Twitter: @jkaLibrary

Executive Search Services — Library Director

February 1, 2017

Stillwater Public Library
224 Third Street North
Stillwater, Minnesota 55082-4806

Dear Board of Trustees:

We love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without regard to an individual's personal, economic, or educational status. Libraries are the community centers of the 21st century. Blending the old and new, as your library has done so effectively both in its physical space and services, helps preserve the traditional mission of the library while also preparing it to embrace the future. We love that the Stillwater Public Library is such a good example of what libraries can do and should be, committed to both the current and future needs of the people it serves.

Your library actively engages with its users by championing activities that are vital to the community. Besides housing local history archives and an art gallery, it offers a range of community meeting spaces, new technology and a full calendar of programs to cover a vast range of ages and interests. Your Friends group and Foundation are further examples of the strong connection between the library and its users. It's clear that the Stillwater Public Library community is committed to excellence.

Library leadership is always important, and especially so when libraries must keep evolving — not just to keep up with technological change and user tastes, but to *anticipate* those events and plan proactively. We appreciate the opportunity to submit this proposal for executive search services to evaluate candidates for the position of Library Director. One of our strengths as a search firm is that we customize our approach to fit the wishes of our customers. The attached document is a blueprint of how we approach a search; please feel free to call me with specific questions or changes.

Thank you for your consideration. We look forward to hearing from you!

Sincerely,



John Keister

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Executive Search Proposal for Library Director Stillwater Public Library

Thank you for giving us the opportunity to present this proposal for the search and recruitment of the next Library Director of the Stillwater Public Library.

Hiring a new Director is one of the most important decisions a library board will make and we would be pleased to provide advice and assistance. In addition to evaluating and screening candidates, we can facilitate the interview process and help the Library Board reach consensus on the final candidates.

Organizational Structure

John Keister & Associates LLC is a full-service, nationwide Executive Search firm founded in 1987 by John and Beth Keister. We incorporated in Illinois as an S-corporation in 1990 and converted to an LLC in December 2016. One of the ways in which we're different from other search firms is that we engage in *two* areas of practice: Library Directors and private sector technology leaders. Our extensive and varied experience enables us to identify and evaluate management and leadership traits in candidates, assets that are critical to the successful administration and guidance of today's libraries. We get to know our candidates so that we can effectively evaluate the the "soft" characteristics that indicate which individuals will be an ideal fit for a certain organization or position. By asking the right questions and examining characteristics beyond what's on a resume, we are able to find the best match between an organization and the leader they seek.

We enjoy working with libraries because they are the heart and soul of their communities. Whether serving a small town, a densely populated region, or an academic or special interest institution, a library represents the interests, passions and goals of a special group of people — its users. Every library is unique. Should you decide to work with us, we'll help you hire the Director who is right for *your* library and *your* community.

We are proactive in searching for and recruiting top candidates, rather than relying solely on passive approaches, such as job postings, to locate talented leaders. Our success is the result of networking and actively building long-term relationships with the best and brightest library leaders.

Qualifications

PROJECT TEAM

John Keister has more than 30 years of executive search experience, working with respected global corporations and libraries of all sizes. When working with libraries, John draws upon his extensive experience as an elected public library Trustee and library Board President. He also served multiple terms on the Board of Directors of the North Suburban Library System, a library consortium of academic, public, school, and special libraries in suburban Chicago. John has advocated on behalf of libraries at the local, state, and federal levels, been an invited speaker at numerous library conferences, and has raised community

johnkeister & associates LLC

EXECUTIVE SEARCH FOR LIBRARY DIRECTORS

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0541
john@johnkeister.com
www.johnkeister.com
Twitter: @jkaLibrary

awareness of library issues through town meetings, focus groups, print and broadcast media. John also provides customized coaching and training to help library boards become more efficient and effective. He currently serves on the Illinois Library Association Advocacy Committee.

John holds a Bachelor of Science degree in Mechanical Engineering with post-graduate coursework in business management and administration.

Beth Keister handles many of the “behind the scenes” functions of our firm, designing and maintaining our databases and websites, conducting research for the search process, and using social media to create awareness. Previously, Beth trained the staffs of several libraries and library organizations on a variety of software packages and consulted with libraries on creating programs and reports that support daily operations. Beth holds a Master of Science degree in Statistics and a Bachelor of Science degree in Mathematics.

Sarah Keister Armstrong specializes in providing community needs assessments and strategic planning services to libraries and other organizations through her own firm, Sarah Keister Armstrong & Associates. Her awareness of library trends and issues, coupled with a keen understanding of each library’s unique circumstances and demographics, helps us focus our efforts on the type of leader who will be most effective for every library search we undertake. Sarah is a Public Library Trustee and served on the Board of RAILS (Reaching Across Illinois Library System). She is currently serving as a Director-at-Large of the Illinois Library Association and is an active member of the American Evaluation Association and the American Library Association. Sarah holds a Master of Public Policy and Administration degree and a Bachelor of Arts degree in Political Science and Sociology.

Experience

Our firm has completed over 300 executive level searches. In recent years, we have completed approximately 60 library director executive searches for libraries and library systems of all sizes throughout the United States. We are familiar with the library environment in Minnesota, having completed the search for the Library Director of the Great River Regional Library System in 2015. We also have extensive experience working with organizations and boards who have never hired a director before, due to the long tenure of their current director or because of other circumstances. Information and references from some of our recent searches are included at the end of this document.

Search Implementation and Understanding of Search

SEARCH PROCESS

We have the resources in place and are prepared to initiate the search upon selection by the library board. John Keister will be the primary contact representing our firm, while Beth Keister and Sarah Keister Armstrong will provide project support.

Though each search is unique and presents its own characteristics, we find that the search process from our initial client meeting to candidate offer and acceptance is generally 3½ to 4 months. Since we would tailor the search to meet your needs and deadlines, we’d be happy to revise the schedule, as needed, after our initial meeting with your search committee.

johnkeister & associates LLC

EXECUTIVE SEARCH FOR LIBRARY DIRECTORS

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0541
john@johnkeister.com
www.johnkeister.com
Twitter: @jkaLibrary

INITIAL MEETING

Our first step is to thoroughly understand your needs. John will visit the library to gain an understanding of your environment and to find out what is expected of the new Library Director. This will help us learn about your distinctive organizational culture, mission, and current concerns. Such knowledge will be useful when forming interview questions and evaluating candidates within the framework of your organization and setting.

WEBSITE FOR THE DIRECTOR SEARCH

For each of our library searches, we design, develop and host a website that includes information on the position, the library, and the local community. The website is a helpful tool for sharing information with potential candidates and it allows for easy updates as the search progresses. Examples include www.johnkeister.com/greatriver/ and www.johnkeister.com/chelsea/.

STRATEGY

Our strength as a search firm lies in our personal contacts with individuals in the library field. In addition to attracting candidates through traditional advertising and use of the custom website, we will carry out an extensive networking and social media effort to identify outstanding candidates who do not normally respond to ads or announcements. We have discovered that many excellent people are interested when approached by a respected recruitment firm. With this multi-pronged approach, we will ensure that we locate the best candidate(s) for your position.

CANDIDATE QUALIFYING

Once we have identified candidates, we will conduct in-depth interviews. When possible, these conversations will be in person. If that is not practical, we will conduct detailed video and telephone interviews. Our conversations with candidates allow us to thoroughly evaluate their personality, work ethic, and how they may fit into your particular library.

CANDIDATE PRESENTATION

After the interviewing/qualifying work has been completed, we will present you with resumes and additional information for the most viable candidates. We'll also be ready to discuss each individual in some detail, and to answer any questions from the search committee. This approach allows for valuable give-and-take of information with you and/or other decision makers, and allows you to further reduce the list, if desired, to a feasible number of semi-finalists or finalists.

FINALIST INTERVIEWS

We have found it is very beneficial for John to be on-site at the library during the finalist interviews to answer questions, make suggestions, and generally facilitate the process. We strongly recommend that candidates meet with staff, the board, and other key stakeholders as part of the process. During this crucial time, as important decisions are made, we can provide whatever support you need, including ideas about

interview questions, advice on questions to avoid for legal reasons, and tips on interview approaches and potential pitfalls. We can also make suggestions on how to handle salary negotiations and benefits questions, deal with relocation issues, and “close” the most desired candidate. Staff input is particularly important and we can help the board use that information wisely. Many boards have never gone through the final steps of hiring a director and find that this is where our experience can be particularly helpful.

VERIFYING EMPLOYMENT DUTIES AND PERFORMANCE LEVELS

We will interview references for the final candidate, and will present summaries of the reference investigation. Our reference questions help flesh out the character of the candidate. We look for first-hand accounts on how the candidate works with staff and patrons, what they do to stay on top of library trends, and information illuminating how they’ve dealt with challenges. We are seeking leaders and a candidate’s references help us better understand how someone will perform in that role.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION

If the library does not have a pre-employment background investigation process in place, we can assist with those arrangements for the final candidate. This investigation should include verification of credentials and an examination of professional, personal, financial, and criminal records. We can set up such an investigation with a professional firm should you need assistance with this piece.

Schedule

PROJECT SCHEDULE

The following schedule is flexible and may be adjusted according to the needs of the library.

| <i>Month</i> | <i>Tasks</i> |
|--------------|--|
| Month 1 | <ul style="list-style-type: none">• Initial meeting with Board/Selection Committee to discuss needs• Meet with key staff members and other constituencies for their insights• Create and post custom search website• Advertise position through various national and local channels• Begin recruiting candidates using contacts within our library network |
| Month 2 – 3 | <ul style="list-style-type: none">• Conduct interviews with possible candidates• Compile documentation on most viable candidates• Present resumes and additional information on 3 to 5 of the best candidates to Board/Selection Committee• Schedule interviews with Board/Selection Committee• Advise on interview process and questions |

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| | |
|-------------|---|
| Month 3 - 4 | <ul style="list-style-type: none">• Final candidate interviews at library• Reference checks• Presentation of offer (Board to Candidate) |
|-------------|---|

We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

John Keister & Associates



John W. Keister
President

Our firm is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.

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References and Testimonials

Wheaton Public Library

Wheaton, IL
www.wheatonlibrary.org Ms.
Christine Fenne President,
Board of Trustees Phone:
630-653-2442
cfenne@alphagraphics.com

Wheaton Public Library serves 55,000 residents with a 124,000 sq ft building and an operating budget of about \$3.8 million. The search was conducted due to the retirement of the former Director who served for 47 years, 35 as Director.

I am writing to express my recommendation of John Keister & Associates...

Like [other libraries], we found ourselves looking for a new Library Director suddenly after 35 years. Fortunately, we had a policy in place that outlined the selection committee responsibilities. Our committee chair reached out to several search firms whom we interviewed.

John Keister formed an immediate connection with our committee and understood our search challenges right away. We were grateful to have his expertise and passion for libraries. John took time to tour our library, listened to our concerns and provided detailed questions for our Executive Director interviews. He truly was interested in discovering what the Board of Trustees wanted in a new Library Director and what our future library would be for the community.

The entire selection process was very organized and smooth because of his availability and commitment to finding a successful pool of candidates. I know we made the right choice in using John Keister & Associates. Although we had several excellent candidates, one floated to the top of the pile! We now have a Director that we are extremely proud to lead our staff, who is also community focussed.

It was a pleasure working with John during this challenging search.

Sincerely,
Christine Fenne, President, Wheaton Public Library Board of Trustees

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Hussey-Mayfield Memorial Public Library

Zionsville, Indiana

www.zionsvillelibrary.org

Ms. LeeAnn Biggs

President, Board of Trustees

Phone: 317-873-4241

biggsdiggs@att.net

Hussey-Mayfield Memorial Public Library is located in Zionsville, Indiana, a northwest suburb of Indianapolis. It has a 54,000 sq. ft. library serving 26,000 residents with an operating budget of about \$2.1 million.

I believe we connected from the start. Your genuine passion and love for finding the right fit for each individual library/client was apparent.

Our board reviewed proposals by you and a competing firm. Both firms were well qualified and had similar fees. It was your unique boutique approach that appealed to our board as well as your enthusiasm. We also appreciated that you had actually served on a library board. We were not just another cog in the system to your firm. It was apparent that we both truly wanted to find the ideal fit for our library's continued success and were committed to the process of finding our true north.

We are most impressed with our new Executive Director. The HMMPL board is very satisfied, our administrative staff and other staff members are much happier and our future looks bright. The atmosphere and morale in our library has made a much-needed turn around. We thank you for your tenacity and stick-to-itiveness in completing the job you started until it was not just done, but done well. It was a process that we hope we will not have to repeat for some time. But, if we ever needed to search again, we would not hesitate to call you and your firm.

The Hussey-Mayfield board of Trustees extends our deepest gratitude to you and your firm for above and beyond service to our library and community. We believe you got the sense of who we truly are and what we needed from the start. There was much to process and sift along the way and you were committed to us. We thank you for believing in our board and our staff and for championing us when needed. We have an amazing library for a community of our size but our great potential had stagnated. With your guidance, we now have an outstanding Executive Director to take us in the direction we want and need to go. Our future has been rejuvenated.

Warmest Regards and Thanks,
LeeAnn Biggs, President, HMMPL Board of Trustees

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Huntington City-Township Public Library

Huntington, Indiana
www.huntingtonpub.lib.in.us
Mr. Fred Scheiber
Board of Trustees
Phone: 260-359-9404
Fred.Scheiber@GraphicCommunications.com

Huntington City-Township Public Library serves about 22,000 residents with a 46,000 sq. ft. main building and a 2,500 sq. ft. branch library. Operating budget is about \$1.8 million. The search was conducted due to the retirement of the former Director who served the library for 30 years.

I like your enthusiasm and unique approach of involving the entire staff in the process. I have recommended you already and will continue to in the future. You helped with salary information after the new director was hired and were always readily available. In the end, I thought we found the best person suited for the position and the process worked well. The staff felt they had input in the process and now I believe feel the Board is accessible. It was a win-win for the staff and the Board. If we ever needed a new Executive Director, you would be my first phone call!

Fred Scheiber, President, Board of Trustees

Bloomington Public Library

Bloomington, Illinois
www.bloomingtonlibrary.org
Ms. Carol Koos
President, Board of Trustees
Phone: 309-830-9382
carolkoos12@gmail.com

The Bloomington Public Library provides service to 79,000 residents in a lively college town in central Illinois. It operates with a 51,000 square foot building, a busy bookmobile, and an annual budget of \$5.3 million. The search was conducted due to the retirement of the former Director.

We were very happy with Keister & Associates. I was very surprised at how quickly you came up with 4 finalists. Having worked with a national firm 10 years ago I was expecting the same huge cattle call of candidates that the search committee would have to sort through. When you presented 4 finalists in 3 months time I realized that you had done the weeding process and consequently handled the search process much more efficiently than the previous search firm we used. What pleased me the most was your customized search process. I felt that the candidates were all good matches for the community and

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the library. The customized search process condensed the search process considerably because the board did not have to engage in the weeding out process but only the selection process.

I would recommend your firm and in fact already have. I felt that you delivered the services that you stated that you would and in the way that you stated they would be delivered. I felt that your customized search process was very effect both in use of time and in identifying the best candidates.

Thank you for your hard work. It was a pleasure working with you.

Beloit Public Library

Beloit, Wisconsin
www.beloitlibrary.org
Mr. John Watrous
President, Board of Trustees
Phone: 608-363-9179
watrousj@gmail.com

Beloit Public Library serves 48,000 residents with a 55,000 sq. ft. building and an operating budget of \$2.2 million. We were asked to conduct the search for a Director after failed attempts by another library executive search firm.

Our first contacts with you were extremely positive and confirmed for the board that you were a good fit for us. You showed enthusiasm for our library and our community, and you made it clear to us that you were eager to work with us on this search.

We were looking for a bold and creative leader more than a competent manager. You understood this and designed a search process that identified leadership and networking skills. There were doubtless a lot of things that you did on the back end that we never saw, but what we did see pleased us. For example, the website that you created to advertise the Director position was very professional. There were important instances when you gave us excellent advice.

Everyone I've spoken to (including board members, library staff, members of the Friends and Foundation, and people in city government) agrees that the three finalists we did bring to the library were by far the most impressive group we could remember from a Director search. The candidate we hired has been wonderful, and we are extremely pleased to have him at our library. Nick is providing us with the kind of creative leadership and community outreach that we wanted all along in our new Director.

John Watrous, President, Board of Trustees

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Geauga County Public Library

Chardon, Ohio

<http://geaugalibrary.net/newsite/>

Mr. Raymond Rundelli

President, Board of Trustees

Phone: 216-622-8854

rrundelli@gmail.com

Geauga County Public Library serves 90,000 residents through four full-service locations, two satellite locations, a bookmobile, and administrative center, totaling more than 74,000 square feet. The library has an operating budget of \$8.3 million. The search was conducted due to the retirement of the former Director.

When our system's director announced her intention to retire after 25 years as director, the Board quickly decided that the best course was to engage a professional search firm to assist us in finding a new director. Our multiple facility system was on sound financial footing, it was well-regarded both state-wide and nationally, its facilities were in good condition, and staff morale was high.

We knew we had an outstanding directorship opportunity to offer to someone but we wanted not only someone well-qualified, but someone that would "fit" with the personality of our system and community and the vision our Board had for the system's future. We also believed that finding the right person would be much more likely if we had the right search firm to assist us. There were lots of choices, from big national firms specializing in library director searches to small but locally well-connected firms.

After carefully considering proposals from a number of candidates, the Board chose to work with John Keister & Associates. It was clear from its proposal that John and his associates had the necessary experience and that they had given our particular situation considerable thought.

I can wholeheartedly recommend John Keister & Associates to any library board in need of assistance in the selection of a director or other upper-level management. He took the time to understand our particular needs, he listened carefully to what we had to say about how the search process should work and what we wanted in a director candidate, his thoroughness allowed him to quickly gain our trust and in the end his efforts put us exactly where we wanted to be -- in a room with multiple, well-qualified candidates from which we could choose the one that best "fit" the directorship opportunity we had to offer.

Raymond Rundelli, President, Board of Trustees

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Warren-Newport Public Library District

Gurnee, Illinois
www.wnpl.info
Ms. Jo Beckwith
Board of Trustees
Phone: 847-814-1346
jobeckwith@sbcglobal.net

Warren-Newport Public Library District serves more than 66,000 residents with a 58,000 sq. ft. building, a bookmobile, and an operating budget of about \$7 million. The search was conducted due to the retirement of the former Director.

In our unique situation, I would not have wanted to select anyone that did not acknowledge *full-on* that we would have a problem attracting candidates. You said that and also insisted that any candidate be told the full story so that we would not be ambushing anyone by keeping our situation a secret. This was not only practical, but also an issue of integrity, in my view.

Your style is informal and laid back. You use humor to make a point. The processes you use, though, are not laid back. They are organized, well-thought out, and professional. You tried to get us to articulate the characteristics that we wanted rather than telling us the typical list.

You back up your process with a lot of experience both as a trustee and a search consultant. Your knowledge of Illinois libraries and directors is quite impressive. And so is your love of libraries. What a great bonus! Thanks for helping WNPL find the next great Illinois library director.

With gratitude,
Jo Beckwith, Trustee

EXHIBIT "A"
PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY
DIRECTOR EXECUTIVE SEARCH SERVICES**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm John Keister & Associates LLC

Address 374 Marseilles Street

City/State/Zip Vernon Hills IL 60061-4151

Signature John Keister

Name (Print) John Keister

Title Partner

Telephone Number 847-955-0541

Fax Number _____

E-Mail Address john@johnkeister.com

John Keister & Associates

Executive Search for Library Directors

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0541
john@johnkeister.com
www.johnkeister.com

PRICE PROPOSAL FOR EXECUTIVE SEARCH SERVICES

Our fee for search services is \$19,800. Part of this fee (\$6,600) will be payable upfront, to help us defray our search expenses and to initiate the search. A second payment of \$6,600 will be due upon your acceptance of a slate of candidates. The balance of the fee will be billable upon selection of the new library director.

Our professional fee includes:

- Design, development and hosting of a website for the director search
- All consultant expenses, including travel, for three meetings at the library: our initial information-gathering session, a meeting to present candidate profiles, and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, as needed
- All advertising costs

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library.

OPTIONAL FEE PLAN:

We respect that many libraries are particularly mindful of flat or falling budgets due to economic conditions that have impacted their revenues in recent years. As an alternative to our normal fee and proposal, we offer a reduced fee plan whereby we lower the total fee by \$1,500. With this plan, we would conduct our candidate profile discussion via Skype or conference call rather than in person. Our fee for search services under this plan is \$18,300 total, payable in three installments at times as outlined above. This fee includes:

- Design, development and hosting of a website for the director search
- All consultant expenses, including travel, for *two* meetings at the library: our initial information-gathering session and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, including candidate profile discussion and other times as needed
- All advertising costs

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library.

We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

John Keister & Associates LLC



John W. Keister
Partner

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR
LIBRARY DIRECTOR EXECUTIVE SEARCH SERVICES**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Executive Search for
Replacement for Library
Director:

\$ 19,800 or optional \$18,300 as described on page 1

Alternate price proposals for Additional Services:

Total Price Not-To-Exceed Cost for Candidates' Special

\$ _____
Assessment Process:

Total Price Not-To-Exceed Cost for Personnel Leadership
"Type" Testing for Final Interview
Candidates:

\$ _____

List other costs (If Applicable):

| | |
|-------------------|----------|
| Description _____ | \$ _____ |

TOTAL PROPOSED COST FOR THIS PROJECT:

\$19,800 or \$18,300
as an option

Payment is expected to be process as follows: 25% upfront, 25% after interviews are held and 50% after the project is completed.

