



REQUEST FOR PROPOSALS
Executive Search Services for Library Director

RFP Release Date: January 16, 2024
Proposals Due Date: January 29, 2024

REQUEST FOR PROPOSALS

New Rochelle Public Library (NRPL) is seeking qualified executive search firms to submit a proposal to conduct a recruitment campaign for the position of New Rochelle Public Library Director. This is an excellent opportunity for skilled, experienced, administrator to oversee the operations of the two branches of the New Rochelle Public Library.

OVERVIEW

New Rochelle is home to over 81,000 people, making it the 7th-largest city in the state of New York. Its main library branch is located in the heart of downtown New Rochelle, easily accessible on foot by downtown residents, or by bus, car, or via New Rochelle's Metro-North train station which is just one block away. The Huguenot Children's Library is located on North Avenue, adjacent to the campus of New Rochelle High School.

NRPL's library is a beloved and celebrated community institution, and the NRPL Trustees are eager to bring on a trusted, dynamic and thoughtful director to lead NRPL in its next chapter.

The library system has an operating budget of roughly \$6.6Million, and a staff of 36 full time and 36 part time employees. NRPL is fortunate to have additional ongoing support from both the Friends of the New Rochelle Public Library, as well as the very active New Rochelle Public Library Foundation. The anticipated salary range of the Library Director is \$110,000 to \$140,000 per year.

SCOPE OF WORK/EXPECTATIONS

New Rochelle Public Library's Board of Trustees is seeking an executive search firm to provide the following services. Upon contract signing, the Firm will work with the NRPL Board of Trustees Search Committee to schedule an initial kickoff meeting and will guide the Committee in developing a timeline and a list of criteria against which candidates will be assessed. The selected Firm will provide and adhere to a timeline for the search and hiring process and will lead the search process. A more detailed Scope of Services will be revised and finalized at the time of the contract.

The Scope of Work shall include but is not limited to the following:

1. Provide draft position description for review and posting/circulation; Review and suggest revisions to the existing Civil Service job description (to be posted on 1/15/24).
2. Develop a recruitment strategy including recommending appropriate advertisement and social media recruiting activities.

3. Circulate the job posting within all appropriate outlets.
4. Prepare a list of individuals who should be encouraged to apply and actively recruit them.
5. Work in conjunction with NRPL and the Westchester Library System (WLS) Director to carry out the recruitment process.
6. Screen all applications and create a recommended candidate list based on agreed upon criteria.
7. Design the interview process, including preparation of interview questions, scoring sheets, suggested panel make-up, and other associated tasks.
8. Provide comprehensive background information on candidates selected to be interviewed, including any appropriate assurances as to their stated qualifications.

ADDITIONAL INFORMATION

There is no guarantee of an award, and terms are subject to change. Submission of a proposal does not represent an award or any legally binding contract. Responding firms may be asked for an on-site interview. Services to begin upon award of contract.

APPLICATIONS

Proposals must be submitted online no later than 5:00 pm on Monday, January 29, 2024 in order to be considered. Please submit applications to:

Whitney Barrat
President, Board of Trustees
New Rochelle Public Library
wbarrat@wlsmail.org

Applicants will be required to respond to the following:

1. Provide your Firm's name, address and type of business entity (e.g., corporation, general partnership, Limited Liability Company, etc.) along with the incorporation year.
2. Provide a brief history and general description of your business, including years of operation, number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Describe your firm's background, experience, and capabilities as it relates to the Scope of Work outlined above. Highlight successful placements in comparable public libraries within the last five years. List recent recruitments, including organization name, location, and the time to complete the recruitment.
4. Identify the Firm's key personnel who will be assigned to perform services for NRPL and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage NRPL's account.
5. Identify any and all subcontractors which may be engaged for the proposed Scope of Work, including: 1.) The products and/or services to be supplied by that subcontractor and; 2.) The percentage of the overall Scope of Work that subcontractor will perform.
6. List at least three (3) clients for whom you provide/provided executive search firm services in the past 2 years. Provide telephone numbers and contact names for references.

7. Provide specific costs for services, fee payment schedule and cost guarantees, if available, for the services listed above. Include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract.
8. What guarantees does the Firm provide if the recommended candidate does not work out as expected for NRPL?

CONTACT

Please direct all questions to Whitney Barrat at wbarrat@wlsmail.org. Questions and answers may be shared publicly on the NRPL website or via email to other respondents.