

Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

WARRENVILLE PUBLIC LIBRARY DISTRICT Special Meeting of the Board of Trustees Wednesday, September 7, 2022, 7:00 p.m. Location: Warrenville Public Library District

Special Meeting Procedures because of COVID-19:

- Masks are recommended, but not required.
- In-person attendance available on a first-come, first-served basis because of limited room capacity.
- The meeting will be broadcast live at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)
- Public comments may be shared in person at the meeting or emailed to trustees@warrenville.com. Please include "public comment" in the subject line of your email. Emailed comments will be read during the meeting if they:
 - Include the commenter's first and last name
 - Are received at the above email address prior to the meeting's start time.
 - Are no more than 500 words in length and
 - Are free of any abusive or obscene language.

While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
 - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
4. Public comments
5. Presentations
 - a. 7:15 p.m. - John Keister from John Keister & Associates, LLC
 - b. 7:35 p.m. - Alex Todd & Jim Deiters from Deiters & Todd Library Consulting
6. New Business – Director's Search
 - a. Consideration of proposals and selection of a search firm to conduct the search for a Library Director **(ACTION)**
 - b. Consideration of dates for meetings related to the Director's Search (*discussion only*)
 - c. Discussion of other items related to the Director's Search (*discussion only*)
7. Trustee Comments
8. Items for information and/or discussion (No Action)
9. Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."
10. Adjournment **(ACTION)**

johnkeister & associates, LLC

EXECUTIVE SEARCH

374 E. Marseilles Street
Vernon Hills, IL 60061

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

August 23, 2022

Board of Trustees
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

Dear Board of Trustees:

When companies hire CEOs, they work with professional executive recruiters. Libraries deserve no less! We are executive search consultants who work extensively with libraries, and we thank you for the opportunity to present this proposal for the hiring of your next Library Director.

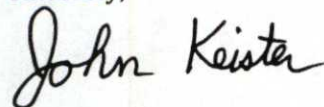
As professional recruiters, we have deep knowledge of "best practices," new technologies, and the people aspects of hiring leaders — but just as importantly, we love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without regard to an individual's personal, economic, or educational status. In their role as the community centers of the 21st century, libraries are more relevant and popular than ever.

Our firm has completed director searches for libraries and library systems of all sizes throughout the United States. We are very familiar with Chicago area libraries from our many years of living and working in the area. I am also well acquainted with local libraries from my work with the Illinois Library Association and the former North Suburban Library System, and from my service first as President of the Elmhurst Area Public Library District Board of Trustees in Lake Zurich and later as President of the Cook Memorial Library District Board of Trustees in Libertyville. For more than 30 years, we've watched libraries in this area grow and change, adapt to new technologies, try out innovative services, and explore fresh ideas. Illinois libraries are among the best in the nation, passionate about service and committed to excellence.

We enjoyed working with you in the past (during the 2005 search that resulted in your hiring of Sandy Whitmer) and we are aware of how beloved and respected WPLD is in your community. We are confident that we can help you find the right leader who will continue to expand your library's focus, vitality, and success. One of our strengths as a search firm is that we customize our approach to fit the wishes of our clients. The attached document is a blueprint of how we approach a search and can be easily revised to fit your particular needs.

We would enjoy the opportunity to further discuss and explain our process with you and to answer any questions. Thank you for your consideration!

Sincerely,



John Keister

Executive Search Proposal

Library Director

Warrenville Public Library District

Thank you for considering this proposal to help you find and hire the next Library Director for the Warrenville Public Library District. Each search we undertake is customized to fit the unique circumstances of our client. The following is a general plan that may be easily altered.

Our Experience

John Keister & Associates is a full-service, nationwide executive search firm founded by John and Beth Keister in 1987. We have been identifying and recruiting top leadership talent for more than 35 years. During this time, we have completed over 350 executive searches.

Our library searches have run the gamut from small community libraries to regional libraries with dozens of branches to large consortiums. Given today's competitive environment for hiring library directors, it helps to have the assistance and guidance of knowledgeable executive search consultants.

Just as libraries have greatly evolved over the last 30 years, so has the recruiting world. We have more tools and resources than ever before, including new ways to connect with people and find information. Since communications and adaptability are key to successful searches, we continually strive to be both tech- and people-savvy. We are proud to say that the libraries we've worked with have expressed appreciation for our responsiveness and high level of customer service.

Why use Executive Recruiters?

Boards use outside consultants to bring a fresh perspective and new ideas to their organization. For example, architects and space planners are experts in physical aspects of library management; strategic planning consultants specialize in helping organizations set and meet their short- and long-term goals. Executive recruiters are crucial to personnel decisions and are skilled in providing comprehensive and highly effective search strategies.

A good executive search team will:

- excel at building relationships with clients as well as with leaders in the library field
- develop a profile for the ideal candidate
- focus on identifying and vetting applicants to ensure that any final candidate is well-qualified, enthusiastic about the opportunity, and has the ability and leadership qualities to thrive in the role
- deliver exceptional results on time and within the client's budget

Our extensive and diverse recruiting 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 proactively search for and recruit top candidates, rather than relying solely on passive approaches such as job postings. Our success in locating and placing talented people is the result of networking and actively building long-term relationships with the best and brightest library leaders.

Project Team

John Keister has more than 35 years of executive search experience, working with respected global corporations and libraries of all sizes. When working with libraries, John draws upon his considerable 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 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 awareness of library issues through town meetings, focus groups, and print and broadcast media. John also provides customized coaching and training to help library boards become more efficient and effective.

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 products and consulted with libraries on creating programs and reports that support daily operations.

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 search we undertake. Sarah has Public Library Trustee experience and served on the Board of RAILS (Reaching Across Illinois Library System) and as a Director-at-Large of the Illinois Library Association.

For more information on our backgrounds and experience, please visit www.johnkeister.com.

Presentations and Publications

We regularly are invited to publish articles or present at various library conferences. A sampling of our presentations includes the following:

- From Quantity to Quality: How Libraries Can Unearth the Meaning of Their Data
Panel Presentation at A Library State of Mind: 2015 Illinois Academic, Public, School & Special Libraries Conference
- Movin’ On Up! Leadership and Career Growth
Presentation at the Indiana Library Federation Annual Conference, November 2015
- Ready, Set, Hire! Planning for the Unexpected
Presentation at the Indiana Library Federation Annual Conference, November 2015
- Succession Planning – Are you Prepared?
Presentation at the Michigan Library Association Annual Conference, October 2016
- Engaging Your Board, Staff and Community in Strategic Planning
Webinar, Wisconsin Trustee Training Week, August, 2017
- Advocacy from the Top: Spring Your Board into Action
Presentation at the Wisconsin Association of Public Libraries Conference, April 2017; Michigan Library Association Annual Conference, Executive Exchange, October 2017; Illinois Library Association Annual Conference, October 2017; Indiana Library Federation Annual Conference, November 2017.

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- Reinventing for the Future: Preparing for Your Next Position or Project
Presentation at the Indiana Library Federation Annual Conference, November 2017
 - Are We There Yet? Five Stops Along a Nonprofit's Journey Through Strategic Planning
Published in *Nonprofit Information*
 - Taking Care of Business: Advocacy at the Local Level
Published in *Illinois Libraries Matter (Illinois Library Association)*
 - How to Land Your Dream Job at Any Level
Presentation at the Illinois Library Association Annual Conference, October 2018

Recruitment Process

We have the resources in place and are prepared to initiate the search upon selection by the search committee. 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 different and presents its own characteristics, we find that the search process from our initial client meeting to candidate offer and acceptance generally takes 3½ to 4 months. This schedule is variable and may be revised to fit your particular situation and requirements.

Initial Meeting

Every library is unique. Our first step is to thoroughly understand *your* needs, organizational culture, and current concerns. Understanding your environment helps us know what is expected of the new director. 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 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. We use the website to market the library and community and to recruit for the position by including its URL in job postings and communications with our network of library professionals.

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 a thorough networking and social media effort to identify outstanding candidates with the skills, experience, and enthusiasm to thrive in the position.

We also enjoy and excel at recruiting. This is one of the strengths of a good search firm: we like learning about people and are very successful at identifying, vetting, and recruiting library leaders who may not necessarily be looking at job ads or actively seeking a new position. Many excellent people become intrigued and excited by new opportunities when approached by a respected search firm.

We make a special effort to recruit candidates of diverse backgrounds. This includes announcing the opportunity on culturally diverse library websites and listservs such as REFORMA and BCALA. As a result, we have successfully recruited and placed several diversity candidates.

With our multi-pronged approach to the search process, we will ensure that we locate the best candidate(s) for your position.

Diversity, Equity, and Inclusion

Libraries have evolved greatly in recent decades, but one thing that has remained constant is the public's positive attitude about their library's role in the community. This opinion has become even more pronounced since the beginning of the pandemic. Through virtual programs, WiFi hotspots, curbside service, and other innovative ideas, libraries have adapted to the disruption and continue to serve the public in ways big and small.

The backbone of this service is the library community's devotion to being a safe place, a warm and inviting environment, a peaceful oasis where different voices are welcomed, various opinions are valued, and inclusion is the guiding principle. Diversity, equity, and inclusion are at the heart of library service — and the commitment to those values begins at the top, with boards and top administrators.

As we search for the best individual to lead a library, we strive to eliminate bias from our process. We are committed to sourcing diverse candidate pools and to respecting every candidate's uniqueness. Our firm belief is that library organizations that actively seek to employ and promote people *as they authentically are* will be stronger and better organizations.

Candidate Process

Resumes are just one piece of what we consider when evaluating candidates. People can look great on paper — but they may be a terrible fit for your library. Conversely, sometimes a resume does not do justice to someone who might be terrific. We love going deeper, learning more about applicants, and assessing if and how they would work for your situation.

Candidate Qualifying and Presentation

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 virtual interviews. Our conversations with candidates allow us to thoroughly evaluate their personality, work ethic, and how they may fit into your particular organization.

After the initial interviewing/qualifying work has been completed, we will present you with resumes and additional information for the top candidates. Usually, this means we will have a slate of approximately 3 to 6 candidates. We'll be ready to discuss each candidate in some detail, and to answer any questions from the search committee.

We think and work creatively, and this is an area where we challenge some of the status quo in library executive search. We'll be upfront with you: not all applicants will be qualified. Our role is to implement a vetting process so we can identify those individuals who we believe could immediately step into the position and be successful. Our clients have repeatedly expressed appreciation for our ability to focus on candidates who are truly qualified, specifically interested in their library, and who will thrive in the director role.

Finalist Interviews

It is beneficial for us to observe interviews with finalists and to be able to answer questions, make suggestions, and facilitate the process. We strongly recommend that candidates meet with staff, the board, and other key stakeholders as part of the process. The search committee will be making important decisions at this time, and unfamiliar issues may arise. We can provide whatever support is needed, including providing ideas for interview questions and approaches, advising what questions to avoid for legal reasons, and warning of potential pitfalls.

Final Steps

Many organizations have never gone through the final steps of hiring a director and find that this is where our expertise can be particularly helpful.

We can make suggestions on how to handle salary negotiations and benefits questions, deal with relocation issues, and “close” the most desired candidate. Staff input is very important and we can help the search committee use that information wisely. Bridging the step between final interviews and making an offer can be stressful and occasionally contentious. We have the experience and strategies to make this part of the process go smoothly and even enjoyably.

Verifying Employment Duties and Performance Levels

We will interview references for the final candidates and will present summaries of the reference investigation. Our reference questions help us understand the character of each candidate. We look for first-hand accounts of how an individual 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 assist us in evaluating how he/she 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 help with this piece.

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 conversations with search committee to discuss needs• Contact 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
Months 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 6 of the best candidates to search committee• Schedule interviews with search committee• Advise on interview process and questions
Months 3 – 4	<ul style="list-style-type: none">• Final candidate interviews at library• Conduct reference checks• Presentation of offer (Board/Search Committee to Candidate)

Fee

Our fee for search services is \$19,500. Part of this fee (\$6,500) will be payable upfront, to help us defray our search expenses and to initiate the search. The balance of the fee will be payable in two equal installments: one payment will be due upon your acceptance of a slate of candidates and the last payment will be billable upon selection of the new Library Director, payable within 30 days after acceptance of the offer by the new Library Director.

Our professional fee covers:

- Design, development, and hosting of a custom website for the director search
- Advertising expenses
- All consultant expenses
- Unlimited “virtual” access via Zoom meetings or audio calls

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library (i.e., mileage reimbursement, lodging, meals, etc.).

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**

If these terms are acceptable, please sign this letter and return one copy to us. Thank you.

Warrenville Public Library District Board of Trustees

By: _____ Title: _____ Date: _____

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.

References

Arlington Heights Memorial Library

Arlington Heights, Illinois
Deborah Smart
Board of Trustees
847-494-3707
dsmart@ahml.info

Crystal Lake Public Library

Crystal Lake, Illinois
Alice Fellars
Board of Trustees
815-715-8738
mafellars@yahoo.com

Glenview Public Library

Glenview, Illinois
Kathy Vega
President, Board of Trustees
847-998-4789
kdvega@comcast.net

Grayslake Public Library District

Grayslake, Illinois
Rachael Rezek
President, Board of Trustees
847-708-1868
rrezek@grayslake.info

Frankfort Public Library District

Frankfort, Illinois
Jan Look
President, Board of Trustees
815-735-9649
janlook@ameritech.net

White Lake Township Library

White Lake, Michigan
Gwen Newton
Board of Trustees
248-500-9262
gnewton7221@gmail.com

Testimonials

Henderson County Public Library

Henderson, Kentucky
Susan Thurman
President, Board of Trustees

The [Henderson County Public Library](#) serves more than 45,000 residents with a 39,000 square foot building and an operating budget of \$3.5 million. This diverse community on the Ohio River in northern Kentucky embraces a mix of urban and rural living enhanced by the influences of Midwestern and Southern cultures.

I know I speak for all the members of the Henderson (KY) County Public Library trustees when I say that we could not be happier with our selection of John Keister and Associates to conduct the search for our new library director.

John was a delight to work with, and he was quick to answer the many concerns and questions we had. In addition, his vast experience saved us a great deal of time and trouble in giving us direction about what path to take to find an ideal director. In our search, we had some special requirements to help us address problems our library had recently encountered, and John had many suggestions about how to best address those problems.

After a great deal of research on his firm's part, John presented us with several excellent applicants. He then set up our interviews with them (via Zoom because of the pandemic) and expertly guided us through the interview process. As a result, we have a new director who is doing a commendable job.

Kudos to John and all the others at John Keister and Associates!

Vernon Area Public Library District

Lincolnshire, Illinois

Marc Fenton

President, Board of Trustees

The [Vernon Area Public Library District](#) serves approximately 42,000 people in the northern suburbs of Chicago, an area known for its excellent schools, diverse population, and skilled workforce. The search was conducted due to the retirement of the previous Executive Director.

John:

Thank you so very much for your insight, assistance and guidance in locating and hiring the next Executive Director at Vernon Area Public Library District. Your thoughts and support were invaluable. You made the hiring process easier for the Board due to your contacts, demeanor and willingness to meet with us and communicate regularly. The Board appreciates all you have done. We think we have made a wise choice in hiring Anne as our new Executive Director.

If there is anything we can do for you, please let me know. It has been a pleasure working with you. Any library board looking to hire a new director will be lucky to have you assist them. Thanks again.

Putnam County Public Library

Greencastle, Indiana

Alan Zerkel

President, Board of Trustees

[Putnam County Public Library](#) serves 36,000 residents with a 24,000 square foot facility and an operating budget of \$986,000.

Please know that I am most definitely not just speaking for myself, but also for each and every board member in expressing my appreciation for the service and guidance you provided to the Putnam County Public Library Board of Trustees during the recent director search. We were impressed with your professionalism, attention to detail, passion for locating the best possible leader to blend with the PCPL climate and culture, as well as your knowledge of library operations and your availability to answer questions and offer direction. A huge plus for the board was the personal touch you offered during the search process. The personal interest you took in the Putnam County Public Library, including the board and the staff, gave us a great deal of confidence and assurance. We are very pleased with the outcome of the search process and

the candidates you provided for our consideration. Each candidate possessed excellent leadership qualities. I also want you to know that we will highly recommend John Keister and Associates to any library that is seeking professional assistance in hiring a director.

John, it was a pleasure to work with you and learn from you. I am truly impressed with the work you did for our library.

Warren-Newport Public Library District

Gurnee, Illinois

Jo Beckwith

President, Board of Trustees

[Warren-Newport Public Library District](#) serves more than 66,000 residents with a 58,000 square foot building, a bookmobile, and an operating budget of about \$7 million. The search was conducted due to the retirement of the previous 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.

Geneva Public Library District

Geneva, Illinois

Robert Shiffler

President, Board of Trustees (former)

[Geneva Public Library District](#) serves over 30,000 residents with a 28,000 square foot building and an operating budget of about \$6.5 million. The search was conducted due to the resignation of the previous Director.

John, just wanted to send a quick note to let you know that we are extremely pleased to have Christine as our Library Director. She works very well with the staff and has made a great start in turning around the low morale issues. She regularly is proposing and implementing new ideas to make the library more user friendly, as well as improvements in the facility itself. She is definitely a "high energy" person and a pleasure to work with. Many thanks to you and your wife for helping us to bring her on board.

We were very confident after the interviews that we had selected the right search firm. I think that the search proceeded in a very timely fashion, and we were able to meet our timeframe to have a new director in place.

I think the inclusion of the library staff in the process was very beneficial in getting their buy-in and in helping the transition to a new director. We are very pleased with Christine, and the Library District is in a stronger position having her on board.

Wheaton Public Library

Wheaton, IL

Christine Fenne

President, Board of Trustees

[Wheaton Public Library](#) serves 55,000 residents with a 124,000 square foot building and an operating budget of about \$3.8 million. The search was conducted due to the retirement of the previous 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.

Illinois Library Director Searches

Algonquin Area Public Library District, Algonquin, Illinois
Arlington Heights Memorial Public Library, Arlington Heights, Illinois
Bellwood Public Library, Bellwood, Illinois
Berwyn Public Library, Berwyn, Illinois
Bloomington Public Library, Bloomington, Illinois

Broadview Public Library District, Broadview, Illinois
Crystal Lake Public Library, Crystal Lake, Illinois
Crete Public Library District, Crete, Illinois
Des Plaines Public Library, Des Plaines, Illinois
Ella Johnson Memorial Public Library District, Hampshire, Illinois

Fountaindale Public Library District, Bolingbrook, Illinois
Frankfort Public Library District, Frankfort, Illinois
Freeport Public Library, Freeport, Illinois
Galesburg Public Library, Galesburg, Illinois
Geneva Public Library District, Geneva, Illinois

Glenview Public Library, Glenview, Illinois
Grayslake Public Library District, Grayslake, Illinois
Helen Plum Library, Lombard, Illinois
Highland Park Public Library, Highland Park, Illinois
Hinsdale Public Library, Hinsdale, Illinois

Joliet Public Library, Joliet, Illinois
Lincolnwood Public Library District, Lincolnwood, Illinois
Matteson Area Public Library District, Matteson, Illinois
McHenry Public Library District, McHenry, Illinois
Morris Area Public Library District, Morris, Illinois

Morton Grove Public Library, Morton Grove, Illinois
Palatine Public Library District, Palatine, Illinois
Park Ridge Public Library, Park Ridge, Illinois
Peoria Public Library, Peoria, Illinois
Roselle Public Library District, Roselle, Illinois

St. Charles Public Library District, St. Charles, Illinois
Town & Country Public Library District, Elburn, Illinois
Vernon Area Public Library District, Lincolnshire, Illinois
Warren-Newport Public Library District, Gurnee, Illinois
Warrenville Public Library District, Warrenville, Illinois

Waukegan Public Library, Waukegan, Illinois
Westchester Public Library, Westchester, Illinois
Westmont Public Library, Westmont, Illinois
Wheaton Public Library, Wheaton, Illinois
Woodridge Public Library, Woodridge, Illinois
Woodstock Public Library, Woodstock, Illinois

Current and Completed Searches (2018 to Present; Outside of Illinois)

For information on some of our earlier library searches, please see johnkeister.com/clientlist.

Albany Public Library, Albany, New York
Ascension Parish Library, Gonzales, Louisiana
Cape Girardeau Public Library, Cape Girardeau, Missouri
Charles County Public Library, La Plata, Maryland
Council Bluffs Public Library, Council Bluffs, Iowa

Defiance Public Library System, Defiance, Ohio
Equinox Open Library Initiative, Atlanta, Georgia
Fowlerville District Library, Fowlerville, Michigan
Geauga County Public Library, Chardon, Ohio
Goshen Public Library, Goshen, Indiana

Hamilton East Public Library, Noblesville, Indiana
Henderson County Public Library, Henderson, Kentucky
Hussey-Mayfield Memorial Public Library, Zionsville, Indiana
Loutit District Library, Grand Haven, Michigan
Middlebury Community Library, Middlebury, Indiana

Monarch Library System, Sheboygan, Wisconsin
Nappanee Public Library, Nappanee, Indiana
North Webster Community Public Library, North Webster, Indiana
Northville District Library, Northville, Michigan
Olathe Public Library, Olathe, Kansas

Old Bridge Public Library, Old Bridge, New Jersey
Peabody Public Library, Columbia City, Indiana
Plymouth Public Library, Plymouth, Indiana
Portage Lake District Library, Houghton, Michigan
Porter County Public Library System, Valparaiso, Indiana

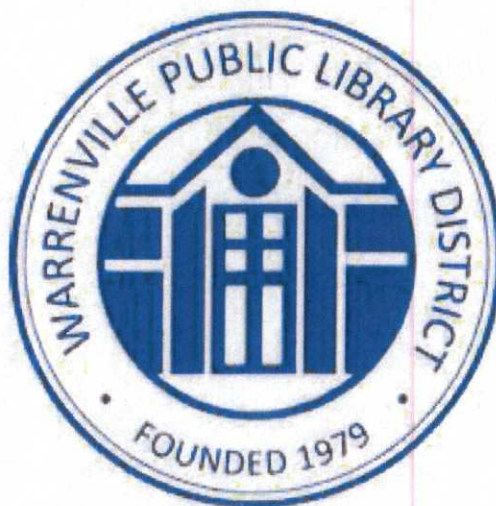
Putnam County Public Library, Greencastle, Indiana
Racine Public Library, Racine, Wisconsin
Russell Library, Middletown, Connecticut
St Joseph County Library, South Bend, Indiana
Stark County District Library, Canton, Ohio

Waterloo Public Library, Waterloo, Iowa
White Lake Township Library, White Lake, Michigan
Wichita Public Library, Wichita, Kansas
Wisconsin Library Association, Wisconsin

DEITERS
& TODD

LIBRARY CONSULTING

PROPOSAL FOR DIRECTOR RECRUITMENT SERVICES
FOR THE
WARRENVILLE PUBLIC LIBRARY DISTRICT



Alex Todd
Co-Founder

9600 Brandt
Oak Lawn, Illinois 60453

Jim Deiters
Co-Founder

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DEITERS & TODD

LIBRARY CONSULTING

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DEITERS & TODD

LIBRARY CONSULTING

August 29, 2022

President DuRocher -

Deiters & Todd Library Consulting is very excited at the prospect of helping the Warrenville Public Library District (WPLD) find its next Director. Jim Deiters and I have over 40-years of library experience, including 20-years as library directors. We are working librarians. This practical experience is unique among search consultants and gives us unmatched knowledge and a network of potential applicants.

Our search process takes approximately four-months to complete including the time needed for your new director to transition from their current position. It is built around communication with the Board of Trustees and full transparency of our workflow. As you can see from the included timeline, the final interview and decision would happen around the end of November or early December. That would meet your goal of having the successful candidate identified by December 31st.

Our fee for this project will be \$13,000.00 and includes search expenses such as printing, advertising, background checks, as well as mileage and travel expenses for Jim and me. It does not include mileage, travel or per diem costs for candidates. Those costs will be paid by WPLD directly to the candidate.

We will conduct a national search for your next Director which includes advertising in state, regional, and national publications as well as the targeted recruiting of qualified candidates. Jim and I will screen resumes as submitted to begin the sorting process.

After the application deadline, we will schedule initial phone interviews and narrow the candidate pool down to 4-6 strong candidates who will be invited to participate in online interviews with the Board. Jim and I will be present for these interviews, but will not participate. We will take notes, enforce time

limits, and moderate the proceedings. After the online interviews, Board members will select 2 finalists to invite back for in-person interviews. We will conduct preliminary background checks on those finalists.

Much of the search process is designed to be done remotely. Initial meetings with the Board and Staff are in person, but they can be remote if necessary. The first two rounds of interviews are designed to be held via telephone or Zoom. Only the final interviews need to be conducted in-person.

Final interviews vary in specifics, but tend to have three main components. First is a presentation and Q&A with staff and board. The candidate then meets separately with the staff and finally with the Board. After these interviews, the Board will discuss each candidate and determine the best person for the job.

As President, you will conduct the final negotiations with the successful candidate. Jim and I will offer guidance, but this is a critical first step in establishing the President/Director relationship. Once an agreement is finalized, Jim or I will notify the other finalists of the decision. We will also assist the Library and new director on how to make the announcement.

This process is designed to find you the next long-term leader of the Warrenville. However, unforeseen events do happen. We offer a 12-month guarantee where we will provide one-time services to replace the candidate if they leave for any reason.

We are excited to bring forth this proposal and are available to answer any additional questions you or the other trustees may have.


Sincerely,

Alex Todd
Co-Founder & President
Deiters & Todd Library Consulting

Executive Director Search Timeline

Deiters & Todd Library Consulting

LIBRARY NAME	Warrenville Public Library District	BOARD PRESIDENT	Barbara DuRocher
Start Date	9/7/22	PROJECT END	January 5, 2023

TASK TITLE	START DATE	DUE DATE															
			Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
1 Learning the Library		18 days															
1.1 Sign contract	9/7/22	9/8/22															
1.2 Schedule meetings	9/9/22	9/14/22															
1.3 Meet with Board; est. salary range	9/15/22	9/25/22															
1.4 Meet with Staff	9/15/22	9/25/22															
2 Gathering and Screening Applicants		49 days															
2.1 Research Library and community	9/8/22	9/25/22															
2.2 Review job description	9/15/22	9/22/22															
2.3 Write job advertisement	9/15/22	9/22/22															
2.4 Coordinate with Board/Selection Com	9/22/22	9/29/22															
2.4 Place job advertisement	9/29/22	10/2/22															
2.6 Screen resumes as submitted	9/29/22	10/27/22															
3 Initial Interviews		24 days															
3.2 Initial phone interviews	10/28/22	11/4/22															
3.3 Semi-finalist selection	11/4/22	11/7/22															
3.4 Zoom interviews with semi-finalists	11/7/22	11/21/22															
3.6 Selection of finalists	11/14/22	11/21/22															
4 Final Interviews		11 days															
4.1 Schedule final interviews	11/22/22	11/27/22															
4.2 Conduct preliminary reference checks	11/21/22	11/28/22															
4.3 Final interviews	11/28/22	12/3/22															
4.4 Staff feedback	11/28/22	12/3/22															
4.5 Meet with Board - Final Selection	11/28/22	12/3/22															
5 Negotiations and Hiring		33 days															
5.1 Conduct final reference checks	12/3/22	12/8/22															
5.2 Meet with Board President	12/3/22	12/4/22															
5.3 President-Director Negotiations	12/5/22	12/8/22															
5.4 Prepare press release	12/8/22	12/13/22															
5.5 Transition logistics	12/8/22	1/5/23															

DTLC Task Board Task Staff Task

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LIBRARY CONSULTING

Below are the contact information for the Board Presidents of five searches we have completed over the past 2.5 years. Three are district libraries and the other two are village libraries. All serve populations similar to Warrenville's and all are located in the Chicago suburbs or exurbs. Budgets, staff size, and current projects and initiatives will vary.

Crete Public Library District

Heather Van-Zyl

Board President

hvanzyl@cretelibrary.org

The Crete Public Library District serves most of Crete Township with a population of just over 18,000. I'd say this has been our smoothest search to date. The staff and board were fully engaged with the Board in particular prioritizing the process and making themselves available.

Evergreen Park Public Library

Kim Shine

Board President

kishine@sbcglobal.net

708.256.6515

The Evergreen Park Public Library is a village library serving around 19,000. We worked with their Board in early-mid 2021. This search was done during a surge in COVID so everything but the final interviews were done over Zoom. I don't think there were any negative repercussions.

Ella Johnson Public Library District

Barbara Brust

Board President

geobar722@fvi.net

630-439-6840

Ella Johnson is a Library District serving Hampshire, Pingree Grove, and surrounding communities. The District has about 15,000 residents. We worked with the Board in the Fall of 2021. If Barb doesn't respond to an email, try calling her at the number listed.

Messenger Public Library

Mark Saperstson

Board President

msaperston@messengerpl.org

630-405-9659

The Messenger Public Library is a village library serving the 18,000 residents of North Aurora. The Board began their search on their own in late summer 2021. They realized they needed assistance organizing and scheduling the process and hired DTLC. Mark tends to be more accessible via text than email.

Deiters & Todd has assisted nine public library boards successfully conduct executive searches. We have also worked closely with Directors and Trustees on the Open Meetings Act, Public Finances, and Board Member Orientations.

Testimonials from these and other searches can be found on our website at www.deiterstodd.com/testimonials

Alexander C. Todd

alex@deiterstodd.com

5000 N. Marine Drive #3B Chicago, IL 60640

630-567-1405

Professional Experience

Partner

Deiters & Todd Library Consulting

October 2019 - Present

Provide independent, expert perspective and guidance in assisting library boards, management teams, and staff members in search of their next leaders. Help boards, directors and staff understand and implement best policies and procedures. Share years of knowledge in the field to better libraries and improve offerings for community members.

- Successfully recruited library directors for nine northern Illinois libraries of different types and sizes.
- Conducted Trustee Training on efficient board meetings for ATLAS in 2021.
- Consulted with three area library directors on their budget processes.

Executive Director

Prospect Heights Public Library District

September 2012 - Present

Leads a popular, financially sound library district of 14,073 residents living in Prospect Heights and Wheeling. Manages 43 staff members and a budget of \$3.1 million to provide a wide range of innovative library services to all patrons. Works closely with a transitioning Board of Trustees to maintain a solid foundation of resources and policies to ensure long-term stability and success.

- Managed a \$5.2 million building renovation that was completed on time and under budget.
- Oversaw a \$2 million replacement of the Library's roof and HVAC system yielding ~\$25,000 per year in gas and electricity savings.
- Working with the Board President, met the Library's long term goal of acquiring a neighboring property and improve it as an auxiliary parking lot, increasing capacity by 33%. This was accomplished with the support of our other neighbors.
- Other significant capital projects include the design and construction of an attached drive up book return the renovation of the Library's lobby and restrooms, rebuilding the Library's older parking lots, and installing an electric ice-melt system.
- Maintains annual long range estimates of when the Library's expenses will start to exceed its income under several different scenarios, including a potential property tax freeze.
- Established an effective and transparent budgetary process enabling Library staff to incorporate new ideas and technologies into existing services while averaging a 6% budget surplus over the past five years.
- Researched and wrote a capital replacement plan projecting the timing and costs of major capital projects over twenty years.
- Cooperates closely with the Prospect Heights Park District on several projects, including a joint electronic events sign; hosting PHPD day campers for story times; and an annual holiday lights trolley tour/story time.
- Established an agreement with the Indian Trails Public Library District to issue each other's library cards which turns a negative, confusing patron experience into a positive one.

Head of Adult Services

Prospect Heights Public Library District

November 2000 - September 2012

- Successfully led a department of 11 with varying skills, backgrounds, and abilities. Utilized this diverse team to provide a broad range of services and outstanding customer service to all library patrons in multiple languages including Polish, Russian, Hindi, and Spanish.
- Worked effectively with all other departments on building-wide projects such as the Library renovation, crafting the Library's annual work plan, writing and updating the Library's collection development guidelines, and coordinating the Library's building-wide, all ages, summer and winter reading programs.

Alexander C. Todd

alex@deiterstodd.com

5000 N. Marine Drive #3B Chicago, IL 60640

630-567-1405

- Tabulated and analyzed the decennial census information for the District using census tracts and blocks. This determined the official number of residents of the District, an essential statistic for numerous State initiatives, including how much funding we received from the Per Capita Grant.

Officer

United States Army Reserve

1992-2010

- Served as a company commander responsible for the training, safety, and morale of a company of over 200 soldiers and equipment worth \$3,000,000.
- Oversaw the successful transition of the company's mission from equipment repair to water purification which required extensive training of soldiers, coordinating school attendance, and recruiting troops with necessary skills.
- Led the company on two three-week training exercises to Kaiserslautern, Germany, earning unit commendations each time.
- Served as the S-1 on a battalion staff, responsible for all personnel actions including maintaining accurate rosters of all assigned companies and tracking promotions, awards, and transitions.
- Served in the Selective Service System responsible for the recruitment, orientation, and ongoing training of 5 5-member volunteer boards in the Chicago area.

Director

Sycamore Public Library

1998-2000

- Responsible for the day-to-day operations of a city public library with a staff of 12 and a budget of approximately \$500,000.
- Maintained strong community support by cooperating with area agencies and organizations to bring services to the Library. These included working with the AARP to provide tax preparation assistance for senior citizens, providing space to Kishwaukee Community College to conduct ESL classes, and displaying the Sycamore Arts Council's artwork throughout the library and hosting their annual silent auction gala.

Professional Activities

American Library Association – Member, 1995 – present

Public Library Association – Member, 1995 – present

- Presented programs at the 2008 and 2012 conferences

Illinois Library Association – Member, 1995 – present

- Reference Services Forum Chairperson - 2005-06
- ILA Intellectual Freedom Committee Chairperson - 2012-14
- ILA Fundraising Committee Chairperson - 2015-17
 - Set records each year while raising over \$45,000 for the ILA Foundation.
- ILA Advocacy Committee Co-Chair -2018-2021
 - Responsible for annually coordinating 8 regional legislative meetups
 - Chaired the team that created [Bigger than the Building](#), a toolkit to help libraries advocate during COVID-19.

Alexander C. Todd

alex@deiterstodd.com

5000 N. Marine Drive #3B Chicago, IL 60640

630-567-1405

- Served as ex-officio member of the Public Policy Committee and helped set ILA's legislative agenda each year.
- Presented or moderated programs in 2003, 2005, 2008, 2012, [2016](#), [2017](#), [2018](#), [2019](#), and [2020](#).

Cooperative Computer Services (CCS)

- **Executive Board - Vice-President 2017-18, President 2018-19**
 - Served on the seven-member board providing direct oversight of CCS staff during the 2017-18 transition to the Polaris Innovative ILS.
- **Governing Board - 2012 - Present**
 - Served as a Team Leader during Laulima, CCS's search to evaluate ILS vendors. Recommend the best qualified vendor to the entire Governing Board for a vote.

Director's University - Committee member and mentor, 2019-Present

- Helped transition the event online due to COVID-19 in 2020 and 2021
- Leads one of two budget workshops and serves as a budget mentor for attendees.
- Served on the four-member committee to create and implement the vision for DU2 in 2021-22.

LACONI - Vice President/President/Past President - 2014-2017

- As vice-president, coordinated four workshops for library administrators, each attracting 50-60 people.
- As president, served as the administrator for all LACONI sections and coordinated the 2015 Trustee Banquet
- As past-president, worked to restore the LACONI Salary Survey's reputation by finding a new partner to work with and ensure the data is clean and easily configurable.

RLA-CE Member 2002-2012, Chairperson, 2012

- Responsible for coordinating 2-3 programs each year on different topics impacting reference librarians.
- Developed 4 RLA-CE programs for ILA's annual conference in 2005, 2008, and 2012.
- Helped the committee transition from an NSLS supported group to an independent, grant-funded organization.

Education

Masters of Library Science - University of Illinois Urbana-Champaign

Bachelor of Science - Illinois State University, Bloomington, IL

Other Activities

Rotarian - Rotary Club of River Cities, 2012-Present, Treasurer, 2016-Present

- Completed the District 6440 Leadership Academy in 2021-22.

Board Member - 5000 Marine Drive Corporation, 2009-2015, 2021-Present

- Responsible for the smooth operation and maintenance of a 1924 co-operative building listed on the National Register of Historic Places with 15 floors and 89 apartments.
- Served as President from 2012-2014 and as Maintenance Committee Chair from 2012-2015. Currently serves as Board Secretary and on the Finance Committee.

Jim Deiters

9600 Brandt

Oak Lawn, Illinois 60453

jim@deiterstodd.com

708.217.0195

Education**Master of Library and Information Science****Dominican University, River Forest, Illinois**

Courses included Management of Libraries and Information Centers, Literacy & Libraries, Communication for Leadership, and Public Relations

Bachelor of Arts, Graphic Design**Chicago State University, Chicago, Illinois**

Two-time recipient of Chicago State University's Art Talent Scholarship and exhibited as Chicago State University Graduating Seniors

Experience**October, 2019-Present:****Partner, Deiters & Todd Library Consulting, Oak Lawn, Illinois**

Provide independent, expert perspective and guidance in assisting library boards, management teams, and staff members in search of their next leaders. Understand and implement best policies and procedures. Share years of knowledge in the field to better libraries and improve offerings for community members.

September, 2021-Present**Deputy Director, Joliet Public Library, Joliet, Illinois**

Collaborate and cooperate with the Executive Director, Board of Trustees, and staff. Supervise the managers of Adult & Youth Services, Access Services, Technical Services, and Digital Media Studio. Schedule time between the Library's two sites.

March, 2021 - September, 2021**Adult Services Librarian, White Oak Library District, Crest Hill, Illinois**

Assisted patrons with research and technology questions, taught basic computer classes, handled interlibrary loan requests, made book recommendations, compiled reading lists, and planned virtual programs.

2012-2020: Director, Oak Lawn Public Library, Oak Lawn, Illinois

Worked in partnership with a seven-member, elected Board and coordinated with Village to ensure that the Oak Lawn Public Library met the information and entertainment needs of community members. Updated and improved internal spaces, modernized the physical collection, and expanded wireless access to best serve the people of Oak Lawn. Advocated for library resources across the State.

2008-2012: Director, Blue Island Public Library, Blue Island, Illinois

Served the people of Blue Island and surrounding communities with an outstanding public library. Ensured a clean, safe, and up-to-date facility for visitors. Provided leadership to the staff and promoted continuing education. Reported to a

nine-person, appointed Board of Trustees. Practiced sound budget planning and ensured fiscal responsibility. Advocated for libraries and shared resources.

2008-2012: Adjunct Librarian, Moraine Valley Community College, Palos Hills, Illinois

Taught information literacy to students enrolled in courses across the curriculum at the Moraine Valley Education Center in Blue Island, Illinois.

2001-2008: Head of Public Services, Palos Heights Public Library, Palos Heights, Illinois

Responsibilities: Oversaw the Public Services Department including both Circulation and Adult Services, supervised student pages, managed the adult collection of print and electronic resources, handled resource sharing and adult programming, prepared department budgets, wrote grant applications, compiled monthly statistics, trained new staff members and conducted evaluations, and prepared workshops for staff meetings.

2000-2001: Head of Circulation, Palos Heights Public Library, Palos Heights, Illinois

Responsibilities: Managed the Circulation Department, conducted annual employee performance appraisals and interviewed potential employees, handled all-levels of circulation issues, prepared and oversaw yearly budget, served as a member of the Suburban Library System circulation advisory committee, worked on long-term planning goals and maintained circulation software.

1997-2000: Art Teacher, Harlan Community Academy High School, Chicago, Illinois

Responsibilities: Worked as full-time art instructor for all high school grade levels, created and taught an Art Studio class, kept detailed attendance records, and collaborated with staff on school-wide art shows.

1996-2000: Part-Time Reference Assistant, Palos Heights Public Library, Palos Heights, Illinois

Responsibilities: Answered reference questions, handled interlibrary loan requests, compiled Readers' Advisory bibliographies, placed book orders, and supervised evening staff.

Continuing Education

2014-2021: Coordinator of the Statewide Public Library Management Institute (SPLMI) and Directors University (DU) Committee Member; Co-Chair in 2018 & 2019

2009: Certificate of Achievement, SPLMI, Illinois State Library and the University of Illinois-Springfield

Week-long, intensive training covering leadership, communication, budgeting, law, personnel, disaster planning, grant writing, security, and policy-making for library directors from across Illinois.

Presentations & Writings

2021: *The Lighter Side of Libraries: A Few Laughs to Raise Our Spirits* at the ILA Reaching Forward Conference
2019: Advocacy with Senators Michael Hastings & Pat McGuire at the Illinois Library Association Conference
2018: Advocacy with Representative Ryan Spain and Senator Chuck Weaver at the ILA Conference
2017: *Library Finances Made Simple* with Alex Todd at the ILA Conference
2016: Co-authored *A Rising Tide: Library Staff and Volunteers Lift Adult Literacy* article for ILA Reporter
2015: Presented *A Rising Tide: The Importance of Adult Literacy Volunteers* at the annual ILA Conference
2011: Presented *Creating History* with Darren Thompson and Jim Nelson of the Blue Island Public Library at the 10th Annual Moraine Valley Community College Information Literacy Summit
2010: Presented *Out with the Old, In with the New* at the annual ILA Conference
2010: Presented *The Information Divide in a Changing Town* with Skye Lavin of the Blue Island Public Library at the 9th Annual Moraine Valley Community College Information Literacy Summit
2003: Co-authored *Celebrating Our Cultural Diversity*, a six-book series on immigration to America
2001: Co-authored *Animals of the RainForest: Chameleons, Macaws, & Tree Frogs*

Memberships, Awards & Activities

2020: Oak Lawn Public Library received Chamber of Commerce Member of the Year
2018: Elevate Illinois Libraries Leadership workshop mentor and facilitator
2016: President of LACONI (Library Administrators Conference of Northern Illinois)
2014-2016: SPLMI (Statewide Public Library Management Institute) Planning Committee Member
2013-2020: Illinois Library Association Advocacy Committee Member (Co-Chair 2016-2017, 2018-2020)
2012-2017: SWAN (System-Wide Automated Network) Board Member; served as Treasurer for 3 years
2012: Visited the Queens Library System to discuss with staff English as a Second Language (ESL) services
2011: Blue Island Public Library received \$26,000 Eliminate the Digital Divide Grant
2009-Present: Board of Directors, Blue Island Citizens for Persons with Developmental Disabilities
2009: Blue Island Public Library received Best Practices Award for services to the Spanish community
2009-Present: Member of Trinity Evangelical Lutheran Church in Oak Lawn; served as Head Elder for a number of years.
2008-Present: Member of the American Library Association
2004-2008: Member of the Reference Association of South Suburban Libraries
2004: Collaborated with public and academic librarians on *Frankenstein: Penetrating the Secrets of Nature*
2001-Present: Member of the Illinois Library Association

DEITERS & TODD

LIBRARY CONSULTING

Letter of Agreement

Deiters & Todd Library Consulting (Deiters & Todd) agrees to work with the Board of Trustees of the Warrenville Public Library District, DuPage County, Illinois (The Library) through the new Director hiring process by:

- Providing a list of potential interim directors to the Board.
- Developing a recruitment timeline.
- Meeting with members of the Board and staff to identify the skills, characteristics, and experiences desired in the next director.
- Reviewing and revising the position description as necessary.
- Creating and assisting with the placement of the job posting as directed.
- Recruiting desirable candidates from an established network.
- Confirming receipt of cover letters and resumes from interested applicants.
- Making cover letters and resumes from candidates available to the Board.
- Developing criteria for evaluating candidates based on best practices.
- Summarizing a roster of prospective candidates for the Board.
- Reporting progress regularly to the Board.
- Following-up on referrals and candidate nominations.
- Selecting potential candidates and conducting preliminary interviews.
- Presenting the best candidates for interviews by the Board.
- Scheduling interviews with the Board.
- Assisting with the development of questions for the interviews.
- Advising the Board in the conducting of interviews.
- Facilitating the Board decision-making process.
- Providing verification of previous employment, contacting references, authenticating education, and conducting background checks (if requested).
- Contacting the candidates not chosen for the position.

The fee for these services by Deiters & Todd will be \$13,000.00. Half of the fee (\$6,500.00) will be paid upon approval of this Agreement. The remainder of the fee will be due within 30-days of acceptance of the Library's offer by the new director.

All candidate travel expenses will be approved by the Library. The Library will reimburse expenses to the candidate as agreed.

Alex Todd
Co-Founder

9600 Brandt
Oak Lawn, Illinois 60453

Jim Deiters
Co-Founder

alex@deiterstodd.com

www.deiterstodd.com 1.847.305.1975

jim@deiterstodd.com

This agreement will be in effect continuously from the date of approval through the completion of the hiring process. Either Deiters & Todd or the Library may cancel this agreement with 30-day notice without cause or terminate at any time for cause with no prior notice. In the event of cancellation, Deiters & Todd will be paid for work performed and related expenses incurred.

This agreement between Deiters & Todd and the Library includes a 12-month guarantee. Deiters & Todd will provide one-time services to replace the chosen candidate, should they leave the position for any reason. Reimbursable expenses for advertising, printing, shipping, and Deiters & Todd and candidate travel will apply.

Deiters & Todd is a corporation filed in the State of Illinois. No agent, employee or servant of the corporation shall be deemed to be an employee, agent, or servant of the Library. The Search Committee is interested only in the results obtained under this agreement; the manner and means of conducting the work are under the sole control of Deiters & Todd. Deiters & Todd will be solely responsible for its acts during the performance of this agreement.

Deiters & Todd agrees that their services will be performed in accordance with the highest professional standards and current best practices of employment recruiting.

Deiters & Todd will not disclose information that is proprietary to the Library and will treat all material regarding the hiring process as confidential. This provision remains in effect during and following the completion of the recruiting process.

This agreement is subject to and construed under the laws of the State of Illinois. The provisions of this agreement may be changed or amended in writing signed by both parties upon mutual agreement. Should any particular provision in this agreement be found invalid for any reason, the remaining provisions will continue to be binding.

Alex Todd, Deiters & Todd

Barbara DuRocher, Board President

Date

Date

