



Request for Proposals (RFP)

Legal Services for Niles-Maine District Library

I. Introduction

The Niles-Maine District Library, a public library district organized under the Illinois Public Library District Act (75 ILCS 16/), is seeking proposals from qualified attorneys or law firms to provide ongoing legal representation. The District serves approximately 59,000 residents with an annual operating budget of \$9.9 million dollars.

The Library Board of Trustees is responsible for governance and oversight of the Library District and seeks legal counsel to advise on a wide range of issues including governance, contracts, and employment law.

II. Scope of Services

The selected attorney/firm will provide legal services including, but not limited to:

1. **Governance & Board Support**
 - Provide counsel to the Library Board of Trustees and administration regarding the Illinois Public Library District Act, Open Meetings Act, Freedom of Information Act, Local Records Act, and other applicable laws.
 - Attend Library Board meetings (regular, special, and committee meetings) upon request.
 - Draft and review board bylaws, policies, ordinances, and resolutions.
2. **Employment & Labor Relations**
 - Provide counsel on personnel policies, employee discipline, hiring, termination, and workplace investigations.
 - Advise on compliance with state and federal labor and employment laws.
3. **Contracts & Business Matters**
 - Draft and review vendor, service, intergovernmental, and construction contracts.
 - Provide legal review of purchasing, leasing, and real estate transactions.
 - Advise on insurance, liability, and risk management issues.
4. **Litigation**
 - Represent the Library in litigation as approved by the Board of Trustees.
 - Coordinate with the Library's insurance counsel when applicable.
5. **General Counsel**

- Respond to legal inquiries from the Library Director or Board.
- Provide training to trustees and staff on legal matters (e.g., OMA, FOIA, labor law).
- Keep the Library apprised of new and changing laws relevant to library operations.

III. Qualifications

Respondents should demonstrate:

- Experience representing Illinois public library districts, municipalities, school districts, or other units of local government.
- Familiarity with the Illinois Public Library District Act, Illinois Open Meetings Act, and Illinois Freedom of Information Act.
- Strong background in employment law and public sector governance.
- Availability to attend evening board meetings on occasion, as required.

IV. Proposal Requirements

Proposals should include:

1. Cover letter and introduction of the attorney/firm.
2. Description of relevant experience with public libraries or local government entities, and labor laws.
3. List of attorneys who would provide services, including résumés/CVs.
4. Examples of recent, relevant legal work for public sector clients.
5. Proposed fee structure (hourly rates, retainer options, other billing practices).
6. Disclosure of any potential conflicts of interest.

V. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Demonstrated knowledge of laws applicable to Illinois library districts.
- Cost of services.



VI. Submission Instructions

- **Deadline for proposals:** Wednesday, October 8, 2025 at 5pm (CST).
- **Format:** One electronic PDF copy emailed to vmarshal@nileslibrary.org
- Questions regarding this RFP may be directed to Valerie Marshall, Executive Director (vmarshal@nileslibrary.org; 847-663-6401) no later than October 3, 2025.

VII. Terms

The Library District reserves the right to reject any or all proposals, to request additional information from respondents, and to select the proposal(s) that, in its judgment, best meet the needs of the District. Selection will be made by the Library Board of Trustees.