Cheltenham Township Library System
President/CEO Search
Request for Proposals

Request for Proposals Introduction
The Cheltenham Township Library System's (CTLS) Board of Directors is seeking to engage a search firm in the hiring process for the position of President/CEO of the Library System. The President/CEO position is a critical position to ensure that the Library System remains a vital and sustainable service to the entire Township community.

Background on the Cheltenham Township Library System (CTLS)
The Vision of CTLS is Building Community, Transforming Lives and is driven by the Mission to inspire a love of learning and foster the sharing of ideas. These beliefs are furthered by the following core values:
- Respect for the community
- Intellectual freedom
- Excellence in customer services, staff & resources
- Stewardship and integrity
- Creativity, flexibility and innovation

In 2019, The CTLS Board of Directors and a committee made up of CTLS staff, community members and board members developed a Strategic Plan grounded in two "desired futures." The plan was developed to ensure that the Library System remains vital to the entire community and that it is sustainable well into the future. More information on the Strategic Plan can be found on our website here:
https://cheltenhamlibraries.org/about-us/strategic-plan/

Scope of Services
- Develop an overarching plan for the search process for the President/CEO position that includes key stakeholders, expansive outreach, clear timeline and measurable goals.
- Build a strong candidate pool for the President/CEO position that reflects the diversity of the Cheltenham Township community.
- Conduct outreach in the Cheltenham Township community to gather feedback on the desired qualities of the President/CEO position.
- Communicate regularly and as needed with the Board to provide updates on the candidate pool and search process.
- Review applications and work in collaboration with the Board to identify final candidates that fit the desired criteria.
- Prepare materials to assist in the final interview phase.
- Conduct a debrief with the Board to review the search process and assess outcomes.

Timeline
- 6/21: RFP posted
- 7/2: Proposal deadline
- 7/2-7/5: Proposals reviewed and request for presentations sent

- 7/5-7/16: Final candidates reviewed and decided upon
- 7/19: Search process begins

*Note: this timeline may be subject to change. Finalists may be asked to present their proposal to the Board for final approval.

Interested organizations should email all other components of their proposal to board@cheltenhamlibraries.org ***by Friday, July 2nd at 5pm.***

Required Content for Proposals & Submission Instructions
- Cover page- please provide key information about your proposal (contact info, etc.)
- General overview of organization
- Proposed approach to the search process
- Staffing and capacity plan for how the organization will staff and implement this search
- Plan for how the organization will engage library staff and community members during the search process
- Proposed budget, included expected costs for planning and implementation, broken down by specific categories for staffing, program management, materials and any other relevant categories that align with your proposal
- Contact information for at least 3 client references for your organization who are familiar with your work that we may contact as the Board is considering your proposal
- Any additional information and documentation that will strengthen your proposal

Proposals should be clear, concise, complete and well-organized. A draft of the President/CEO job description is available upon request.

Proposal Evaluation Criteria
The CTLS Board will use (but will not be limited to) the following criteria to evaluate proposals:
- Strong track record of success and positive outcomes in fulfilling non-profit C-level positions
- Commitment to diversity, equity and inclusiveness in the search process
- Alignment of proposal to CTLS' values and vision
- Depth of commitment to strong community and stakeholder engagement
- Organizational capacity to deliver on strong planning and implementation on an accelerated timeline
- Cost effectiveness
- Clarity, organization and comprehensiveness of proposal

Organization Requirements
All organizations that submit proposals must adhere to the following requirements:
- Demonstrate financial stability
- Have adequate staffing capacity in place to deliver on commitments outlined in proposal
- Identify primary points of contact who will lead and coordinate this work with the Board
- Responsive and frequent ongoing communication and collaboration with the Board

- Flexibility to adapt and tailor planning and implementation to align with the Library's goals and vision.
- Adherence to all policies related to diversity, equity and inclusion

Questions / Closing

Please email board@cheltenhamlibraries.org if you have questions about this RFP. We are looking forward to reviewing proposals. Thank you for considering this incredible opportunity to provide strong leadership to our community.