

# **CITY OF MT. SHASTA REQUEST FOR PROPOSAL**

The City of Mt. Shasta (City) is seeking 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, as well as a 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 City Manager, 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 4000 square foot facility with several thousand volumes and 9 public computers. The Branch is tied into the Siskiyou County cataloging and servicing network, and anticipates utilizing 1 or 2 automated checkout stations. 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 to advise the City Council on the use 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

In addition to management duties performed, at least one person with Branch Library Assistant or Library Technician skill levels shall be on site and available during 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 City of Mount 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; reshelving 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 City Manager and the Library Advisory Committee 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.

#### 4. ADVISORY SERVICES AND COORDINATION

The candidate should have the knowledge to act as a liaison to the Library Advisory Committee on the technical aspects of library operations and services. The candidate will coordinate interaction with the Siskiyou County Librarian and the County-provided backbone services, and report to the City Manager on issues that affect the Library.

#### **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**

City of Mt. Shasta staff will review the proposals to determine those candidates considered to be best qualified and contact references. Interviews will be conducted with representatives from the top candidates by City Staff, County Library staff, and representatives of the Library Tax Advisory Committee.

#### **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 attached as an exhibit.

**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. The City's initial draft of the contract form to be used for agreements is attached (Attachment C). Although the attached draft is subject to revision before execution by the parties, by submission of a proposal or statement of qualifications, the potential contractor indicates that except as specifically and expressly noted in its submission, it has no objection to the attached draft contract or any of its provisions, and if selected will enter into a final agreement based substantially upon the attached draft contract.

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

**Submittal**

January 28, 2:00 pm  
City Manager  
City of Mt. Shasta  
305 North Mt. Shasta Blvd  
Mt. Shasta, CA. 96067

**No faxes will be accepted.**

Respectfully submitted,  
City of Mt. Shasta,  
City Manager