

Item 2: City Librarian Recruitment Update

Christina Brusaca

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Koret Auditorium





Overview

- Request for Proposals (“RFP”)
- Scoring Matrix
- Next Steps

Request for Proposals

- Step 1 Complete
- DHR issued an RFP
- DHR received three proposals

Step 1



Request for Proposals

Commission requests proposals from approved list of Executive Search Firms

Step 2



Review and Selection of the Firm

Commission reviews
proposals and selects a
Firm

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

The Department of Human Resources, on behalf of the San Francisco Public Library Commission ("Commission"), is soliciting a proposal to assist the Commission in selecting a City Librarian. The successful firm will undertake a national search for highly qualified candidates including, facilitating community engagement processes; developing a candidate profile; developing an electronic recruitment brochure; providing outreach and other marketing services; screening of candidates; developing and presenting qualified candidates to the Commission for consideration; developing and facilitating the candidate interview process with the Commission; and conducting initial vetting of the finalists prior to presentation to the Mayor. Please submit your proposal via email to Christina.brusaca@sfgov.org by **Wednesday, May 2, 2018 2:00 p.m. PDT**.

Background

About The Library

The San Francisco Public Library ("SFPL" or "Library") has been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. SFPL embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all members of the community. Through a robust array of services and programs, the Library places an emphasis on literacy and learning, digital inclusion, social justice, equity, and healthy communities. The SFPL system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

SFPL includes the Main Library, an anchor institution in the city's civic center, two administrative services buildings and twenty-seven branch libraries that serve all neighborhoods throughout San Francisco ("the City"). With a collection of more than 3.5 million items, and circulation exceeding 10 million each year, SFPL serves over 6.5 million visitors annually.

About The Position

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Under the general policy and fiscal/budget direction of the Library Commission, the City Librarian will be responsible for planning, managing, and directing the Library's operations; developing and implementing Library's policies and procedures related to all areas of Library's services and programs; overseeing the department's annual operating and capital budget of approximately \$160 million; ensuring the provision of effective public services to meet today's evolving diverse community need; and representing the Library externally to City agencies, policymakers, community organizations, and other stakeholders.

Along with leading a strong executive leadership team, the City Librarian will continue to advance SFPL's strategic priorities: Literacy and Learning, Youth Engagement, Partnerships for Excellence, Organizational Excellence, and Digital Strategy to ensure that "SFPL remains a welcoming, vital, and integral part of San Francisco life."



Evaluation Criteria

1. Recruitment experience;
2. Stakeholder involvement;
3. Recruitment approach;
4. Understanding and awareness of challenges;
5. Firm's experience; and
6. Schedule and cost.

Scoring Matrix



Evaluation

- DHR created scoring matrix
- Commission determines the weighting of each criterion



Scoring Matrix Weighting

City Librarian Recruitment Vendor Proposal Evaluation Criteria

Proposal Evaluation Criteria and Weighting	Weight
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry	
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment	
3. Approach for the recruitment and selection of candidates	
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position	
5. Experience and expertise of the firm's team that will be involved in the recruitment process	
6. Proposed schedule and costs	
Total	100%



Recruitment Experience

- **Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry**
 - Does the firm have demonstrated experience in recruiting similar positions?
 - Is the recruitment of similar position(s) recent?



Stakeholder Involvement

- **Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment**
 - Does the contractor’s proposal effectively involve the commission in the development of the candidate profile?
 - Does the contractor’s proposal effectively involve relevant community groups in the development of the candidate profile?
 - Does the contractor’s proposal effectively involve stakeholder groups in the development of the candidate profile?



Recruitment Approach

- **Approach for the recruitment and selection of candidates**
 - Does the firm's approach for the recruitment and selection of candidates align with your expectations?



- **Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position**
 - Does the firm have an understanding and awareness of the challenge in recruiting highly qualified candidates to San Francisco (a high cost city)?
 - Does the firm understand the importance of the roles of community stakeholders?
 - Does the firm understand the political climate in San Francisco?



Firm's Experience

- **Experience and expertise of the firm's team that will be involved in the recruitment process**
 - Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?



- **Proposed schedule and costs**
 - Is the timeline for the recruitment and selection of qualified candidates reasonable?
 - Are the costs associated with the recruitment and selection process reasonable?

Next Steps



Actions to Complete Today

- Commission to discuss scoring matrix and determine weighting
- Commission to adopt scoring matrix with specified weighting
- Commission to delegate proposal review to DHR



Scoring Matrix Weighting

City Librarian Recruitment Vendor Proposal Evaluation Criteria

Proposal Evaluation Criteria and Weighting	Weight
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry	
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment	
3. Approach for the recruitment and selection of candidates	
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position	
5. Experience and expertise of the firm's team that will be involved in the recruitment process	
6. Proposed schedule and costs	
Total	100%



Example #1

Proposal Evaluation Criteria and Weighting	Weight
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry	50
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment	10
3. Approach for the recruitment and selection of candidates	10
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position	10
5. Experience and expertise of the firm's team that will be involved in the recruitment process	10
6. Proposed schedule and costs	10
Total	100%



Example #2

Proposal Evaluation Criteria and Weighting	Weight
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry	30
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment	30
3. Approach for the recruitment and selection of candidates	10
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position	10
5. Experience and expertise of the firm's team that will be involved in the recruitment process	10
6. Proposed schedule and costs	10
Total	100%



Next Steps

- DHR convenes a panel to review proposals using the weighted selection criteria
- DHR recommends highest scoring proposer at the next Commission meeting for possible action (June)
- DHR drafts agreement
- Tentative: Recruiter attends July meeting

Questions?