

Invitation for Bid (IFB) for Executive Director Search Services  
Illinois Heartland Library System

## Introduction

The Transition Board of Directors of the Illinois Heartland Library System (IHLS) is seeking support to assist in the search process for hiring an Executive Director. A Search Committee, appointed by the Transition Board of Directors, has been charged with the task of identifying a search firm or consultant that would effectively and efficiently provide this service.

Four multi-type library systems in the southern part of Illinois are merging into the Illinois Heartland Library System on July 1, 2011. The library systems operate under the Illinois Library System Act (75 ILCS 10), are separately incorporated and are governed by Boards who represent the members. The library systems are: Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System.

The Illinois Heartland Library System will serve a total of 594 multitype library agencies. The breakdown includes 38 Academic Libraries, 231 Public Libraries, libraries of 260 School Districts and 65 Special Libraries. The scope of library diversity ranges from major research institutions such as the University of Illinois to libraries staffed by a single person serving a population of less than 350. Current staff of the existing four systems includes 60 full time employees and 35 part time employees. The area served by the Illinois Heartland Library System is approximately 28,200 square miles. This region covers 58 counties in the central and southern parts of the state.

The Executive Director will serve as the chief administrative officer of the Illinois Heartland Library System and is charged with and responsible for implementing the policies and programs for the System, as well as directing and leading all operations and activities of the Illinois Heartland Library System. The Transition Board has established a very aggressive timeline in filling this position.

Scope of work:

The search firm or consultant will:

1. Coordinate a timeline for the application/hiring process.
2. Review the draft of the Executive Director's position developed by the Transition Board and assist the search committee in revising the position description, if needed.
3. Prepare an announcement of the Executive Director's position.
4. Advertise the Executive Director's position and ensure that there is a sufficient pool of candidates for consideration.
5. Review resumes for background and qualifications followed by telephone interviews to clarify each applicant's experience.
6. Prepare written summaries of three to five of the most promising candidates.
7. Evaluate candidates for serious consideration by conducting reference checks with individuals to evaluate on-the-job performance.

8. Verify the educational background of selected candidates and conduct criminal, financial, and civil litigation checks.
9. Check the media footprint of prospective candidates, including social media, publications, and online presence.
10. Develop a process with the search committee for interviews and coordinate the participation of candidates in the interview process.
11. Develop a list of legally appropriate interview questions.
12. Notify rejected applicants.
13. Accept other duties and activities as mutually agreed to by the Transition Board.

### **Proposal Process:**

The Transition Board of the Illinois Heartland Library System must receive proposals from search firms or consultants in electronic format no later than 12:00 p.m. CDT on April 25, 2011. The search committee is expected to make a decision regarding the hiring of a consultant prior to May 3, 2011. This aggressive timeline has been established because the Transition Board prefers that the Executive Director be hired by June 30, 2011.

Please submit proposals to:

Thomas Turner, President, Illinois Heartland Library System Transition Board at:  
[tpturner90@hotmail.com](mailto:tpturner90@hotmail.com).

Proposals must include the following:

- A clear proposal and outline that responds to the scope of the project.
- A statement that describes the expertise of the firm and consultant(s) in conducting an Executive Search.
- The degree of experience of the consultant(s) assigned to this project with similar endeavors.
- The resume(s) of the consultant(s) and at least three references for each consultant assigned to this project. Particular attention should be paid to experience in recruiting library personnel.
- An all inclusive bid that covers all fees and expenses and outlines specific services that are included and those tasks that are not covered.

For more information, please contact Thomas Turner, President, Illinois Heartland Library System Transition Board at: [tpturner90@hotmail.com](mailto:tpturner90@hotmail.com).