



**Memorandum of Agreement between the
Waukesha Public Library
and
Library Strategies Consulting Group/
The Friends of the Saint Paul Public Library**

This memorandum will serve as an agreement between the Waukesha Public Library (Library), in Waukesha, WI, and Library Strategies, a consulting group of The Friends of the Saint Paul Public Library. The Friends of the Saint Paul Public Library is a 501(c)(3) nonprofit organization, incorporated in the State of Minnesota.

Scope of Services

Library Strategies will design and facilitate a feasibility study, including a capital campaign feasibility summary report for the Library.

Library Strategies will provide the following services for the feasibility study:

1. Work with a Library Planning Committee to review the vision and direction for the project and identify major donor prospects to be interviewed
2. Conduct a review of the preliminary materials and information compiled (predesign, cost estimates, etc.) as well as Library and community background materials and data (recent strategic plan, annual report, communications, and the community's philanthropic profile)
3. Build a compelling interview case presentation to guide prospects through the vision and goals of the project
4. Conduct 20-30 one-on-one interviews with feasibility study participants
5. Create a detailed Capital Campaign Feasibility Study Report with findings and resultant recommendations and present to Planning Committee and other stakeholders

Project Deliverables

Library Strategies will be responsible for producing the following deliverables:

- In partnership with a Library Planning Committee, Library Strategies will design the feasibility study, which includes framing a discussion tool (the case presentation) to be used during study interviews, identifying potential feasibility study participants, and creating a timeline for all study activities.
- Draft and design the case presentation and present it to the Planning Committee for review and make any recommended changes.
- Conduct 20-30 interviews with individuals identified by the Planning Committee.

- Assess the findings from the study interviews and prepare a detailed Feasibility Study Report of Findings and Recommendations to the Planning Committee and Library Board of Directors.

The Library will be responsible for the following:

- Recruit the Planning Committee
- Identify and send invitation letters to all potential feasibility study participants
- Schedule all feasibility study interviews
- Schedule all on-site meetings

Timeline

The entire project is expected to take 3-4 months to complete, depending on the availability of stakeholders associated with the Library. With an active start date in February, 2020, the project is expected to be completed no later than June 1, 2020.

Fees for Services

Total fees for the project as outlined above are \$22,500. Actual expenses will be billed, but are not expected to exceed \$3,500 for travel, lodging, meals, printing or copying, and other incidentals.

A \$4,000 retainer will be invoiced within 30 days of the signing of this Memorandum of Agreement. The Library will be invoiced for one-half the remaining fees (\$9,250) and expenses to-date following the completion of the feasibility study interviews. The remaining fees (\$9,250) and final expenses will be invoiced at the completion of the project. Invoices are payable within 30 days.

Indemnification

Library Strategies and The Friends of the Saint Paul Public Library agree to defend, indemnify and hold the Library, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, cost, judgments, or expenses, including reasonable attorneys fee, resulting directly or indirectly on account of any act or omission (including, without limitation, professional errors, and omissions) of Library Strategies arising from their own negligent acts or with relation to, any of the work or services to be performed or furnished by the Library under this Agreement. Library Strategies and the Library agree to notify in writing within a reasonable time of any written claims or demands under this Paragraph.

Liability

Library Strategies assumes the liability for actions of or injuries incurred by its employees or consultants while working on the project, and shall maintain liability insurance under The Friends of the Saint Paul Public Library for any such eventualities.

Data Practices

Library Strategies agrees to comply with all applicable state and federal laws relating to data privacy or confidentiality. Library Strategies will immediately report to the Library any requests from third parties for information relating to this Agreement. The Library agrees to promptly respond to inquiries from Library Strategies concerning data requests. Library Strategies agrees to hold the Library, its officers, and employees harmless from any claims resulting from Library Strategies unlawful disclosure or use of data protected under state and federal laws.

Confidentiality

Library Strategies consultants agree to respect the privacy of all individuals involved in the execution of the project described in this Agreement. Our consultants agree to maintain the confidentiality of any personal or financial information gleaned from individuals or organizations who participate in the activities described above.

Terms of the Agreement and Dissolution

The terms of this Agreement will be effective at the signing of this document by both parties, and conclude at the completion of the project outlined above, unless mutually agreed upon by both parties. The terms described in this Agreement may be negotiated and amended by mutual agreement of both parties and this Agreement will be revised accordingly. Either party may dissolve this Agreement by giving a seven (7) day notice to the other party. A prorated invoice for any outstanding fees will be presented by Library Strategies at that time.

I agree to the above terms:



For the Waukesha Public Library

Alayne Hopkins, Director
Library Strategies

Date

January 21, 2020
Date