



evanston
public
library

RFP

Table of Contents

Introduction

The Ideal Candidate

Scope of Work

Project schedule

Term of Contract

Proposal Contents

Selection Process

Submission

Introduction

About Evanston

Evanston, IL, a city of 77,000, sits on the shores of Lake Michigan directly north of Chicago. Home to an incredibly diverse and engaged community, Northwestern University, and the NorthShore University HealthSystem, Evanston boasts a thriving downtown, nationally recognized school system, and an award-winning public library, Evanston Public Library. Evanston has a vision to create the most livable city in America.

About Evanston Public Library

Evanston Public Library's mission is "to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources."

We currently serve our community in two permanent physical locations, the Main Branch located in the heart of Evanston's downtown, and Robert Crown, a branch located in a bustling community center on the city's west side. In 2022, 5415 patrons registered library cards, 348,532 patrons visited, checking out 978,537 of digital and physical items. Our FY 2023 budget is \$9m and we rely on the support of 239 volunteers and 111 employees.

We support the American Library Association's Library Bill of Rights and envision "a community in which the Library engages all residents in reaching their aspirations. The Library's staff, collections, programs, technology and leadership help ensure that:

- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy

- Our community celebrates, appreciates and supports its diversity in all of its forms
- Those in need can find assistance and information with ease
- Every resident experiences the pleasure of reading and the joy of lifelong learning”

Listening deeply to the diverse voices of our community, we are constantly evolving our programming and services. We're proud to reimburse tuition for our staff members completing Masters of Library Science degrees, building a talent pipeline for both EPL and the wider library profession. We were one of the first public libraries to hire an onsite social worker and have hired Family Engagement Coordinators to foster deeper relationships with our Black and Latinx communities and created a paid internship for Black and Latinx young adults to coach students in our citywide STEM challenge.

Through our partners, donors, and volunteers, we are expanding our collective impact, breaking down barriers for all of Evanston, ensuring that EPL serves our entire community. We recently implemented a feature in our collection management system to measure the diversity of the creators and content of our books and other materials. We've sharpened our focus on non-English speaking patrons by hiring bilingual staff and creating innovative programs.

The Evanston Public Library is governed by an engaged board of nine Trustees, eager to hire an excellent communicator able to develop and empower staff through authentic engagement, partnership, training and support. The Executive Director must be financially savvy, able to manage the budget process, and committed to building on the library's history of fundraising and grants by creatively seeking additional sources of revenue. This visionary leader will also effectively collaborate with the community, staff, and City of Evanston, as well as engage and leverage the Board of Trustees as a valued resource, and work tirelessly to fulfill Evanston Public Library's mission and vision.

The Ideal Candidate

The Executive Director of Evanston Public Library is a creative and driven visionary leader who effectively collaborates with the community, and engages and leverages the Board of Trustees as a valued resource to fulfill the mission and shared vision of the library. Using Asset-Based Community Development, they will nurture a sense of belonging among staff, volunteers, and the community as a whole, in a manner that is representative of the library and the community's commitment to diversity, equity, and inclusion.

A strategic and fiscally responsible leader demonstrating a solid commitment to maintaining the library's history of fundraising, obtaining grants, and increasing revenue streams, the Executive Director will build and maintain trusted, engaged and effective working relationships with the Board of Trustees, community, partners and other organizations (including elected officials, donors, foundations and grantors). They will respond to feedback and direction throughout the year and ensure that the Library has the financial and other resources it needs.

The Executive Director is invested in maintaining and accumulating a robust collection that is inclusive and meets the diverse needs and voices of Evanston's diverse community including our local schools and institutions of higher education.

The Executive Director will focus on investing in the development and empowerment of staff through increased engagement, partnership, training, and support and will continue to invest in their own professional development, engaging in training and continuous education. They will ensure program excellence and evaluation, including documentation to meet government and grantor policies, to meet or exceed reporting requirements.

Scope of Work

Work with the Library Board of Trustees, led by the Board President and search committee, to support all aspects of the search including:

- Review and edit existing materials into an opportunity guide or similar.
- Advertise the opportunity and actively source potential candidates.
- Review all applications.
- Recommend a diverse slate of qualified candidates within expected compensation range.
- Provide training for people who will participate in the selection process.
- Support the interview teams and search committee through all phases of selection, including materials review and preparation; interviews (search committee and other); travel and meeting logistics; and background, credential and reference checks.
 - Support the Board in making and negotiating offer(s) until acceptance.

Interview Teams	Team Members	Components
Interview Team #1	Board of Trustees (public)	Interview Presentation
Interview Team #2	2 Trustees 1 from each of the standing committees 1 from each of the library departments	Interview Presentation
Interview Team #3	Panel of each of the direct reports	Interview

Project Schedule and Term of Contract

- Efficient and deliberate process that takes into account current market conditions.
- Support until a person accepts the position and the City hiring process is complete.
- Assume that we hire through one full process, but provide a guarantee that they will run the process until someone is hired. Also, guarantee that they will re-run the process fee-free if the hire stays in the role less than one year.

Search Timeline

Date	Action
2/16/2023	Post RFP
3/9/2023	Close RFP
3/10/23 -3/14/23	Review of RFPs
3/15/2023	Board Meeting: Vote on and select search firm
	Search Committee Meeting: Meet with search firm to discuss next steps
3/24/2023	Post job posting
4/14/2023	Applications close
4/21/23	Search firm presents applicant pool to board
5/1/23 - 5/15/23	Candidate Interviews
5/17/23	Board Meeting: Identify Finalist
7/1/23	<i>Candidate Starts</i>

Proposal Contents

- Organizational Description
- Recruitment approach
- Budget
 - Fee(s) and terms
 - Anticipated expenses including advertising, travel and/or other
- Evidence of experience working with similar organizations
- Evidence of sourcing and recommending a diverse candidate pool.
- At least 3 references

Evaluation Criteria

- Completeness and quality of response
- Understanding of and commitment to EPL's mission and vision
- Demonstrated experience
- Proposed cost and timeline
- Presentation
- References

Selection Process

Completed proposals will be accepted between 2/16/23 and 3/9/23 and reviewed by the Board of Trustees after the closing date. Selected finalists will be notified via email and will meet with the board 3/15/23.

Submission

Completed proposals should be sent via email to librarydirectorsearch@cityofevanston.org