

Independent Contractor: Analytics Support
August 2025
PALNI



Overview:

The Private Academic Library Network of Indiana (PALNI) is seeking an Analytics expert to provide consultative services and analytics support for the systems migration as an independent contractor for a one-year contract.

Services sought:

- Provide reporting, reports, dashboard, and analytics services to individual PALNI libraries to support the Open Systems Initiative migration and implementation, as approved by the associate director
- Provide approved analytics and reporting processes/solutions assistance for PALNI-wide reporting
- Create and maintain documentation for approved analytics processes/solutions
- Advise the associate director as requested on analytics, reporting, and data-related issues for vendor provided products
- Provide project updates and reports as requested
- To provide these services, the Analytics consultant will:
 - Conduct necessary consultative meetings with supported institutions to obtain the required information to successfully supply the services above
 - Attend meetings when requested by the associate director to provide specified analytics migration and implementation services defined in the contract

A successful contract bid will have these Skills & Qualifications and be able to demonstrate how you will meet the requested services:

- Demonstrated understanding of reporting needs and requirements of academic libraries
- Familiarity with OCLC reporting, Koha reports, COUNTER, Microsoft BI, ACRL, IPEDS, Metabase, and other relevant academic reporting platforms and sources
- Demonstrated experience with report design and data analysis
- Awareness of consortial reporting needs
- SQL knowledge preferred
- Excellent communication and organizational skills

References: Please include one or more references who can attest to your ability to perform these requested services.

Work Arrangement: The Independent Contractor operates remotely, providing their own computer equipment, software, and internet access. The Independent Contractor is expected to meet with the PALNI Associate Director on a regular basis, but not less than monthly, to provide requested project updates. The Independent Contractor is not an employee of PALNI.

Compensation and Contract Term: Independent Contractor shall invoice PALNI on a monthly basis for Services performed. Fees are paid monthly, with the Independent Contractor providing services for agreed-upon hours during the term of the Independent Contractor Agreement. The term of this contract will be one year. The total budget for this project is \$15,000.

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Expressions of Interest: All interested and qualified individuals are invited to submit a cover letter, resume or portfolio, proposal, and three professional references to exec@palni.edu. Proposals should include a comprehensive budget, specifying the total bid amount as well as a breakdown of costs by deliverable, hourly rate, or milestone. Competitive pricing will be a key factor in our evaluation. **We will begin reviewing proposals on September 15, 2025.**

About PALNI: The [Private Academic Library Network of Indiana \(PALNI\)](#) is a 501(c)(3) owned by 24 private academic institutions. This library-to-library collaboration strives to provide high-quality support for student learning and effective teaching aligned with our institutional missions. Through the “Power of PALNI,” each school benefits from reducing duplication of efforts and achieving greater quality, value, and support.

PALNI does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation.