



Administrative Services
Purchasing Division

February 19, 2009

Mr. Jeff Barnes, Library Finance Officer
Poudre River Public Library District
201 Peterson Street
Fort Collins, CO 80524

RE: 7008 Executive Search Services - Library District Director

Dear Mr. Barnes:

I have enclosed three (3) sets of contract documents regarding the above captioned matter. Please have the contracts signed by the Chairman of the Board of Poudre River Public Library District and return all copies to me. After the signatures have been obtained, a copy of the agreement will be sent to you.

Please contact me if you have questions.

Sincerely,

James B. O'Neill II, CPPO, FNIGP
Director of Purchasing & Risk Management

Encl: Contract Documents

JBO:jkb