



**REQUEST FOR PROPOSAL FOR EXECUTIVE SEARCH FIRM  
TO RECRUIT THE EXECUTIVE DIRECTOR OF  
LA GRANGE PARK PUBLIC LIBRARY**

**ISSUED: SEPTEMBER 28, 2022  
PROPOSALS DUE: OCTOBER 18, 2022**

**La Grange Park Public Library is requesting proposals from executive search firms to recruit the next Executive Director of the public library district.**

**Background**

La Grange Park Public Library District serves an area of 2.2 square miles with a population of 13,500 in suburban Cook County. The 21,000 square foot library building was completed in 1990 and is located on the corner of La Grange Road and Oak Avenue in La Grange Park, Illinois. A renovation is planned for calendar year 2023 and both the architect and construction management firm have been selected. A staff of 22, 11 full-time and 11 part-time, serve the community and responsibly spend a \$2 million budget annually.

The current Executive Director has been serving for seven years and has resigned to take on the role of director at a different library.

**Project Scope**

LPPL is issuing this Request for Proposal for the services of an Executive Search Firm to assist in the recruitment of an Executive Director. The firm will lead the way in attracting, interviewing, and hiring an Executive Director. The firm will coordinate its efforts with the LPPL Board President and Vice President. Requested services include:

- Review of the position description and terms of employment
- Conducting an expansive search, vetting of qualified candidates, and decision assistance in final selection
- Development of evaluation criteria to be used during each interview stage

It is desired that the entire search process be concluded three to four months from execution of the contract.

**Interested consultant firms should submit:**

- A brief description of your experience, qualifications, and relevant information about firm staff
- A list of current or recent successfully completed searches
- A written cost estimate of services to be provided



### **Selection Process**

Interested firms will be considered based on:

- Ability to meet the requested timeline
- Relevant, recent experience with similar searches
- Total fee for services

The board will select the firm which is judged to be the most responsive to the library's requirements, and based on ability and fee, appears to be best able to serve the library. Please keep in mind that cost, while an important factor, will not be the sole determining factor.

**A decision will be made by no later than October 19, 2022.**

If you have any questions regarding this project, please contact Kate Buckson, Executive Director at the following email address: [kateb@lplibrary.org](mailto:kateb@lplibrary.org). **Proposals must be sent electronically in a single PDF file** to: [kateb@lplibrary.org](mailto:kateb@lplibrary.org); *Subject Line: Executive Search RFP*. By submitting a proposal, the firm authorizes La Grange Park Public Library to contact references to evaluate the firm's qualifications for this project.