

**CONSULTING AGREEMENT**

This agreement for consulting services is entered into between McDonald Schaefer LLC, 2810 Crossroads Dr. Ste 4000 Madison WI 53718 and Waunakee Public Library, located at 710 South St, Waunakee WI 53597.

McDonald Schaefer and Waunakee Public Library agree as follows:

**I. Consulting Services**

This Agreement is based on a McDonald Schaefer proposal dated January 2015, which is hereby incorporated into this agreement. Pursuant to that proposal, and in partnership with the staff and board of Waunakee Public Library, McDonald Schaefer will conduct a comprehensive 40-person feasibility study to determine the fundraising potential of a capital campaign for Waunakee Public Library.

**II. Communications**

This agreement includes up to three rounds of edits to feasibility study communications pieces including the interview request letter and Project Summary, which is the brochure we develop to briefly describe the project to interview constituents. Edits should encompass both visual and text edits, and must be consolidated by the client and presented in a single document. If the client requests more than three rounds of edits for the interview request letter and Project Summary, additional design services are available at \$100 per hour.

**III. Consulting Fee and Payment Schedule**

Fees for the McDonald Schaefer Feasibility Study are \$20,000. The first payment of \$5,000 is required to initiate services. The payment schedule then calls for a second payment of \$5,000 thirty (30) days after the study start date, a third payment of \$5,000 sixty (60) days after the study start date and the final payment of \$5,000 when all the interviews are completed and the study report has been submitted.

**IV. Project Expenses**

McDonald Schaefer will cover selected project expenses including postage, printing, and long-distance phone. Consultants will draw on a \$1,000 expense allowance to cover mileage (presently \$0.575 per mile); this is a maximum allowance, only actual mileage will be charged, submitted monthly and subject to your approval.

**V. Term of this Agreement**

The study will begin upon receipt of this signed agreement and first payment (invoice pending), and last approximately 90 to 120 days. Either party may cancel this agreement with 30 days written notice, with only prorated fees due at that time, commensurate with services rendered.

**VI. Authorization**

The undersigned parties agree to the terms of this agreement:

For McDonald Schaefer<sup>LLC</sup>:

Dave Malone

Dave Malone (Dec 8, 2015)

President

For Waunakee Public Library:

Jean H. Elvekrog

Jean H. Elvekrog (Dec 9, 2015)

President, Waunakee Library Board