



Main Library  
834 Lake St.  
Oak Park, IL 60301  
p 708.383.8200  
f 708.697.6917

Dole Branch Library  
255 Augusta St.  
Oak Park, IL 60302  
p 708.386.9032  
f 708.386.0023

Maze Branch Library  
834 Gunderson Ave.  
Oak Park, IL 60304  
p 708.386.4751  
f 708.445.2385

**REQUEST FOR PROPOSAL (RFP)  
FOR EXECUTIVE SEARCH SERVICES FOR  
OAK PARK PUBLIC LIBRARY EXECUTIVE DIRECTOR**

**RESPONSE DUE DATE: FRIDAY, JANUARY 28, 2022 AT 5:00PM**

Contact for questions regarding this RFP:  
David J. Seleb, Executive Director  
[d.seleb@oppl.org](mailto:d.seleb@oppl.org)  
708.697.6911

*To empower every voice in our community*

## 1. Introduction

The Oak Park Public Library Board of Trustees (the Board) requests proposals from interested parties to conduct a search to assist the Board to identify its next Executive Director.

The Oak Park Public Library is on a journey to become an anti-racist organization. Anti-racism is now one of the library's four strategic priorities alongside engagement, learning, and stewardship.

We serve a diverse population in our buildings and out in the Oak Park community. Our vision is to empower every voice in our community, and our mission is to share the information, services, and opportunities that fulfill Oak Park's aspirations.

Oak Park, adjacent to the western border of Chicago, is a diverse village of approximately 52,000 residents that supports robust community services, including its schools, parks, and libraries. Oak Park's history includes being the birthplace of Ernest Hemingway and the place where Frank Lloyd Wright lived and worked.

The Oak Park Public Library serves its village out of three buildings: the Main Library, the Dole Branch, and the Maze Branch. The library's approved Fiscal Year 2022 budget is \$10.9M. The library currently employs 127 staff members with 95 FTEs.

## 2. Scope of Work

Tasks listed below are intended to generally describe the services requested:

- Review and update the Executive Director's existing job description.
- Obtain input from the Leadership Team and other library staff members, as appropriate.
- Develop a recruitment strategy, process, and timeline with the Board. This should include key decision points for the Board.
- Identify and recruit a diverse candidate pool.
- Implement a screening process and identify candidates that match the needs of the library and Oak Park community.
- Deliver recommendations for the top five to ten candidates and provide candidate profiles for each.
- Support the interview process including review of interview questions.
- Assist with travel arrangements for finalists who will interview in person.

## 3. Project Schedule and Term of Contract

Specify your standard terms of contract for consideration by the Board. Include an estimated timeline for the entire project with an estimated cost. Be prepared to explain and justify.

#### 4. Proposal Contents

- Cover letter that must include
  - Proposed team members and individual qualifications (as applicable)
  - Description of the firm's background and qualifications
  - Description of approach to the work
  - Primary point of contact for the project
  - DEI or experience related to diverse hires (please be specific)
- References (three to five)

#### 5. Selection Process

When selecting an individual or firm for this project, the Board will consider

- Who the key contacts from your firm will be
- Completeness and quality of your response
- Ability to understand Oak Park Public Library internal priorities, including access, diversity, equity, and anti-racism.
- Experience in conducting searches for comparable positions
- Expertise and experience of proposed team
- Existing ties to or familiarity with the Oak Park community
- References from other clients
- An interview with the Board

#### 6. Proposal Submission

Deliver all proposal submissions electronically in PDF format to

- David J. Seleb, Executive Director  
Oak Park Public Library  
[d.seleb@oppl.org](mailto:d.seleb@oppl.org)  
708.697.6911

If you wish also to submit a proposal in hard copy, please send to

- David J. Seleb, Executive Director  
Oak Park Public Library  
834 Lake Street  
Oak Park, Illinois 60301