

## Search Summary

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### Outreach

- Koya Partners was retained on July 9, 2024, to lead the search for the next Executive Director of Oak Park Public Library.
- Koya conducted an extensive needs assessment with the Board and staff, before working with the Search Committee to finalize the Executive Director position profile.
- The position profile was approved on October 8, 2024, and Koya began outreach to over 380 contacts within their network, referrals, and the library's own network and outreach.
- The position profile was posted using listservs and posting sites including but not limited to: Job Boards (Institute for Nonprofit Practice, The Black Ivy League), Universities & Colleges with MLS/MILS Programs: Kent State, Rutgers), and library-specific networks (American Library Assoc.)
- 44 individuals expressed interest in the position with 33 submitting applications.
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  - Of those who disclosed, the candidate pool represented 45% People of Color, 55% White, 37% Male, 60% Female, and 3% Non-binary. Eight candidates also self-identified as members of the LGBTQIA+ community.
- The Search Committee reviewed eleven applications in detail. Those applications that did not move forward lacked a library sciences degree or did not bring management experience.
- Before First Round Interviews were conducted, a survey was sent to the community to learn more about their desired qualities and qualifications and to gather questions to be considered for candidate interviews
  - Over 200 responses were received; responses were synthesized and delivered to the Search Committee via this presentation. All raw data was also shared.
  - Koya also held Community office hours; 4 people attended.

### First Round Interview

- Six candidates were invited to first round interviews which were 60 minutes via Zoom video. These were conducted between 1/13 – 1/17/2025.
- In first-round interviews, every candidate was asked the same questions based on the responsibilities and characteristics required and preferred which were outlined in the position profile.
  - Note: Candidates were given the questions in advance of their interview to prepare. First-round interview questions were informed by a community survey, leadership staff, and Board input.
- The Search Committee debriefed first-round interviews and decided to invite four candidates to second-round interviews.

### Second Round Interview

- Four candidates were invited to second-round interviews; one candidate withdrew from the search process before interviewing.
- Second-round interviews were 75 minutes via Zoom video and occurred 2/10-2/11/2025. In the second round of interviews, candidates were asked to prepare a 10-minute opening statement on their

leadership and anti-racism philosophy and work. All other questions varied amongst candidates based on their opening statements and follow-up questions from first-round interviews.

### ***Search Committee Recommendation***

- The Search Committee met on 2/12 after second-round interviews concluded and determined their recommendation to the Board is to invite all three candidates to the final round of interviews based on the candidate strengths including:
  - Passion for and demonstrated experience with the mission and values of Oak Park Public Library, including commitment to anti-racism;
  - Senior leadership level in libraries and library-specific expertise including experience managing the operations aspect of libraries from facilities to finances;
  - History of empowering, supporting, and resourcing staff;
  - Experience working within the broader community both with patrons and potential patrons, as well as with partner organizations, elected and unelected officials, and media.

### ***2/18 Board Meeting***

- The Board unanimously approved the Search Committee's recommendation to invite all three candidates to the final round of interviews.
- Finalists will be invited to half-day in-person interviews at the Oak Park Public Library. Final interviews will include time with the current Co-Interim Executive Directors, a panel interview with the staff Directors, a meet and greet with all staff, and a panel interview with the Board.
- Before interviews, Koya will conduct 360-degree reference checks on candidates and share full reports with the Board.
- Following in-person interviews, Koya will collect feedback from all staff, staff Directors, and the Board and create a report for the Board's review.
- The Board will meet in March to review all feedback and the entirety of the search before voting to make an offer to a candidate for the position of Executive Director.

***Note: The projected timeline for this search originally shared with staff indicated that the search would likely conclude in February 2025. At this time, it is expected the search will conclude in March 2025 barring any unexpected circumstances.***