

# Request for Proposals: Library Planning Consultant

## Introduction

In order to position Guthrie Memorial Library – Hanover’s Public Library for a successful and sustainable future, the Borough of Hanover seeks a qualified library researcher and consultant to develop data-driven recommendations about library matters and future goals. Consultants must demonstrate, by past experience and a statement of understanding of the work: a thorough understanding of library governance and funding models in Pennsylvania including local, regional, county, and state relationships; a future-oriented understanding of library buildings, operations, services, programs, and technology; skill as a facilitator of library stakeholder groups; skill in collecting and aggregating data regarding community demographics and library perceptions among the public.

## Project Overview and Objectives

Guthrie Memorial Library – Hanover’s Public Library is a public library run as a department of the Borough of Hanover, governed jointly by Hanover Borough Council and the Library’s Board of Governors. The property that the library is located on was deeded to the Borough of Hanover on the condition that the property be used as a library and for no other purpose. The deeds contain language that if the properties are not used as a library, then they will revert to the grantors. These two governing bodies are currently working together as part of a Library Work Group, a committee comprised of representatives from key library stakeholder groups that are slated to meet once a month through June 2022 to discuss five key areas of library sustainability: 1) library governance, 2) regional relations, 3) library operations, 4) library building, 5) library budget.

This Library Work Group held its first meeting in September 2021 and has made some progress, but many of the questions regarding planning the library’s future require the collection and aggregation of data about the library’s users and the greater Hanover community that we do not currently have.

Guthrie Memorial Library is currently a member (not a branch) of York County Libraries. The Borough has recently employed a new Director (August 2021) and typically employs about 15 part-time and full-time staff, with an operating budget of about \$1 million, excluding debt service and capital expenses.

## Scope and Deliverables

The development of plans for repair of the library building and a potential co-location of other municipal functions at the Library has recently begun, under the stewardship of the Public Works Committee of Hanover Borough Council. The Library Work Group is charged with providing recommendations on the first stages of this library building assessment, as well as in the other key areas identified above.

Consultant’s deliverables should include, but are not limited to:

1. Development and execution of various data collection techniques to determine the needs, desires, praise, and concerns of current library users as well as community members in our service area who are currently non-users of the library. Could include surveys, focus groups, compilation of demographic data, etc.

2. Recommendations for how to increase library support in the community, particularly with respect to municipalities outside of the Borough of Hanover but still within the Library's state-defined service area.
3. Objective, data-driven recommendations regarding the library's future sustainability in each of five key areas: 1) library governance, 2) regional relations, 3) library operations, 4) library building, 5) library budget.
4. Regular attendance at Library Work Group meetings to report on progress and results. Occasional attendance at other key meetings (e.g. Board of Governors, Borough Council) may also be useful.

### Proposal Contents

Interested parties are asked to provide the following:

1. A statement of the consultant's understanding regarding the work requested, including the tasks and timetable required for the development of deliverables.
2. A statement demonstrating the consultant's qualifications to undertake the project, including past experiences in future planning for public libraries.
3. An estimate of the hours required to complete the deliverables.
4. A cost estimate for the project, including the consultant's hourly rate and estimated travel costs.
5. A list of references and contact information for which the consultant has done similar work.

### Timeline

Proposals should be submitted to Shanna Hollich, [shollich@yorklibraries.org](mailto:shollich@yorklibraries.org) by March 4, 2022.

Contract is expected to be awarded on March 23, 2022 and all work is expected to be completed by July 1, 2022.

Consultant is expected to attend regular meetings of the Library Work Group on April 18, May 16, and June 20 to provide updates and reports on progress.

Please refer any questions to Shanna Hollich, [shollich@yorklibraries.org](mailto:shollich@yorklibraries.org).