



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**

QUESTION PERIOD ENDS: FRIDAY, APRIL 26, 2024 AT 5:00 PM

RESPONSE DUE DATE: FRIDAY, MAY 10, 2024 AT 5:00 PM

Contact for questions regarding this RFP:
RFP@OPPL.ORG

Introduction

The Oak Park Public Library Board of Trustees (the Board) issues this Request for Proposals for qualified vendors (Respondents) to assist the Board in identifying the next Executive Director of the Oak Park Public Library (the library). The Board seeks a partner to help identify an Executive Director to ensure that our vision, mission, and strategic priorities are accomplished.

About the Village of Oak Park

Adjacent to the western border of Chicago, Oak Park is a diverse village of approximately 52,000 residents. It supports robust community services, including its schools, parks, and libraries. Oak Park is the birthplace of Ernest Hemingway, and the library houses archives related to Hemingway's early life in Oak Park. The village is known for its architecture and many Frank Lloyd Wright buildings, such as Unity Temple, which is located across from the main branch of the Oak Park Public Library. The final home of chemist Percy Julian and Anna Johnson Julian also is located in Oak Park. The library has hosted and supported numerous events that celebrate the lives and accomplishments of these and other notable residents.

Oak Park Public Library

The library serves a diverse population both within our buildings and 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.

Our mission, vision and strategic plans were developed by an extended process of turning outward and listening to what kind of community our neighbors want to live in. Oak Parkers told us they strive to live in a community that is diverse, equitable, inclusive, and empathetic, as well as a place that supports education, health, literacy, safety, and affordability.

The library strategically prioritizes **anti-racism** (with its attendant values of accessibility, empowerment, courage, impact-oriented work, innovation, representation, and social justice); **engagement** (with its attendant values of diversity, equity, inclusion, civic responsibility, collaboration, compassion, gathering, and participation); **learning** (with its attendant values of access, education, knowledge, intellectual freedom, literacy, opportunity, and privacy); and **stewardship** (with its attendant values of accountability, preservation, sustainability, and transparency).

In order to support the strategic priorities, the library benefits from employees with traditional library experience and education as well as employees with experiences in community engagement, restorative practices, and equity and anti-racism work. Having such a staff has helped advance equity and anti-racism efforts. The library seeks an

Executive Director who is a compassionate, empathetic, and collaborative leader who can embrace the library's vision and support staff.

The Oak Park Public Library has three branches: the Main Library, Dole Branch, and Maze Branch. The library's approved Fiscal Year 2024 budget is \$11.9M. The library currently employs 130 staff members with 100 FTEs.

Library Governance

The Board is composed of seven (7) elected officials eager to find a strong leader willing to listen to and work with Oak Park's diverse community, the library's staff, and Oak Park's six (6) governing bodies, including the library. The Executive Director must be a person of the utmost integrity and be able to manage the budget process while seeking additional sources of revenue. This person should be able to engage, collaborate with, and leverage the Board as a partner and valuable resource in achieving the four strategic pillars of the library.

The Ideal Candidate

The library has a driven, hardworking, deeply talented, and diverse staff, and the ideal candidate must be equal to the task of guiding and supporting each staff member. The ideal candidate will invest in training and supporting staff.

The Board seeks a candidate who will nurture a shared sense of belonging among staff, volunteers, and every community member, in a manner that is representative of the library's and Oak Park's commitment to diversity, equity, and inclusion. An ideal candidate must also demonstrate a commitment to the library's fiscal operations. The ideal candidate must be able and willing to be in regular and clear communication with the Board.

The ideal candidate should have a deep knowledge of libraries and collections. The ideal candidate will have a Master of Library and Information Science (MLIS), or equivalent degree. The ideal candidate will need to continue to support and invest in the library's inclusive and diverse population and recognize the diverse community needs.

Scope of Work for the Search Firm

The successful Respondent will partner with as well as guide the Board in, as follows:

- Reviewing and updating the Executive Director's existing job description and other relevant documents;
- Establishing appropriate methods for soliciting input from the library's Leadership Team and other library staff members;
- Establishing appropriate methods for community input;
- Developing a recruitment strategy, process, and timeline with the Board, which should include key decision points for the Board;

- Identifying, recommending, and recruiting a diverse candidate pool;
- Implementing a screening process and identifying candidates who match the needs of the library and of the Oak Park community;
- Screening and assessing all candidates and, if appropriate, conducting additional review and offering guidance to the Board regarding candidates;
- Delivering recommendations for the top candidates and providing candidate profiles for each;
- Providing training for Board and staff participating in the selection process;
- Supporting the interview process through all phases, including review of interview questions, material review and preparation, travel and meeting logistics, and background, credential, and reference checks;
- Supporting the Board in selection and negotiating until acceptance of the ideal candidate; and
- Communicating regular updates to the full Board.

Project Schedule and Terms of Contract

Please specify your standard terms of contract for consideration by the Board, and include the following:

- An estimated timeline for the entire process, with an estimated cost that will be explained and justified;
- Confirmation of support until a candidate is selected; and
- An outline of a process that will be followed if the candidates put forth are not acceptable to the Board.

Proposal Contents

- Cover letter/executive summary
- Description of Respondent's organization; please include:
 - Proposed team members and individual qualifications and/or resumes or CVs (as applicable);
 - Description of the firm's background, qualifications, and years of experience;
 - Description of approach to the work;
 - Specific descriptions of DEI (diversity, equity, and inclusion) expertise or experience related to diverse hires;
- Primary point of contact for the project;
- Evidence of experience working with similar organizations or governmental bodies;
- Evidence of sourcing and recommending a diverse candidate pool;
- Cost, including:
 - Fees and terms; and
 - Anticipated expenses, such as advertising, travel, etc.; and
- References (at least three [3], all within the last five [5] years).

Evaluation Criteria

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

- The completeness and quality of your response;
- Your ability to understand the library's internal priorities, including access, diversity, equity, and anti-racism;
- Your experience in conducting searches for comparable positions;
- Your expertise and the experience of proposed team;
- Familiarity with the Oak Park community or the characteristics of the Oak Park community;
- References from other clients; and
- The interview of finalists with the Board.

Selection Process

- There will be a question period of ten (10) business days concluding Friday, April 26, 2024 at 5:00 pm.
- Proposals are due to be submitted no later than 5:00 pm on Friday, May 10, 2024.
- Completed proposals will be reviewed by an evaluation committee.
- Finalists will be notified by email and will be interviewed by the Board at a date to be determined.

Questions

Submit questions to RFP@oppl.org.

Proposal Submission

Submit completed proposals to RFP@oppl.org.