

CITY OF MT. SHASTA REQUEST FOR PROPOSAL

The City of Mt. Shasta (City), via the Library Tax Advisory Council (also referred to as Library Board), is seeking a qualified candidate to operate and manage the Mt. Shasta Branch Library. The Mt. Shasta Branch Library is a component of the Siskiyou County Library system with Siskiyou County providing backbone library services and coordination and the City of Mt. Shasta providing day-to-day operational needs.

A successful candidate for this service will have as its principal an individual with strong managerial background and skills. The candidate should have included on their team, personnel with knowledge of library functions through training and experience as a librarian or library tech or work experience in a library environment. Strong people skills are a must as this person will coordinate with the Library Board, Director of Finance, the City Public Works Department personnel, library volunteers and Friends of the Library Groups, the County librarian and staff, and the library clientele. Ability to develop and implement an operational budget is necessary.

The City anticipates operating the Branch Library afternoons and/or evenings five or six hours per day six days per week and requires staffing during those times. Staffing is likely to be supplemented by volunteers when available, but candidate must cover the base hours.

AGENCY DESCRIPTION

The City of Mt. Shasta is a full service city located in southern Siskiyou County approximately 55 miles north of Redding and approximately 60 miles south of the Oregon border on Interstate 5. The Mt. Shasta Branch Library is a 4,800 square foot facility with several thousand volumes and 12 public computers. The Branch is tied into the Siskiyou County cataloging and servicing network, and anticipates utilizing an automated checkout station. The City has adopted a Transactions and Use Tax of .25% which provides funding for the Mt. Shasta Branch Library, and created a Library Advisory Committee (Library Board) to manage the library and to recommend a budget to the City Council for the appropriation of these funds.

Proposals should include required compensation for base hours of operation, oversight, and overhead costs. The principals and employees of candidate will not be City employees nor eligible for City benefits, unless negotiated prior to selection.

EXPECTATIONS AND APPLICATION DEADLINE

The successful firm or individual(s) is expected to provide the following services to the City of Mt. Shasta and its Branch Library.

1. Management and Oversight

Responsibilities will include supervising the overall operation and services of the branch library; supervising and/or performing a variety of patron and circulation assistance services; coordinating library events and programs including those of the Friends of the Library and volunteer groups; responsibility for coordinating building security and cleaning of the facility; assisting with compiling information for statistical summaries and reports; assisting the City in the preparation of the branch library operating budget; and performing a variety of reporting, correspondence, and management tasks; and acting as a liaison with the City's Library Advisory Committee. The City of Mt. Shasta maintains the Library building and facility, and candidate will only be responsible for personnel and oversight, and coordinating maintenance needs with the City Public Works Department.

2. Staffing

An Executive Director will manage the library including the hiring and firing of staff. The Executive director will be one member of a three person operations committee as a voting member along with a Library Tax Advisory Committee member and a Friends of the Library member. This structure allows the City to develop, train and retain our library personnel. In addition to management duties performed, the team should have at least one person with Branch Library Assistant or Library Technician skill levels or the ability to take classes on library skills. The person shall be on site and available the majority (51%) of the Library operating hours. These functions can be performed by the principal of the candidate, provided both responsibilities can be accomplished efficiently.

Staff members should be capable of the following tasks:

- Assure the smooth and efficient operation of a county branch library.
- Train and supervise other branch staff and volunteers.
- Work cooperatively with Friends of the Library, The Library Board, the City of Mt. Shasta, the County Library and other local libraries.
- Provide circulation and basic reference service and assists visitors in the use of the library's equipment and other services.
- Assist in the branch implementation and use of the County Library's infrastructure "backbone" services.
- Develop information handouts, webpage updates, posters, and public information releases regarding branch library policies, services and special events.
- Monitor expenditures, maintain required branch statistics, and prepare reports as needed.

Essential functions would include: answering questions; checking out materials for circulation; issuing library cards; collecting monies for overdue and damaged

books and media; receiving and transmitting patron requests for books, media, and information; finding and reserving books and media for circulation; assigning work to volunteers groups; compiling information for statistical summaries and reports; packing and unpacking shipments of materials, notifying patrons of special orders received; re-shelving returned material; preparing periodicals for patron use; assisting with reference services; obtaining detailed information about patrons' reference requests and needs; instructing patrons in the use of Library resources and Library rules and procedures; maintaining account records of monies collected; performing other duties related to the day-to-day operations of the library.

3. Planning

The candidate or its principal will work with the Library Board to develop an operational budget for the Library that includes day-to-day operations and long term maintenance and possible expansion of the physical facility and services. The Candidate will also work with the board on strategic planning and with city staff on building improvements and financial reporting procedures.

4. Reporting Structure

The candidate will report to the Library Board and should understand the technical aspects of library operations and services. The candidate will coordinate interaction with the Siskiyou County Librarian and the County-provided backbone services. The candidate will also need to coordinate with city staff on building and financial procedures.

Contents of Response

The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to, the following:

- General statement by the firm or individual about the proposal including an understanding and general approach to accomplishing the work as outlined. The statement should demonstrate the experience and qualifications to perform the required duties.
- Specifically substantiated statement of the firm or individual's qualifications to perform the work.
- Identification and designation of the principals who would be available to perform the work, including resumes documenting their experience and competence to perform that work. Include a contact person with telephone number.
- General costs proposal including identification of basic work tasks.
- A list of the firm's rate structure for services.

- List of references specifically for which similar services have been provided
- Five copies of the response to Request for Proposal not to exceed ten pages,

Evaluation Criteria

The Library Board will review RFP proposals and select and manage the final candidate. Input will also be taken from county librarian, city staff, and friends of the library. The City Clerk will forward copies RFP responses to the Library Board Chairman, for their review and selection.

Term

The term for the agreement shall be for one year from July1, 2016 through June 30, 2017. The agreement can be extended on a year to year basis by mutual consent of the parties.

Consultant Selection

The following attributes will be considered in determining the award of the contract:

- Expertise
- Previous experience and familiarity with rural community libraries.
- Ability to work with a variety of diverse organizations, and constituencies.
- Resumes and availability of key personnel/staff to be assigned to the project
- Proposed agreement, including operational plan outline.
- Detailed outline of cost estimates.

Please note that this will be a competitive selection process.

ADDITIONAL INFORMATION:

Insurance

The form of contract includes standard form insurance requirements and standard form insurance certificates, which are utilized by the Small Cities Organized Risk Effort (SCORE), a self-insurance joint powers agency, of which the City of Mt. Shasta is a member. A copy of SCORE's "Insurance Requirements for Professional Services" is available upon request.

Contract Provisions

City of Mt. Shasta reserves the right to reject any and all proposals, waive any irregularity in the proposals and/or to conduct negotiations with any firms.

Review of materials from the City of Mt. Shasta, are available upon request by contacting the City of Mt. Shasta at 530-926-7510.

Submittal - No faxes will be accepted

Friday, April 29, 2016 at 4:00 p.m.
City Clerk
City of Mt. Shasta
305 North Mt. Shasta Boulevard
Mt. Shasta, CA. 96067

Respectfully submitted,
City Manager
City of Mt. Shasta