



LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045

Search Committee Meeting
Saturday, November 12, 2022, 9:00 am
Reed Room, Lake Forest Library

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The minutes of the meeting are available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [Board Meetings & Minutes | Lake Forest Library](#)

Agenda

1. Chair *pro tem* welcome and call meeting to order
2. Appointment of Secretary *pro tem*
3. Roll call
4. Approval of the Agenda
5. Election of Committee Chair and Secretary
6. Executive Session pursuant to 5 ICLS 120/2(c)(1) for the purpose of interviewing Executive Search Consultants and other personnel matters
7. Return to Open Session, approval of actions taken in Executive Session
8. Unfinished Business
9. New Business
10. Adjournment

Upcoming Board Meetings: December 13, 2022

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

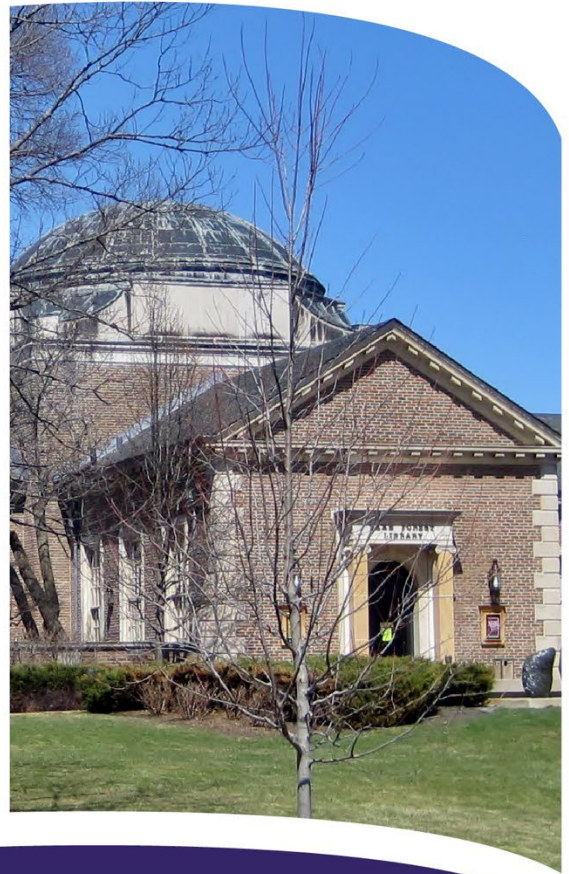
Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved by the Library Board of Trustees January 9, 2018.)



LAKE FOREST
LIBRARY

Executive Director



Executive Search Proposal

BradburyMiller
Associates |

bradburymiller.com

BradburyMiller Associates

3513 E. Harvard Blvd., Canton, OH, 44709
330.224.9177

November 3, 2022

John F. Johnson
President, Lake Forest Library Board of Trustees
360 E. Deerpath Rd
Lake Forest, IL 60045

Proposal: Executive Director Search – Lake Forest Library (IL)

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting Lake Forest Library in its search for your new Executive Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration.

We think you will find us a great match for your search. To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below. Our full proposal outlines our services much more completely.

Market Your Position, the Library, & the Region

- Tailor the search to your library and its community
- Consultants meet with staff, the Search Committee/Board, external stakeholders
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the library and the region
- Recruit and develop a pool of qualified candidates meeting your criteria

Evaluate & Recommend the List of Qualified Candidates

- Candidates must submit a cover letter, resume, and complete a questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with the Search Committee/Board
- Meet with Search Committee/Board to discuss candidates/select 6-9 semifinalists for first round of interviews

Coordinate & Assist with Interview Process

- Bradbury Miller Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

Reference Checks & Background Check

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee/Board
- Electronic/Internet searching and reconnaissance
- Offer is contingent on successful background investigation

Coordinate & Assist with Offer & Negotiation

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full-service search, but we can usually tailor our services to meet the needs of most libraries. The search schedule outlined is an example to give you a sense of the time frame required to complete a successful search.

This proposal includes the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

Karen E. Miller

Karen E. Miller
Owner and President, Bradbury Miller Associates



Executive Director Search

FIRM BACKGROUND AND QUALIFICATIONS

Bradbury Miller Associates (BMA) is owned and operated by Karen Miller as of January 2020. Brian Hare serves as Managing Consultant and Briana Trudell serves as Associate Consultant. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to acknowledge Karen's status as partner in the firm. BMA legally qualifies as a WBE (Woman-owned Business Enterprise).

Over the past ten years, the firm has successfully completed more than 300+ national executive searches for public, academic, and special libraries. Current clients include Flint Public Library (MI), Kalamazoo Public Library (MI), Willard Library (IN), NJLA (NJ), RAILS (IL), East Orange Public Library (NJ), East Baton Rouge Parish Library (LA), La Grange Public Library (IL), Worthington Libraries (OH), Greenwich Library (CT), Indianapolis Public Library (IN).

In each of these engagements, we have performed a scope of work like that which is proposed for Lake Forest Library.

Partial List of Past Clients

Marion Public Library (IA)
McCracken County Public Library (KY)
Park Ridge Public Library (IL)
New Milford Public Library (CT)
Wicomico Public Library (MD)
Hoboken Public Library (NJ)
LibraryLinkNJ (NJ)
Reed Memorial Library (OH)
Broward County Libraries (FL)
Florence Lauderdale Public Library (AL)
Allegheny County Library Association (PA)
Fairfield Public Library (CT)
Topeka & Shawnee County Public Library (KS)
Elyria Public Library System (OH)
State Library of Oregon (OR)
Orion Township Public Library (MI)
Belvedere Tiburon Library (CA)
Davenport Public Library (IA)
Buffalo & Erie County Public Library (NY)
Wilton Library (CT)
Pierce County Library System (WA)
Ann Arbor District Library (MI)
Muskegon Area District Library (MI)
Irving Public Library (TX)
Loveland Public Library (CO)
Durango Public Library (CO)
Willard Library (MI)
Anythink Libraries (CO)
Bullitt County Public Library (KY)
Montclair Public Library (NJ)
Cromaine District Library (MI)
Pueblo City-County Library District (CO)
Lincoln City Libraries (NE)
Massanutten Regional Library (VA)

SCOPE OF SERVICES & METHODOLOGY

If Bradbury Miller Associates is selected to assist you in your search for a new Executive Director, our first step is to understand your needs as thoroughly as possible.

- Position Description – Review, recommend and otherwise assist with updates/revisions to existing position description or the creation of a new position description, as desired
- Candidate Profile – Use surveys collect feedback from Board/Search Committee members, staff, and stakeholders
- Initial virtual meeting with the Search Committee, Board, and key staff to understand the Library’s distinctive organizational culture, mission, and concerns

RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, we broaden our search.

If a prospective candidate declines our invitation to apply, we will ask them to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in qualified candidates for each position.

RECRUITMENT TIMELINE

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review and finalize a search schedule listing key tasks and completion dates
- Standard full search takes 3-4 months to complete

We can generally customize the search schedule to have your new leader “on board” at the appropriate time. A timeline illustrating the major steps conducted over the proposed time frame is attached.

PROMOTION, OUTREACH, AND IDENTIFYING POTENTIAL CANDIDATES

Once the search schedule is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and non-profit sites
- A dedicated page for the position on Bradbury Miller Associates website with a supplemental page of links to library documents and information about the Library's service area
- Distribution to 1,700+ library colleagues through our professional newsletter
- Direct communication with potential and prospective candidate

Diversifying the Applicant Pool

Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), APALA (Asian Pacific American Librarians Association), and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Library and cooperate with the Library's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process.

COMMUNICATION

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Search Committee/Board. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process.

CANDIDATE SCREENING

- Bradbury Miller Associates conducts initial screenings on qualified candidates via phone or videoconference and shares the results of these interviews with the Search Committee/Board as part of the process.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox.
- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the Search Committee/Board and presents a list of recommended candidates and a discussion of each individual.
- Six to nine semi-finalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

CANDIDATE ASSESSMENT – SEMIFINAL AND FINAL INTERVIEWS

We recommend a two-step interviewing process; the first round consists of the Search Committee/Board interviewing semifinalist candidates (we recommend six to nine) via videoconferencing and then selecting three to four finalist candidates for final interviews. The final interviews occur approximately two to three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities, and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques, and possible pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

In short, we interact with you in whatever way you find helpful during the critical time when key decisions need to be made. Selecting your new Executive Director is a crucial decision that could well affect Lake Forest Library and its constituents for many years to come.

CHECKING REFERENCES

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths and possible weaknesses of finalist candidates.
- Because we maintain active contacts within the profession, we are often able to provide less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

Background Checks

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Typically, background checks cost \$350-\$900 per person, depending upon the time period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

HANDLING THE DETAIL WORK

Throughout the recruitment and selection process, Bradbury Miller Associates handles all the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Miller Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct calls with all candidates who meet the requirements determined by the Search Committee/Board.
- We coordinate with Library staff to make arrangements for semifinal and final interviews and are a part of that process.

- We are also frequently asked to conduct final negotiations on behalf of the library -- and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished, and after a list of the most viable candidates is determined.

Our Guarantee

Once the new Executive Director is selected and appointed, if he or she leaves the position— either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

ABOUT THE CONSULTANTS AND OFFICE LOCATIONS

One of the major advantages in engaging Bradbury Miller Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist Lake Forest Library in its search for a new Executive Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

Karen E. Miller, President/Owner, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide- ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership

program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-profit.

Brian C. Hare, [Managing Consultant](#), most recently served as the Director of Reed Memorial Public Library (Ravenna, Ohio) and has worked in a variety of settings during his 15+ years of library experience. He came to public library service through the AmeriCorps Network and obtained his Master of Library and Information Science degree from the University of Pittsburgh. Brian has also served as director for a small rural public library and manager for a metro suburb library. One of his most fond positions was Archive Intern at the Andy Warhol Museum in Pittsburgh where he got to rifle through Warhol's [Time Capsules](#). Specializing in strategic planning facilitation, marketing/branding, project management, levy campaigns, and public speaking, Brian stays active with the Ohio Library Council, American Library Association, and Public Library Association serving on various committees and presenting on library topics. Brian is also a past board member of Main Street Ravenna and Ravenna School District Equity Task Force. He believes that libraries are the most important part of any community.

Beth Barker, [Director of Finance & Communication](#), serves as support for the engagement. Beth Barker has over 20 years of experience overseeing business practices and human resources for several offices in Northeast Ohio, most recently, having served as operations manager for The Chrysalis Center in New Philadelphia. Beth's experience includes overseeing all finances, including payroll and benefits, as well as human resources for the firm. Beth holds a Bachelor's degree in Business Management from Kent State University.

Briana Trudell, [Associate Consultant](#), joined the Bradbury Miller team as an associate consultant in 2022. She was most recently the Executive Coordinator at Grand Rapids Public Library in Grand Rapids, Michigan, and previously worked in Strategic Communications and Marketing. Briana is at her best when interacting with people. As a big-picture thinker and a problem solver, she is constantly identifying new ways to optimize existing systems to be more efficient and effective for the teams' needs. She believes that it is important to strive to improve processes and systems to make future outcomes stronger. Briana currently serves as the Secretary on the Executive Board of the Grandville Avenue Arts & Humanities Board of Directors, as a member of the Board of Directors of the Fulton Street Farmers Market, and is a founding member of the Good Manufacturing Art Collective. She is also a member of the Michigan Library Association, American Library Association, and the Public Library Association.

Thomas Dillie, *Associate Consultant*, serves assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience as a bookstore employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is Board member for the Ohio Library Council, a professional association for librarians. He brings a variety of experience in both single and multi-branch libraries in rural and urban settings.

OFFICE LOCATIONS AND CONTACT DETAILS

Bradbury Miller Associates
3513 E. Harvard Blvd.
Canton, OH 44709

FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES

Bradbury Miller Associates' total fee for executive search services (*including all consultant expenses* in traveling) is a flat fee of \$25,000. A retainer of \$6,000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All virtual meetings with the Library; (2) all consultant pre-screening interview expenses; (3) videoconferencing charges; (4) all standard office expenses; (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; (6) a single background check (\$350-\$900) on the chosen candidate; (7) consultant in-person attendance for the final interviews.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for onsite final interviews for the candidates' travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$1,200 - 1,500 per candidate inclusive of airfare, meals, hotel expenses, and rental car.
- **Additional reference reports:** our proposal allows for a maximum of four candidates with three references each- should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost per reference is \$400.

- **HoganLead Hogan Personality Assessment:** Hogan Assessments provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan's personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate's leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate's core values and goals appear to be; and a measure of a candidate's emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the Library's Search Committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment fees are available upon request and includes a written report per candidate which is deliverable prior to final interviews.



Additional Information

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Miller Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Miller Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

FORM OF FINAL AGREEMENT

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) *Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.*

CONCLUSION

We look forward to the possibility of working with Lake Forest Library to help you find your next Executive Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

BRADBURY MILLER ASSOCIATES

Karen E. Miller

Karen E. Miller
Owner/President

We hereby accept the foregoing proposal (pages 1 – 12).

By _____

Title _____

Date _____

The final schedule and specific details of this engagement may be modified by an addendum to this agreement.

ATTACHMENT I:
SEARCH SCHEDULE OUTLINE

Please see below our estimated schedule of key dates for your Executive Director search process. If we are selected, we will establish a firm search schedule during our first meeting with the Library. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the Search Committee/Board.

Timeframe	Tasks
First 30 Days	<ul style="list-style-type: none"> • Initial meeting with Search Committee/Board, staff, and stakeholders • Create position announcement and post/advertise nationally • Initiate recruitment strategy
30-60 Days	<ul style="list-style-type: none"> • Close position posting • Prepare candidate documents and screen qualified candidates • Present candidates to Search Committee/Board and facilitate discussion of selection of semifinal candidates
60-90 Days	<ul style="list-style-type: none"> • Prepare for and lead semi-final interviews • Facilitate discussion and assist with selection of finalists • Conduct reference reports and coordinate final interview planning • Facilitate final interviews • Coordinate presentation of offer to selected candidate and initiate background investigation

ATTACHMENT II: REPRESENTATIVE REFERENCES



Elyria Public Library System
211 2nd St
Elyria, OH 44035

Kaleena Whitfield, Board Chair
kaleena.whitfield@gmail.com
Jennifer Starkey, Director
jenniferstarkey@gmail.com

WILTON LIBRARY



Wilton Library
137 Old Ridgefield Rd.
Wilton, CT 06897

Rob Sanders, Board Chair
rsanders@rsarchct.com
Caroline Mandler, Executive Director



Marion Public Library
1064 7th Ave.
Marion, IA 52302

Sally Reck, Board/Search Chair
sallysreck@gmail.com
Bill Carroll, Director
wjcarroll70@yahoo.com



Johnson City Public Library
100 West Millard St.
Johnson City, TN 37604

Joy Fulkerson, Board/Search Chair
fulkersj@mail.etsu.edu
Julia Turpin, Director
Jturpin07@gmail.com



Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

David Gray, Board Chair
david.gray@epsilon.com
Scott Jarzombek, Director
sjarzombek@gmail.com



Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

Lauren Rapisand, Board President
laurendrapisand@gmail.com
Joanna Bertucci, Library Director
joanna.bertucci@gmail.com

ATTACHMENT III:

SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY MILLER ASSOCIATES AND LAKE FOREST LIBRARY (IL)

By signed proposal dated _____ and acceptance by Lake Forest Library (IL) (hereinafter called Library), the Library has entered into an agreement with Bradbury Miller Associates (hereinafter called Consultant) to perform an executive search for a new Executive Director. That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the _____ proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Karen Miller as project director.
2. A final schedule will be developed at the initial meeting with the library and mutually agreed upon by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of notice. If the Library terminates the contract because of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

WHEREFORE, the parties have set their hand this day of _____, 2022.

BRADBURY MILLER ASSOCIATES

LAKE FOREST LIBRARY (IL)

By _____

By _____

374 E. Marseilles Street
Vernon Hills, IL 60061

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

November 1, 2022

Board of Trustees
Lake Forest Library
360 E Deerpath Road
Lake Forest, IL 60045

Dear Board of Trustees:

When companies hire new 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 Executive Director.

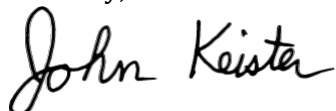
As professional recruiters, we have deep knowledge of “best practices,” new technologies, and the people aspects of hiring leaders — but just as importantly, we love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without 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 North Suburban Library System, and from my service first as President of the Ela 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.

Great libraries need great leaders — people who are at the top of their profession and who also understand and are deeply involved with the communities they serve. 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

Executive Director Lake Forest Public Library

Thank you for considering this proposal to help you find and hire the next Executive Director for the Lake Forest Public Library. 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. He is active with the Illinois Library Association (ILA) and has served on ILA's Advocacy Committee. He 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.

- 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 largely continued 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 the boards and staffs.

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 that 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 the finalist interviews 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 assistance 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 \$22,500. Part of this fee (\$7,500) 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 Executive Director, payable within 30 days after acceptance of the offer by the new Executive 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.

Lake Forest Public Library 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

Glenview Public Library

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

Highland Park Public Library

Highland Park, Illinois
Richard Basofin
President, Board of Trustees
847-636-0019
richbasofin@gmail.com

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

Joliet Public Library

Joliet, Illinois
Lynn Poper Samalea
President, Board of Trustees
815-274-6577
lpsamalea@jolietlibrary.org

Testimonials

Vernon Area Public Library District

Lincolnshire, Illinois

Marc Fenton

President, Board of Trustees

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.

Wheaton Public Library

Wheaton, Illinois

Christine Fenne

President, Board of Trustees

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 focused.

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

Henderson County Public Library

Henderson, Kentucky

Susan Thurman

President, Board of Trustees

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!

Putnam County Public Library

Greencastle, Indiana

Alan Zerkel

President, Board of Trustees

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

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.

Frank L. Weyenberg Library of Mequon-Thiensville

Mequon, Wisconsin

Mimi Rosing

Board of Trustees

The FL Weyenberg Public Library needed a Library Executive Search Firm after our Director of 12 years announced her retirement. We were looking for a Midwestern firm that would likely understand the culture of our library and would include staff, board, and community in the search process.

Upon interviewing several Executive Search firms, the Board chose John Keister and Associates on the strength of the firm's alignment with our needs and their capacity to meet our aggressive timeline.

The Board was impressed with how well the firm listened to our needs and ideas. They met with staff and listened to their concerns and identified what they sought in a director. Mr. Keister visited our campus several times without Board or staff involvement to get a feel for our patrons and how they used our library. John Keister and Associates even took time to visit other organizations and businesses in Mequon and Thiensville to better understand the unique needs of our community.

John Keister and Associates quickly identified our library's strengths and weaknesses and suggested the type of director that would succeed here and advance the FL Weyenberg to the next level. Job advertisements and marketing were customized to our needs. John Keister and Associates were in constant communication with the board as the search progressed. They adjusted marketing tactics and actively sought qualified candidates and urged them to apply. Throughout the search effort, John Keister and Associates guided the board and staff about what to expect from the process, sharing from their considerable experience in this field. Their responsiveness, honesty, and integrity was amazing and helped the Board make the right decision when selecting our next director.

The Board of Trustees of the FL Weyenberg would highly recommend John Keister and Associates to any library needing to embark on an executive search. The firm promptly identified and met the needs of our library and community before, during, and after the search process. The firm was very responsive to our questions and concerns and provided sound advice throughout. Most importantly, the firm professionally screened candidates and helped the board select the ideal person to lead our library into the future.

The Board was very happy with the search process and the outcome, thanks to John Keister and Associates.

Illinois Library Director Searches

Algonquin Area Public Library District, Algonquin, Illinois
Arlington Heights Memorial Public Library, Arlington Heights, Illinois
Batavia Public Library District, Batavia, 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
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
Wood Dale Public Library District, Wood Dale, 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
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
Ringling College of Art + Design, Sarasota, Florida
Russell Library, Middletown, Connecticut
St Joseph County Library, South Bend, Indiana
Stark County District Library, Canton, Ohio
Society of the Four Arts, Palm Beach, Florida

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