

**SAN FRANCISCO PUBLIC LIBRARY  
CITY LIBRARIAN  
EXECUTIVE SEARCH TIMELINE**  
*(Includes Special Commission Meeting Date on 12/6/18)*

	<b>Proposed Tasks</b>	<b>Proposed Timeline</b>	<b>Tentative Dates</b>
<b>1</b>	Initial meeting with Library Commission, Chief Operating Officer, and Mayor or her designee.	Week 1	September 27 with SFPL Internal Search Team & <b>October 18, 2018</b> with the SFPL Library Commissioners
<b>2</b>	Launch the community stakeholder engagement process; facilitate public & library staff meetings; and conduct community-wide survey. Interview other key stakeholders as identified by the city.	Weeks 1-3	Proposed dates for Community Stakeholder Engagement Meetings, <b>November 7, 8, 10, 2018</b>
<b>3</b>	Development and approval of recruitment profile, work plan and detailed time schedule.	Weeks 2-4	Proposed Special Library Commission meeting for <b>December 6, 2018</b> to approve profile and review results of stakeholder engagements
<b>4</b>	Placement of national advertisements in major professional publications and general circulation newspapers as needed.	Weeks 3-4	Week of December 10, 2018
<b>5</b>	Candidate recruitment (national recruitment 7 weeks). A search update will be provided at the mid-point of the recruitment period.	Weeks 4-11	December 17 – February 1, 2019
<b>6</b>	Candidate evaluations by search consultants.	Weeks 9-12	February 4 – February 15, 2019
<b>7</b>	Presentation of Recruitment Report to include top (6-10) candidates for Library Commission consideration and selection of semifinalists.	Week 13	<b>Week of February 18, 2019</b>

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<b>8</b>	Semifinal candidates participate in interview/selection process. Final Candidates selected.	Weeks 14-15	Week of March 4, 2019
<b>9</b>	Finalist interviews with the Mayor or her designee.	Weeks 15-16	Week of March 11, 2019

***Adjustments May Be Made to This Timeline as Needed***

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