

RFI 2026-01

BALTIMORE COUNTY PUBLIC LIBRARY
PURCHASING DEPARTMENT, FACILITIES SERVICES
320 YORK RD
TOWSON MD 21204-5179



**BALTIMORE COUNTY
PUBLIC LIBRARY**

REQUEST FOR INFORMATION FOR
INTERIM/ CONTRACT EXECUTIVE DIRECTOR

RFI 2026-01

Issue Date: **February 12, 2026**
Due Date: **March 18, 2026, 3:00 PM (EDT)**

Dave Otto, Purchasing Agent
Phone: 410.887.6155
Email: tdotto@bcpl.net

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Summary Submission Information

1. OBJECTIVE AND BACKGROUND INFORMATION

The Baltimore County Public Library (BCPL) Board of Library Trustees is requesting information from qualified candidates for an Interim/Contract Executive Library Director as detailed in the section titled Executive Director position description.

This is a Request for Information only; this RFI is issued by BCPL Board of Library Trustees solely for its information and planning purposes, and the RFI does not commit BCPL Board of Library Trustees to contract for any services whatsoever. Those who respond to this RFI should not anticipate feedback about its submission. The information requested in this RFI has been developed as part of a preliminary planning effort and should not be construed as requirements for a future solicitation.

BCPL is a nationally recognized, award-winning public library system that operates 19 branches and one Administrative Office. The Board of Library Trustees is comprised of seven members appointed by the County Executive.

The Administrative Offices are located at 320 York Road, Towson, MD 21204. BCPL is a quasi-independent agency of Baltimore County Government.

Baltimore County Public Library employs approximately 550 employees, 300 full time, and 250 part time, in approximately 75 positions.

Baltimore County Public Library serves a population of approximately 845,000 county residents, providing equal access to library services for the entire community through 19 physical locations as well as outreach services, mobile library services, and online resources. Baltimore County Public Library Fiscal Year 2026 approved budget was for approximately \$50,000,000. The fiscal year begins on July 1st and ends on June 30th.

The Interim/Contract Executive Director reports to the Board of Library Trustees and is responsible for implementing the strategic direction set by the Board and overseeing all aspects of BCPL's administration and operations, programming, and services, fundraising and financial management, facilities and technology management, and human resources and labor relations, including general oversight of all staff.

The former Executive Director separated from the system on December 9, 2025. The Board of Library Trustees desires to recruit and hire an Interim/Contract Executive Director as soon as possible. This position is intended to serve in an interim capacity, until a formal search process for a new Executive Director can be completed. The term of the interim position is expected to be 6 to 8 months, with the possibility of extension if needed. The intent of this Request for Information is to garner information from qualified applicants to aid in the recruitment process.

Responders should be experienced as executive and senior-level management positions in libraries, local government agencies, independent government agencies and counties, or educational institutions and large nonprofits.

Summary Submission Information

2. CONTACT INFORMATION

Submissions, questions, and inquiries should be directed in writing to:

Dave Otto
Purchasing Agent
Baltimore County Public Library
320 York Rd.
Towson, MD 21204
tdotto@bcpl.net

3. SCHEDULE

- | | |
|---------------------------------|----------------------------------|
| 3.1. RFI Issued | February 12, 2026 |
| Deadline to Submit Questions | February 26, 2026, 3:00 PM (EST) |
| Addendums Posted (if necessary) | March 04, 2026 |
| Deadline for Submissions | March 18, 2026, 3:00 PM (EDT) |
- 3.2. The deadline to submit any questions regarding this RFI must be submitted in email to the Purchasing Agent indicated in Section 3.1 by February 26, 2026, 3:00 PM (EST). Any questions received after this time will not receive a response. The Purchasing Agent will acknowledge that emails concerning questions have been received. Answers to any questions will be made as an Addendum and posted on the BCPL Bid Opportunities website <http://www.bcpl.info/about-us/bid-opportunities> by the end of day March 04, 2026.
- 3.3. All submissions are to be received by the Purchasing Agent or member of the Facilities Services Department of Baltimore County Public Library, Towson location March 18, 2026, 3:00 PM (EDT). All responses will be marked by the time and date received. Proposals that arrive after the 3:00 PM deadline will not be considered.

4. SUBMISSION OF INFORMATION

- 4.1. Submissions should include (1) signed original and four (4) photocopies submitted to the Purchasing Agent. Applicants should allow sufficient time for their response to be received. The responses will be date stamped by the BCPL purchasing agent as they are delivered. Any submission received after the date and time indicated in Section 3.3 will not be considered.
- 4.2. Oral submissions, either phone or in person, faxed or email submissions are invalid and will not be considered.
- 4.3. Submissions should be prepared simply and economically, providing a straightforward, concise description, and include all requested information. They should be printed on recycled paper if possible; staples, clips or rubber bands are preferred to ring binders and unnecessarily elaborate brochures, or other expensive visual presentations are neither necessary nor desired. Each page of the response should be consecutively numbered.

Summary Submission Information

4.4. Submissions must be submitted using the label provided in this bid package. Copies of the label must be used for multiple packages.

4.5. The submissions will be reviewed by the Board of Library Trustees, and may include other staff.

5. **REFERENCES**

5.1. The responder should provide a minimum of three (3) references who can attest to the responder's ability to provide the services and skills requested. References should be current (having taken place within the past five [5] years,) and the name of each references firm, contact person, and telephone number and email is required.

6. **CAPABILITIES AND SPECIFICATIONS**

6.1. The submission should include a review of the following:

- Prior experience(s) as a library director or administrator, or as an administrator in a related governmental or educational institution
- Other related or relevant work experience(s)
- Timeframe regarding availability and duration of tenure if selected as BCPL interim director
- Other qualifications including education (as described in the attached job description)

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Bid Reply Label

*CUT OUT AND
SECURE TO THE
OUTSIDE
OF YOUR RESPONSE
ENVELOPE.*

REQUEST FOR INFORMATION

Date: March 18, 2026, 3:00 PM (EDT)

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REQUEST FOR INFORMATION FOR
INTERIM/ CONTRACT EXECUTIVE DIRECTOR

=====

TO: Baltimore County Public Library
Purchasing Department
320 York Rd
Towson, MD 21204

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Cover Sheet

8. COVER SHEET
To be submitted with RFI response

Name: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature _____ Date _____

Print Name _____ Title _____

Executive Director Position Description



Position	Position Type
Executive Director	Full-time
Location	Reports To:
Administrative Offices	Board of Library Trustees

Job Summary

Reporting to the Board of Library Trustees and working closely with Baltimore County Government, the Executive Director has administrative responsibility for Baltimore County Public Library (BCPL), overseeing all areas of the library’s operations. The Executive Director is responsible for managing library services and programs that respond to community needs; communicating a vision of public library service to the public, staff, Board of Library Trustees, and public officials; and submitting an annual budget to Baltimore County government. The Executive Director develops and establishes partnerships throughout the County, and works collaboratively at the local, state, and federal levels, including elected officials, agencies, community groups, businesses, and library leaders.

Essential Functions

Has overall administrative responsibility for library system operations. Establishes a clear vision for the direction of the organization. In consultation with library staff and administration, sets annual goals for customer service and community engagement, and monitors progress through the analysis of data and metrics. Directly supervises, evaluates, and monitors the performance of direct reports. Is responsible for overseeing the outcomes of the following administrative functions:

- **Customer Experience:** Works with the Chief Public Services Officer to develop and refine direct public services and support services such as Collections, for users of library branches.
- **Community Engagement:** Works with the Chief External Affairs Officer to ensure effective marketing of library services, as well as a robust delivery of programs and outreach for all ages. BCPL has an ambitious capital project pipeline and will need robust support fundraising for current and future initiatives. Works with the Director of Development to enhance relations with the Foundation for BCPL and Friends groups and build a base of donors who can

Executive Director Position Description

provide supplemental funding and support for the library system.

- **Support Services:** Works with the Chief Operations Officer to ensure ongoing planning, investment, maintenance and development of capital assets and infrastructure, including facilities and technology.
- **Diversity, Equity, and Inclusion:** Works with the Director of Diversity, Equity, and Inclusion to ensure the library is leading and serving its diverse community with an equity lens, and that library resources are allocated equitably.
- **Fiscal Services:** Works with the Director of Fiscal Services to prepare the annual operating and capital budgets and align it with the evolving needs of the community, library system, and Baltimore County administration. Ensures the library organization is being an ethical steward of public dollars.
- **Human Resources:** Works with the Director of Human Resources to allocate staffing resources and establish effective staffing practices and personnel policies. Oversees job classification and salary schedule adjustments, ensuring that personnel dollars are expended equitably and competitively. Provides executive leadership for labor relations, including collaboration with bargaining units, oversight of negotiations, and resolution of workforce issues in partnership with County, HR, Board of Library Trustees, and legal representatives.

Facilitates Library Executive Team and Library Leadership Team meetings with library administration, and branch and department managers to determine goals, strategies and work plans that meet community needs. Consults and advises regarding policy, procedures and other activities, always prioritizing system cohesion and unity. Continuously looks for ways to improve effectiveness and efficiency within each branch and department and in relation to other operations within the system.

Fosters and maintains effective communication with key stakeholders, which include library staff and administration, customers, community members, elected officials, partners, and community groups and agencies. Works diligently to enhance and strengthen relationships with groups directly tied to the financial stability of the library and its ability to be responsive to community needs, including the Board of Library Trustees, Foundation for BCPL Board, Baltimore County Government, State of Maryland officials as well as elected officials, and others. Addresses concerns from the public.

Works collaboratively with Baltimore County Government and department directors to meet community needs. Attends monthly County Executive Senior Leadership Team meetings, keeps the County Administrative Officer apprised of new/large library initiatives, and provides stakeholder information to County Council members annually and as needed when issues arise.

Consults with the Board President to set agendas for monthly Board of Library Trustees meetings. Works with the Board of Library Trustees' Executive Committee on operating and capital budget and strategic library issues. Actively participates in formulating

Executive Director Position Description

system policies/procedures for approval by the Board of Library Trustees. Interprets policy and procedure.

Advocates for the library by making presentations, attending community/business meetings, building partnerships, serving on Boards and committees, and staying aware of legislative and public policy issues that may impact the library. Stays abreast of government, technology and demographic trends that may impact workplace operations, as well as trends and new developments in public libraries, urban public libraries, and management.

Knowledge and Abilities

Excellent internal and external communication skills that inspire and motivate; the ability to develop and implement a shared vision of innovative library service; skill in building and maintaining effective relationships with the Board of Library Trustees, staff, Friends, Foundation for BCPL, local officials, and community leaders; experience in strategic visioning and planning; sound fiscal management; and successful experience implementing services and programs. Proven experience reporting to a policy-making Board, and success in collaborating with county or municipal officials are highly desirable.

Demonstrated leadership and management achievements, in previous library settings, in the community, and in professional organizations and activities. Ability to establish and maintain effective working relationships with government officials, Board of Library Trustees, community stakeholders, customers and staff. Ability to plan and coordinate the work of others. Ability to write and speak clearly, concisely and effectively. Ability to understand and analyze financial and budget reports and prepare and maintain budgets. Ability to effectively solve problems by using systems and strategic thinking. Sets standards for effective work behaviors and demonstrates them consistently. These standards include flexibility, initiative, professionalism, trustworthiness, good judgment, a good sense of humor, a commitment to teamwork, and dedication to public service.

Minimum Requirements

- Master's Degree in Library/Information Science from an ALA-accredited program and a comprehensive knowledge of public library operations normally acquired through a minimum of nine years of management experience in a complex library or nonprofit organization.
- Must have or be able to acquire and maintain professional librarian certification from the State of Maryland
- Must have a driver's license in good standing and independent transportation.
- Must be available evenings and weekends as workload demands.
- Must be able to travel throughout the system, in Maryland, and out of state to attend meetings and conferences.

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Physical Requirements (with or without reasonable accommodation)

- Ability to sit for extended periods of time
- Ability to use computer for extended periods of time

Telework Eligibility: Eligible for Regular and Temporary Telework per library policy

FLSA Status: Exempt

Bargaining Unit Status: Ineligible

Grade: N/A

This job description is intended to provide a representative summary of essential functions and responsibilities of this job. The Board of Trustees reserves the right to change, modify, delete, and supplement job duties based on the organization's needs.

Updated: January 2026