

CITY OF MT. SHASTA REQUEST FOR PROPOSAL

The City of Mt. Shasta (City) is seeking a qualified candidate to act as an independent contractor to manage the library operations and undertake the role of Library Director. The Mt. Shasta Library is a branch of the Siskiyou County Library system which provides circulation and internet support. The City of Mt. Shasta is responsible for fiscal support and for day-to-day operations.

The City of Mt. Shasta is a full-service city located in southern Siskiyou County 60 miles north of Redding and 75 miles south of Ashland, Oregon, on Interstate 5. The Mt. Shasta Branch Library is a 4600 square foot facility with several thousand volumes and 6 public computers. Mt Shasta's Library is part of the Siskiyou County cataloging and servicing network and utilizes one automated checkout station as well as full staff check-out services. The City has successfully passed a 0.25% Transactions Tax measure which has provided funding for the Library for over a decade. A Library Tax Advisory Committee (LTAC) advises the City Council and oversees the use of these funds. LTAC is also the Library Board of Trustees.

A successful candidate for the position of Library Director will have training and/or experience in library sciences. Possession of a Master's Degree in Library and Information Science is preferred, but individuals who possess strong organizational and managerial/leadership skills and who have experience as a librarian, library technician or at minimum, work experience in a library environment will also qualify. Strong people skills are a must as this person will be expected to interact positively with all library patrons, will coordinate with the City Manager, the City Public Works Department, library volunteers, the Friends of the Library, and the County Librarian and his staff. Ability to develop and adhere to an operational budget is required.

The Mount Shasta Branch Library will operate a regular schedule of afternoons, five or six hours per day, six days per week; and occasional mornings and evenings to

accommodate programs and events. Staffing may be supplemented by volunteers when available, but the candidate must cover the base hours.

Proposal Submission

Proposals should include the required compensation for base hours of operation, oversight, and overhead costs. The candidate and their employees will not be City employees or eligible for City benefits.

Expectations and Application Deadline

The successful applicant is expected to provide the following services to the City of Mt. Shasta and its Branch Library:

1. MANAGEMENT AND OVERSIGHT RESPONSIBILITIES:

- serving as the lead librarian
- providing supervision of the operation and services of the branch library
- supervising and/or performing a variety of patron and circulation assistance services
- developing and coordinating library events and programs including those of the Friends of the Library and volunteer groups
- coordinating building security and cleaning of the facility
- monitoring expenditures
- maintaining required statistics and compiling information for statistical summaries and reports
- maintaining account records of monies collected
- developing information handouts, webpage updates, posters, and public information releases regarding branch policies, services, and special events
- assisting the City in the preparation of the branch library operating budget
- performing a variety of reporting, correspondence, and management tasks
- acting as a liaison with the City's LTAC.

The Library Director shall adhere to the principles of the American Library Association Code of Ethics and comply with all city, county, state and federal rules and regulations for public safety.

The City of Mt. Shasta maintains the library building and facility; the Library Director will be responsible for the coordination of maintenance needs with the City's Public Works Department.

2. STAFFING

In addition to management duties, the Library Director will ensure that at least one person with Branch Library Assistant or Library Technician skill levels will be on site and available during the library operating hours; two persons are required to provide services during library open hours, one may be a trained volunteer. These functions can be performed by an assigned principal of the candidate, provided both responsibilities can be accomplished efficiently.

All staff members should be capable of the following tasks:

- assuring the smooth and efficient operation of a branch library.
- passing a comprehensive background check conducted by the Mt Shasta Police Department
- training and supervision of other branch staff and volunteers.
- working cooperatively with Friends of the Library, the City of Mount Shasta, the County Library, and other local libraries.
- providing circulation and basic reference services and assisting visitors in the use of the library's equipment and other services.
- assisting in the branch implementation and use of the County Library's infrastructure "backbone" services.
- answering questions
- checking out materials for circulation
- issuing library cards
- collecting monies for overdue and damaged books and media

- collecting payments for used book sales
- receiving and transmitting patron requests for books, media, and information
- finding and reserving books and media for circulation
- assigning work to volunteers
- packing and unpacking shipments of materials
- notifying patrons of special orders received
- reshelving returned materials
- preparing periodicals for patron use
- assisting with reference services
- assisting patrons with use of the public and catalog computers
- obtaining detailed information about patrons' reference requests and needs
- instructing patrons in the use of Library resources and Library rules and procedures
- interim janitorial services
- 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 LTAC to develop an operational budget for the Library that includes day-to-day operations and long term maintenance and the 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 LTAC 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 respondent's proposal 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.
- Provide a proposed management structure and the title of each position as well as a proposed budget. This information will allow the review team to evaluate the candidate's logic and understanding of library roles.
- 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.
- Passing a comprehensive background check performed by the Mt Shasta Police Department and ensuring that all staff and volunteers also pass a background check.
- General costs proposal including identification of basic work tasks.
- Please provide references with contact information.
- Provide a resume outlining the candidate's relevant work history and education attainment.

Evaluation Criteria

City of Mt. Shasta staff will review the proposals to determine qualified candidates to be interviewed. Interviews will be conducted by City Staff and representatives of the Library Tax Advisory Committee.

Candidate Selection

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

- Expertise related to library operations as well as management experience.

- Previous experience and familiarity with rural community libraries.
- Ability to work with a variety of diverse organizations, and constituencies.
- Resumes of key personnel/staff to be assigned to staff the library.
- Please note that this will be a competitive selection process.

RFP Due Date

The response to this RFP is due on Friday, September 8th by 5:00 pm.

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

The City of Mt. Shasta reserves the right to reject any and all proposals for any reason, to 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 Manager at 530-926-7510.

Submittal

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