



REQUEST FOR PROPOSAL

Strategic Plan Consultant

**Bartlett Public Library District
800 South Bartlett Road
Bartlett, IL 60103**

Introduction

The Bartlett Public Library District in Bartlett, IL is seeking a consultant to develop a comprehensive strategic plan for the Library District.

The Board of Library Trustees desires a plan in place by July 1, 2021. The plan should include goals, measurable objectives, and enhanced services to meet the needs of the Library District residents (users) for the next three years.

The primary purpose of the plan is to position the Library to proactively provide services that meet changing needs in a cost-effective manner and educate stakeholders about Library services.

The plan should include an analysis of the outcomes that the plan will have on the Library's collections, technology, staffing, and facilities.

The plan should:

1. Analyze the Library District's growth and demographics;
2. Identify the need for services with respect to future trends and technologies;
3. Identify possible funding needs to meet service demands.

Library Background/General Statistics

Location: DuPage County/Cook County

Size of building: 32,325 square feet



Service Population: 37,555

Budget: Estimated operating budget for the 2020-2021 Fiscal Year is \$2,730,019.

Staff: Current staff of 42 with 17 full-time employees and 25 part-time employees. After hiring resumes, 50 + employees are expected.

Hours: Open 70 hours per week (Monday-Sunday).

Registered Card Users: 12,225

Registered Reciprocal Borrower Patrons: 1,372

Circulation: 346,852

Patron Visits: 116,096

Website Visits: 185,828

Reference Questions: 28,615

Study/Conference Room Use: 3,015

Wi-Fi Sessions: 15,437

Computer Sessions: 10,462



Program Attendance:

Children's Programs 439	Attendance 13,019
Children's Passive Programs 82	Attendance 3,031
Teen Programs 95	Attendance 709
Teen Passive Programs 10	Attendance 379
Other Programs 191	Attendance 2,752
Other Passive Programs 32	Attendance 1,622

Internet Access: 39 public access computers

Collection Size: 109,576

Revenue

The Library District is an autonomous unit of local government funded primarily through real estate tax revenues from both DuPage County and Cook County.

Current Plan

The most recent strategic plan was developed in 2017. The 2017 plan runs from July, 2018 through June, 2021 and focuses on elevating the patron experience, increasing access to a contemporary collection, ensuring that Library programming and operations meet community needs, and enhancing marketing and communication activities.



Plan Expectations

The Library District expects to receive a strategic plan which:

- Provides a methodology effective for public libraries.
- Designs an effective method for data gathering and presentation, which may include focus groups and Library District meetings to identify needs over the next three years.
- Facilitates meetings of the planning committee(s).
- Conduct a community wide survey(s).
- Identifies goals and objectives.
- Identifies gaps where current Library operations are insufficient to meet service priorities.
- Assesses current facilities, services, information technology, and operations.
- Develops an ongoing annual evaluation process.
- Evaluates financial resources and sustainability.
- Establish a timeline of stages of planning to coincide with 2021-2022 Budget Planning.
- Collaborates with other community partners.
- Creates an employee professional development strategy.
- Determines current use and future demands as affected by:
 - User needs and opportunities.
 - Future trends in technology.
 - Trends affecting the future of public libraries.
 - Community organizations that supplement or complement library services.
 - Analysis of data collected.
 - Existing policies and operational practices.
 - Delivery approaches, including design, planning, programming, promoting/marketing of library services, fiscal policies and staffing.
 - Current service priorities and new services.
 - Financial implications of recommendations.
 - Future funding strategies, including grants and partnerships.



RFP Requirements

Proposals shall include:

- Names and qualifications of all personnel assigned to this project.
- Experience with similar projects for public libraries, including a list of references.
- Location of the consultant.
- Executive summary/highlights of the proposal.
- A work plan which includes a description of the process, a list of the tasks, and a timeline.
- A description of any parts of the proposal that are beyond the expertise of the consultant or would be better handled by Library Staff.
- Detailed fees/charges for providing the services, including supplies, cost of community survey, number of onsite visits, travel, data gathering, analysis, and other fees/charges associated with the project.

RFP Availability

This RFP will be posted on the Library District's website:

<http://www.bartlettlibrary.org>

In addition, this RFP may be distributed directly to consultants and posted on the Illinois Library Systems Job Boards.

Please submit any questions to Karolyn Ann Nance, Library District Director at knance@bartlettlibrary.org.

RFP Submittal

The original and one copy of the proposal must be submitted by October 12, 2020 to:



Karolyn Ann Nance, Director
knance@bartlettlibrary.org
Bartlett Public Library District
800 S. Bartlett Road
Bartlett, IL 60103

Proposals must be received in a sealed package marked with the proposal title and the name and address of the respondent by 4:00 p.m. on Monday, October 12, 2020.

Proposals not received timely will not be considered. The Library Director will notify respondents chosen for further consideration within 30 days after the proposal deadline. All respondents will be notified of the Library Board's decision within 60 days after the proposal deadline.