



COUNTY OF NEVADA COUNTY EXECUTIVE OFFICE

Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
(530) 265-7040
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E-MAIL: ceo@co.nevada.ca.us

October 1, 2009

The Honorable Board of Supervisors
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959

DATE OF MEETING: October 13, 2009

SUBJECT: Saving our libraries now and for the next generation – a response to Board Order 09-03

RECOMMENDATION: Approve the Resolution authorizing the Purchasing Agent to solicit a request for proposal (RFP) to provide library services for the County of Nevada and close Board Order 09-03.

FUNDING: Services are funded through a 1/8 cent sales tax adopted by local initiative, the County General Fund, grants and contributions in that order by magnitude. The County is required to contribute \$565,000 of general funds annually.

BACKGROUND: At the June 2, 2009 budget public hearing the Board directed that the County Executive Officer investigate long term solutions to financing library operations. The Board Order specifically states that the CEO is “hereby directed to explore any and all possibilities and management models for a long term remedy to the sales tax decline in the Library system.”

In addition, we monitored sales tax receipts for libraries very closely and have kept the Board and the public well-informed of the increasingly bleak revenue outlook for the libraries. The staff recognized this early on and warned the budget subcommittee and the full Board. The County Librarian recommended, with the CEO's concurrence, cuts in the library system to include closure of the Bear River Library Station and the Doris Foley Historical Library. This recommended action was to preserve the library as much as possible during this severe and extended economic downturn and was a prelude to further cuts in future fiscal years. The Board ultimately decided to keep both operations open minimally and directed the CEO to find a long term solution. Attached is the latest financial analysis of library sales tax trends and the future impact on the Library budget. As you can see even the optimistic expenditure and revenue projections used in this analysis show the Library finances going in the red to the tune of over \$400,000 by June, 2011 and increases substantially from there on out. As you can also see the matter has become urgent.

There has been talk about why doesn't the county contribute more than the required \$565,000 from other general fund sources. In the good years, the county did make some additional contributions, but just as the library sales tax has shrunk so has the county's general fund sources. The good news for the Library is that the \$565,000 cannot be cut because of the library sales tax measure requirements.

There has also been talk about using the County's general fund reserves for bailing out the Library. Board policy is clear on this matter. Reserves are to be used for one time designated expenditures or emergencies like

a natural catastrophe. The Library's problem is ongoing expenditures. This Board policy has served the County well.

Over the last few months, my office has met with the library management staff, the Historical Society, the Friends of the Library, the Library Citizen Oversight Committee and others. These meetings focused on alternatives for the Library system's operation. Often the discussions centered on ways to enhance revenue. An example was a discussion shifting away from a sales tax revenue stream to parcel tax revenue or other tax raising scenarios. These kinds of suggestions while well meaning are not realistic given the economic climate nationally and locally. It also only looks at one side of the equation, the revenue side while ignoring the impact of expenditures.

These meetings though were not without merit and some positive ideas were generated. For example, a discussion was stimulated about collaboration between the County, the Historical Society and the Friends of the Library and the potential for future expanded operation of the Doris Foley Historical Library. No decisions have been made, but there are ongoing discussions and hope for improved and expanded public access.

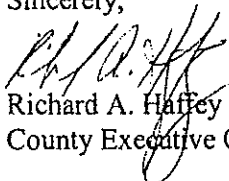
Let's look at expenditures. Again looking at the attached analysis, it shows the growth of expenditures in relation to revenues. This analysis projects expenditures growing over 14% by 2014 while revenues are projected to grow just 8%. This imbalance causes the Library's fund balance to go negative at the beginning of 2011 just as was predicted last spring.

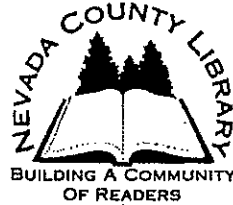
In June of this year, our County Librarian recommended the cuts to Bear River station and Doris Foley previously mentioned. Since those cuts were not made and sales tax collections continue to fall while other general fund sources are also declining, I asked her to recommend a second round of cuts. She has crafted a proposal that would provide reduced services at Grass Valley, Helling and Truckee. Library services for Penn Valley, Bear River and Doris Foley would be eliminated (attached County Librarian's memo). Despite the generous contributions of the Friends of the Library (\$10,000) and Bear River High School (rent reduction worth \$6,000), there are insufficient resources to sustain the current method of delivering library services.

These difficult and challenging times require fresh thinking and a new outlook on how to deliver services. It is clear that a new approach to the expenditure side is needed. The County has had some success in the past seeking new approaches to service through the Request for Proposal process. Examples would include the county staffed Lovett Recovery Home converted to a contracted operation by a non-profit Progress House saving hundreds of thousands of taxpayer funds while maintaining service. This county is currently reviewing a non-profit proposal to run the County Animal Shelter. It is time to do the same for our Library system. The County staff will be exploring other possibilities in the future through the Request for Proposal process for other County operations as the difficulties of the economic downturn persist.

Therefore, we are recommending that the County seek proposals for a qualified operator to deliver library services at the current service level within the existing resources. If we receive a qualified proposal(s) we will negotiate a contract for the Board's consideration before December and implement a contract at the very beginning of the calendar year. We need to convert the delivery of service to a contractor as soon as practicable so as to preserve as much of library resources as possible or it will be necessary to reduce services substantially. Our current County Librarian would be retained to oversee and administer any contracts and to advise the County on Library matters.

Sincerely,


Richard A. Haffey
County Executive Officer



NEVADA COUNTY LIBRARY

www.mynevadacounty.com/library
library@co.nevada.ca.us

Date: September 28, 2009

To: Steve Monaghan , Nevada County Chief Information Officer

From: Mary Ann Trygg, County Librarian

RE: Library Savings Plan for Fiscal Year 2010/2011

In this plan, a savings of approximately \$403,356.00 is realized. I have eliminated the Project Coordinator for Literacy and reduced the full time Library Assistant II Literacy assistant to half-time; let all temporary staff go and reduced the Accounting Technician from full to half-time. The library will realize further savings in western Nevada County from one Library Technician and two Library Assistants who will retire f/y 09/10; and one unfilled Library Assistant I position in Truckee and one in the Doris Foley Library will remain unfilled. These staff reductions allow a savings of \$358,816.00 in Class 1 alone.

In this scenario the following takes place:

Effective July 1, 2010, The Penn Valley and Bear River Library Stations close, as well as the Doris Foley Library. The Read Up! Literacy program ceases.

The three main library branches are open at reduced hours (25 each per week at MH and GVRB instead of current 40 hrs.). In Western Nevada County, the Grass Valley Library—Royce Branch is open Monday-Wednesday and the Madelyn Helling Library is open Thursday-Saturday (or vice versa). Each library is open one night until 7 p.m. and on Saturday one library is open a full day, 10 a.m.-6 p.m. instead of the current 10 a.m.-4 p.m... Truckee Library will have lost two temporary employees and one half-time Library Assistant. That library will have to reduce hours to approx. 30 per week from the current 40.

Please see attached Excel report showing overall savings and staffing reductions.

CC: Rick Haffey, CEO
Laura Matteson, Assistant CEO
Joe Christoffel, CFO

Madelyn Helling Library 980 Helling Way Nevada City, CA 95959 530-265-7050	Grass Valley Royce Branch 207 Mill St. Grass Valley, CA 95945 530-273-4117	Truckee Branch 10031 Levon Ave. Truckee, CA 96161 530-582-7846	Doris Foley Branch 211 N. Pine St. Nevada City, CA 95959 530-265-4606	Penn Valley Station 11336 Pleasant Valley Rd. Penn Valley, CA 95936 530-432-4764	Bear River Station 11130 Magnolia Rd. Grass Valley, CA 95949 530-271-4147
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08/09 Est
09/10 Budg

ASSUMPTIONS	Base Year	10/11	11/12	12/13	13/14
Revenue					
Sales Tax (% Increase/Decrease)	08/09 Est	0.00%	2.50%	5.00%	5.00%
Public Library Fund Grants (\$)	08/09 Est	35,705	35,705	35,705	35,705
CLL5 Grant (\$)	08/09 Est	25,885	25,885	25,885	25,885
Other Rev (% Increase/Decrease)	08/09 Est	0.00%	0.00%	0.00%	0.00%
General Fund Transfer (\$)	08/09 Est	565,902	565,902	565,902	565,902
Expenditure					
Class One					
MOU (% Increase/Decrease)	09/10 Budg	3.00%	4.00%	0.00%	0.00%
Step Increases (% Increase/Decrease)	09/10 Budg	1.00%	1.00%	1.00%	1.00%
Staff FTE Changes (Base \$ Increase/Decrease)	09/10 Budg	-	-	-	-
Retirement % Rate for Year	09/10 Budg	26.26%	27.76%	29.26%	30.76%
Fica % Rate for Year	09/10 Budg	7.65%	7.65%	7.65%	7.65%
Temporary Salaries (% Increase/Decrease)	09/10 Budg	3.00%	4.00%	2.00%	2.00%
Temporary FTE Changes (Temp \$ Increase/Decrease)	09/10 Budg	-	-	-	-
OPEB % Rate For Year	09/10 Budg	8.90%	10.20%	10.10%	10.10%
Group Ins (% Increase/Decrease)	09/10 Budg	3.00%	3.00%	3.00%	3.00%
Group Ins Changes (\$ Increase/Decrease)	09/10 Budg	-	-	-	-
Workers Compensation (% Increase/Decrease)	09/10 Budg	3.00%	3.00%	3.00%	3.00%
Class Two					
Intl Svc Charges (% Increase/Decrease)	09/10 Budg	2.00%	2.00%	2.00%	2.00%
Materials (\$)	09/10 Budg	80,000	80,000	80,000	80,000
Software (% Increase/Decrease)	09/10 Budg	2.00%	2.00%	2.00%	2.00%
Other (% Increase/Decrease)	09/10 Budg	0.00%	0.00%	0.00%	0.00%
Class Three					
Cost Plan (\$)	09/10 Budg	195,000	195,000	195,000	195,000

SUMMARY	Base Year	10/11	11/12	12/13	13/14
Reg Fund Bal	379,374	36,014	-420,649	-972,461	-1,504,503
Revenue					
0 Taxes	1,384,015	1,418,615	1,489,546	1,564,023	1,564,023
3 Use of Money & Property	15,723	15,723	15,723	15,723	15,723
4 Intergovernmental Revenue	61,481	61,590	61,590	61,590	61,590
5 Charges for Services	88,588	88,588	88,588	88,588	88,588
6 Miscellaneous Revenue	13,305	13,305	13,305	13,305	13,305
7 Other Financing Sources	565,902	565,902	565,902	565,902	565,902
Total	2,129,013	2,129,123	2,163,723	2,234,654	2,309,131
Expenditure					
1 Salaries & Benefits	1,769,445	1,880,309	2,007,340	2,055,728	2,106,790
2 Services & Supplies	505,241	508,557	511,275	514,048	516,876
3 Other Charges	195,767	195,000	195,000	195,000	195,000
5 Interfund Activity	1,920	1,920	1,920	1,920	1,920
Total	2,472,373	2,585,786	2,715,535	2,766,696	2,820,586
End Fund Bal	36,014	-420,649	-972,461	-1,504,503	-2,015,958

9/29/2009

4



RESOLUTION No. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION DIRECTING THE PURCHASING AGENT TO ISSUE A REQUEST FOR PROPOSALS TO PROVIDE ADMINISTRATION AND OPERATION OF THE NEVADA COUNTY LIBRARIES

WHEREAS, the Board of Supervisors recognizes the vital role that public libraries play in the educational and cultural life of the County's residents; and

WHEREAS, the present level of Library services is not sustainable with current and projected revenues; and

WHEREAS, the Board of Supervisors desires to explore whether other models of providing Library services may allow the present level of Library services to be sustained;

THEREFORE, BE IT RESOLVED, that the Board of Supervisors authorizes and directs the County Purchasing Agent to issue a Request for Proposals to provide administration and operation of the Nevada County Libraries.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the _____ day of _____, _____, by the following vote of said Board:

Ayes: Supervisors

Noes:

Absent:

Abstain:

ATTEST:

CATHY R. THOMPSON
Clerk of the Board of Supervisors

By: _____

Chair

DATE	COPIES SENT TO

County of Nevada
Information & General Services Department
Purchasing Division



Request for Proposals

For

NEVADA COUNTY LIBRARY OPERATIONS

Proposals due

November 19, 2009, 2:00 p.m. Pacific Time

at

Nevada County Purchasing Division
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, California 95959

Pre-proposal Conference

November 3, 2009, 10:00 a.m.

at

Madelyn Helling Library Community Room
980 Helling Way
Nevada City, California 95959

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1 Summary

The County of Nevada, California, is requesting proposals from all qualified providers to provide for the management and operations of the Nevada County Libraries.

The term "offeror" as used herein shall refer to providers submitting proposals in response to this Request for Proposals (RFP). The term "Contractor" or "Provider" is also used to describe the successful offeror(s) in the context of providing services under a contract resulting from this RFP.

This document is available electronically to facilitate easier response. The electronic copy may be downloaded from www.mynevadacounty.com/purchasing. Potential offerors must register with the County in order to be notified of addenda and other notices. To register, please send an email to gerry.benson@co.nevada.ca.us indicating "Library Operations - Registration" in the subject field. If you do not receive a reply to this email indicating that you have been registered, please call 530-265-1692.

All responses received in response to this RFP will be evaluated on the criteria described herein.

Sealed proposal responses must be clearly marked "PROPOSAL – Library Operations" and must include all elements described in the **PROPOSAL CONTENT AND FORMAT REQUIREMENTS** section of this RFP. *One original and four (4) copies of the proposal must be delivered to the address below before the date and time listed in the **CONTRACT AWARD SCHEDULE** section of this RFP. The County will not be responsible for proposals delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse late proposals.*

Purchasing Division
County of Nevada
950 Maidu Avenue
Nevada City, CA 95959

A pre-proposal conference will be held at the Eric Rood Administrative Center at the date and time listed in the **CONTRACT AWARD SCHEDULE**. Attendance at this conference is not required. Questions and answers discussed at the conference will be documented and delivered to all potential offerors who have registered as described above. Questions or requests for clarification of this Request for Proposals may be submitted in writing in lieu of attending the pre-proposal conference, but must be submitted no later than the date and time listed in the **CONTRACT AWARD SCHEDULE**. Responses to written questions will be included in the published responses to questions arising at the conference.

Any amendment or addendum to this RFP is valid only if in writing and issued by the County of Nevada Purchasing Agent.

2 CONTRACT AWARD SCHEDULE

Publish RFP	October 15, 2009
Pre-proposal Conference	November 3, 2009
Deadline for Questions	November 6, 2009
RFP Submission Deadline	November 19, 2009
Contract Approval (tentative)	December, 2009
Services to Begin (tentative)	February, 2010

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3 GENERAL CONDITIONS

- 3.1 Prime Responsibility: The selected Contractor(s) will be required to assume full responsibility for all services and activities offered in its/their proposal(s), whether or not provided directly. Further, the County will consider the selected Contractor(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 3.2 Assurance: Any contract awarded under this RFP must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The Provider must guarantee that services provided will be performed in compliance with all applicable county, state and federal laws and regulations pertinent to this project. Prior to executing an agreement the Provider will be required to provide evidence substantiating the necessary skill to perform the duties through the submission of references.
- 3.3 The Health Insurance Portability and Accountability Act of 1996 (Public Law 104-199 (HIPAA): Any contract awarded under this RFP must comply with the requirement of 42 U.S.C. §§ 1171 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its subsequent amendments, related to Protected Health Information (PHI), in performing any task or activity related to this Agreement.
- 3.4 Independent Contractor: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood and agreed that the offeror, including any and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the COUNTY.
- 3.5 Vendors may submit alternate proposals. Alternate proposals shall be clearly marked as such.
- 3.6 Nevada County prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- 3.7 The County reserves the right to reject any and all proposals, to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the County of Nevada. In determining and evaluating the proposals, costs will not necessarily be controlling; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- 3.8 Nevada County reserves the right to:
- Request clarification of any submitted information;
 - Not enter into any agreement;
 - Not to select any applicant;
 - Amend or cancel this process at any time;
 - Interview applicants prior to award and request additional information during the interview;
 - Negotiate a multi-year contract or a contract with an option to extend the duration;
 - Award more than one contract if it is in the best interest of the County; and/or
 - Issue similar RFPs in the future.
- 3.9 Qualified vendors must be prepared to enter into the County's standard Personal Services Contract, a sample of which is attached as Attachment A to this RFP. Please review the details of Attachment A carefully. By reference, it incorporates many standards, terms and conditions required as part of this RFP. The County intends to award contracts substantially in the form of the sample agreement to the selected vendor(s). Portions of this RFP and the vendor's proposal may be made part of any resultant contract and incorporated in the Contract.

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- 3.10 Prior to commencement of services, the Contractor must provide evidence of the following insurance coverages: Worker's Compensation, Commercial General Liability (naming the County of Nevada as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles, Errors and Omissions insurance; and Professional Liability or Malpractice Insurance. The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.
- 3.11 Pursuant to the County's Green Procurement and Sustainable Practices Policy, vendors are requested to use recycled products and sustainable practices whenever possible in preparing their response to this RFP, including using post-consumer recycled content paper and packaging products, and copying on both sides of the paper.
- 3.12 The County shall not be liable to any person for costs incurred in connection with preparing a proposal in response to this RFP or for responding to any inquiries related to such proposal.

4 BACKGROUND

4.1 Nevada County

Nevada County is a rural county comprising 978 square miles in northern California, with a population of approximately 99,000. The two population centers—the Grass Valley/Nevada City area in the west and the Truckee area in the east—are separated by approximately 45 miles of National Forest and the Donner Summit mountain pass at 7,000 feet elevation. Nevada County has a rich history, having been originally settled during the mid-19th century California gold rush. More recently, Nevada County's high tech firms, outstanding schools, cultural attractions and scenic natural resources have made it an attractive location for residents and visitors alike.

4.2 Nevada County Libraries

The Nevada County Library System serves more than 67,000 library cardholders and other members of the public from six public library locations. Five of the six libraries circulate library materials to the public. The Doris Foley Library for Historical Research is a research library providing historical materials relating to the gold mining heritage of Nevada County. The county-wide literacy program operates out of the Madelyn Helling and Truckee Libraries. Reading, writing, speaking and math skills are taught to individuals over 16 years of age not in high school. Volunteer tutors provide instruction in a one-on-one confidential setting in locations throughout the County. Table 1 provides a summary of the library locations, facilities, hours, and circulation. Table 2 provides a summary of current budget and staffing for each of the locations. The budget figures presented in this table are the entire budgets for the libraries, including their share of County administrative costs and facilities costs that will continue to be direct costs to the County and not included in the contracted services. Recent budget trends and categorical detail on the Library budget is presented in Exhibit B.

The principal source of funding for the Nevada County Libraries is from sales tax revenue. In 1998, County voters approved a 1/8-cent sales tax to support the libraries. This measure was renewed by the voters in 2002 and is presently in place until 2018.

4.3 Community Involvement

- 4.3.1 A Citizens Oversight Committee is required by the voter-enacted sales tax measure. This Committee reviews sales tax receipts, advises the County Librarian on the use of these revenues, and reports annually to the County Board of Supervisors.
- 4.3.2 Friends of the Nevada County Libraries and Friends of the Truckee Library are separate 501(c)(3) non-profit organizations whose missions are to focus community attention on the continuing value of, and necessity for, a public library system as a cultural, educational, and recreational asset. These organizations conduct ongoing used book drives and sales to

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raise funds for the purchase of new library materials, and sponsor events throughout the community to promote literacy and library use.

4.3.3 The Nevada County Library Foundation is a 501(c)(3) non-profit organization established in 1997 to provide private support for the County libraries. It receives, manages and disburses funds from gifts and bequests.

TABLE 1
Library Summary Information

Library Location	Description of Facility	Current Operating Hours	Annual Circulation and Number of Visitors:
Madelyn Helling Library 980 Helling Way Nevada City, CA 95959	14,789 square feet in County-owned building on County Government Center campus	M-Th 11am – 7pm Tu-W, F 10am-6pm Closed Sat/Sun	Circ: 318,768 Visitors: 146,068
Truckee Library 10031 Levon Avenue Truckee, CA 96161	6,145 square feet in County-owned building adjacent to other County offices	M, Th 11am-7pm T,W,F 10am-6pm Closed Sat/Sun	Circ:110,000 Visitors: 83,720
Grass Valley-Royce Branch 207 Mill Street Grass Valley, CA 95945	5,961 square feet in a historic County-owned Carnegie building in downtown Grass Valley	Tues 10am-8pm W,Th, F 10am-6pm Sat 10am-4pm Closed Sun/Mon	Circ: 240,668 Visitors: 173,404
Bear River Station 11130 Magnolia Road Grass Valley, CA 95949	3,000 square feet in the Bear River High School Library, operated as a partnership with the Nevada Joint Union High School District	M,W 3pm-7pm Sat 9M-noon, 1-4 pm. Materials are available for circulation to Bear River High School students during school hours.	Circ: 12,703 Visitors: 10,842
Penn Valley Station 11336 Pleasant Valley Road Penn Valley, CA 95936	1,365 square feet of leased space in the Wildwood shopping Center	Tues 9-1,2-6 Th 2-6 Sat 9-1, 2-6	Circ: 44,699 Visitors: 28,431
Doris Foley Historical Library 211 North Pine Street Nevada City, CA 95959	5,466 square feet in a building owned by the City of Nevada City	Friday only 1am-12 noon; 12:30 pm-4pm	(Reference only) Visitors: 10,842

TABLE 2
Library Budgets and Staffing

	*Annual Budget (FY 2009-10)	County Librarian	Librarian II	Librarian I	Library Technician	Library Assistant III	Library Assistant II	Library Assistant I	Project Coordinator	Accounting Technician	Secretary	Temporary Staffing
Administration (includes Literacy Program)	\$900,846	1.0 FTE		1.0 FTE	2.0 FTE		1.0 FTE		0.5 FTE	1.0 FTE	0.75 FTE	
Madelyn Helling Library	\$571,662		1.0 FTE	1.0 FTE		2.0 FTE	1.0 FTE	2.0 FTE				844 hours
Grass Valley Library—Royce Branch	\$481,259		1.0 FTE		1.0 FTE	1.0 FTE	1.0 FTE	2.5 FTE				1,131 hours
Truckee Library	\$384,654		1.0 FTE	0.6 FTE	1.0 FTE		1.0 FTE	0.5 FTE				490 hours
Penn Valley Station	\$104,256											1,150 hours
Bear River Station	\$13,890											867 hours
Doris Foley Historical Library	\$25,806							0.5 FTE				
TOTALS	\$2,472,373	1.0 FTE	3.0 FTE	2.6 FTE	4.0 FTE	3.0 FTE	4.0 FTE	5.5 FTE	0.5 FTE	1.0 FTE	0.75 FTE	4,482 hours

*The budget figures presented in this table are the entire budgets for the libraries, including their share of County administrative costs and facilities costs that will continue to be direct costs to the County and not included in the contracted services.

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5 Scope of Services Requested

5.1 General

- 5.1.1 The County intends to enter into a five-year contract with a library services provider to operate the Nevada County Libraries.
- 5.1.2 The County will directly employ a County Librarian, who will:
 - a. be responsible for the overall Library budget, of which the contracted services are a part.
 - b. be the County's principal liaison with the State of California with respect to library funding matters.
 - c. Retain voting rights as Council representative for Nevada County at NorthNet Library System meetings.
 - d. Represent Nevada County at the annual California Library Association State Librarian'
 - e. assist branch managers with collection development and have final approval over all materials selected.
 - f. review program development and community involvement activities, ensuring that programming is in line with community needs.
 - g. Be the County's liaison with the Nevada County Library Foundation.
- 5.1.3 The Contractor, under the general direction of the County's Chief Information Officer and in consultation with the County Librarian, will manage all aspects of the day-to-day administration of the Libraries. The overarching goal of the contract will be to provide efficient administration and delivery of services to library patrons at a reasonable cost.

5.2 Staffing

- 5.2.1 Contractor will employ qualified staff sufficient to provide services and programs during all hours of Library operations, and will provide the necessary orientation and ongoing personal and professional development of the staff.
- 5.2.2 All personnel employed to perform the services necessary to operate the library and to perform the other functions of the contractor shall be employees of the contractor, which shall pay all costs related to their employment.
- 5.2.3 All staff responsible for handling cash receipts will be appropriately bonded.
- 5.2.4 At the commencement of the contract, Contractor must provide an employment interview to all current Library staff. Contractor is not required to hire current staff, but is encouraged to consider these individuals for employment.
- 5.2.5 Contractor will integrate current and new staff into a structure that enables the all staff to accomplish their work, either independently and/or through teams, with clarity, specificity, necessary resources and within a supportive environment that encourages achievement and professional growth.

5.3 Hours of Operation

Contractor will staff and operate the Libraries on a schedule to be mutually agreed in the Contract. For purposes developing a proposal in response to this RFP, offerors should assume that the operating hours will be as currently scheduled (see section 4 above). However, the County is open to recommendations on the most economical and effective distribution of operating hours.

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5.4 Circulation and Reference Materials

- 5.4.1 Contractor will plan and conduct a comprehensive review of the library's collection (system-wide), including assessing its age, identification of obsolete or worn materials and the assist in the allocation of the materials budget in relation to both use patterns and the needs.
- 5.4.2 Contractor will provide the County with a collection development plan, including a program to systematically weed and replace dated material and an analysis of the relationship of print, non- print and electronic resources in the library's collection. Recommendations for long-term collection development will be required, together with an implementation plan that is realistic within the County's financial resources.
- 5.4.3 The County will be responsible setting the budget for the acquisition of library materials, including electronic resources. The County Librarian will approve all material selections.

5.5 Planning and Performance Monitoring

- 5.5.1 Contractor will establish short- and long-term goals and objectives reflecting a course of action that continually improves library service, procedures and policies that meet the changing requirements of the County and library.
- 5.5.2 Contractor will define core library performance measurements and compile monthly and annual reports to the County regarding same.

5.6 Budget and Finance

- 5.6.1 Contractor will collect and account for fines and fees, and remit same to the County.
- 5.6.2 Contractor will make recommendations to the County on fine and fee schedules and will investigate and recommend supplemental revenue sources.
- 5.6.3 All revenues resulting from Library operations and programs will belong to the County. The County is open to exploring future revenue sharing and incentive programs to maximize results in this area.
- 5.6.4 Contractor will provide monthly and annual financial statements that detail the costs associated with operation of each Library branch and station, including proportionate administrative costs.
- 5.6.5 Contractor will retain necessary financial files as spelled out in the contract and make such files available to the County for audit purposes upon request.
- 5.6.6 Contractor will provide the County with annual audited financial statements of the Company to demonstrate fiscal soundness.
- 5.6.7 Contractor will explore library funding opportunities, and apply for those which meet the Library's objectives.

5.7 Facilities and Equipment

- 5.7.1 The County will maintain Library buildings, grounds and building systems, including utilities, landscaping, HVAC, and lighting, and will be responsible for any capital improvements to Library facilities. Contractor will follow County guidelines on energy usage in the interest of controlling utility costs and conserving resources.

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- 5.7.2 The County will administer all leases for Library facilities.
- 5.7.3 The Contractor will be responsible for providing janitorial services in all Library facilities.
- 5.7.4 The Contractor will be required to comply with the County's protocols for information technology for systems connected into the County information technology infrastructure. County will provide Contractor the same level of information technology services and support that is provided to County departments, which includes network and internet access, voice services, routine support on County-standard hardware , access to a 24/7 service desk, and additional services at competitive hourly rates.
- 5.7.5 The County utilizes the Horizon system for management of Library data, including the online catalog, circulation and acquisition modules. During the life of the contract, Contractor will negotiate upgrades to the Horizon system analyzing more productive integrated library systems to which the County Library may want to migrate to enhance customer service and reduce internal Information Systems support costs. As early as the latter half of the 2010/2011 FY the Contractor will be responsible, with help from the Chief Information Officer and County Librarian to complete the RFP process to seek the best solution for Library software needs.
- 5.7.6 With the exception of those items that are classified by the County as capital assets (acquisition cost greater than \$5,000), all furnishings and equipment, including personal computers, that are in use for Library operations at the time of execution of the contract will be made available to Contractor for Contractor's use in performing the contracted services. Contractor will be responsible for maintaining and replacing all such furnishings and equipment in order to maintain the standards and inventories in place at the time of contract execution. County will make available to Contractor surplus furnishings and equipment in the same manner that same are made available to County departments.
- 5.7.7 County will retain ownership and responsibility for maintenance of self-checkout equipment at the Madelyn Helling and Grass Valley—Royce Branch Libraries. Contractor will operate this equipment in accordance with manufacturer's instructions and County direction. The County will look to the contractor for recommendations in the area of additional automation opportunities that would decrease the overall operating costs.
- 5.7.8 Library Services and Programs
- a. The Contractor will design, schedule, publicize and implement Library services and programs that support the draft 2009 Library Strategic Plan. The Contractor will advise the County Librarian on recommended amendments or revisions to the Strategic Plan.
 - b. The contractor's proposal will provide a level of service that is consistent with that currently delivered by the Library.
 - c. The Contractor will establish and implement operating goals, objectives, and procedures to ensure effective and efficient Library operations.
 - d. The Contractor will maintain current interlibrary loan agreements and recommend other agreements.
 - e. The Contractor will comply with all California laws and regulations pertaining to public library services.

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5.7.9 Community Relations

- a. The Contractor will be expected to maintain positive and productive relationships with the Citizens Oversight Committee, Library Foundation, and Friends of the Libraries organizations.
- b. The Contractor will develop a marketing plan to promote all library services to the citizens of the County, and will implement said plan subject to approval of the plan by the County.
- c. The contractor will receive general supervision regarding policies and objectives.. The Board of Supervisors will have final authority on all matters. The County Librarian will monitor the contractor's performance and will serve as the liaison for issues of day-to-day operations.

5.7.10 The successful offeror must demonstrate strong experience managing public library operations and will exhibit demonstrated competencies in library management which will evidence its ability to provide the following services.

6 PROPOSAL CONTENT AND FORMAT REQUIREMENTS

6.1 Proposal Cover Sheet (Exhibit A)

- 6.1.1 Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the company, including: the company's legal name, type of entity, and Federal Tax ID #.
- 6.1.2 The cover sheet must be signed by an owner, corporate officer, or agent having the authority to enter into contracts on behalf of the company.

6.2 Description of the Offeror

- 6.2.1 Provide an overview of the history of your organization, including number of years in business and the number and type of public library sites operated by the organization.
- 6.2.2 Identify the key staff who will be directly involved in servicing the contract. Include a statement of qualifications and resume for each person.
- 6.2.3 Provide examples and references that substantiate your experience in providing the types of service requested in this RFP.
- 6.2.4 Please describe any current, pending or past litigation (within the last 5 years) that your organization has been, is, or is expected to be a party to.

6.3 Project Plan

- 6.3.1 Describe your organization's ability to perform the scope of work described in Section of 5 of this RFP.
- 6.3.2 Provide a timeline that illustrates the plan for hiring staff and other key milestones in implementing the scope of work. Include a detailed description of the amount and type of management resources to be provided during the start-up and ongoing implementation of the contract.

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6.3.3 Describe your overall approach to providing the services described in Section 5 of this RFP. Note any deviations or additions to the scope of work that you believe have been overlooked or that help clarify your understanding of the scope.

6.3.4 **Related Experience**
Provide a brief summary of your prior experience in providing library management services, including library/agency name and dates of service, along with client contact names and phone numbers for references. Particular emphasis should be placed on public library service references.

6.4 **Cost Proposal**

In a separate, sealed envelope, provide a cost proposal that includes the following:

6.4.1 The base fees proposed, on a monthly basis for the first year of the contract and on an annual basis for years two through five. As an alternative to providing the budgets for years two through five, the offeror may propose an escalation factor for additional years, such as a Consumer Price Index.

6.4.2 A breakdown of costs by the following categories: Staffing, training and operations, administration. Further detail within those general categories may be provided if desired. All fees proposed should include any mark-up/profit.

6.4.3 A breakdown of costs by Library site (branches and stations).

6.4.4 A menu of additional services and their associated costs that may be provided that are not specifically requested in this RFP.

6.4.5 A cost matrix by branch for adding additional hours and days to the current schedule as listed in section 4 above..

7 SELECTION PROCEDURES

It is the County's intention to select a provider that has sufficient expertise to provide the services described in section 5 with a very high degree of professionalism and public satisfaction, and at a reasonable cost.

After an initial review of each of the proposals for completeness, the offerors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. The County reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to accept the County's standard contract and to comply with insurance standards as deemed acceptable to the County's Risk Manager. No agreement with the County of Nevada is in effect until both parties have signed a contract.

8 INQUIRIES

Direct all inquiries regarding the proposal process or proposal submissions to:

Buyer Name
Nevada County Purchasing Division
950 Maidu Avenue
Nevada City, CA 95959
(530) 265-EXT
EMAIL

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Exhibit A
COVER SHEET

Applicant Agency: _____

Name and Title: _____
Contact Person

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Type of entity: _____
(e.g., corporation, sole-proprietorship, non-profit organization, public agency, etc.)

Federal Tax ID: _____

Signature of Authorized Representative

Date

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Exhibit B
Library Budget History

Library Summary

	07/08 <u>Actual</u>	08/09 <u>Adopted</u>	08/09 <u>Estimated</u>	09/10 <u>Proposed</u>	09/10 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
<i>Revenues</i>						
Taxes	1,658,323	1,738,000	1,588,000	1,634,000	1,634,000	-6.0%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	41,547	41,500	18,552	18,500	18,500	-55.4%
Federal/State Intergovernmental	66,409	55,969	61,590	50,146	50,146	-10.4%
Charges for Services	99,526	94,375	93,775	87,200	87,200	-7.6%
Miscellaneous Revenues	16,426	7,475	9,381	4,875	4,875	-34.8%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	565,902	565,902	565,902	565,902	565,902	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	2,448,134	2,503,221	2,337,200	2,360,623	2,360,623	-6%
<i>Expenses</i>						
Salaries & Benefits	1,758,865	1,837,572	1,780,251	1,750,669	1,769,445	-4.7%
Services & Supplies	707,484	539,071	495,525	492,371	505,241	-8.7%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	312,329	348,576	348,576	195,767	195,767	-43.8%
Capital Assets	18,196	-	-	-	-	NA
Other Financing Uses	-	-	-	1,920	1,920	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	2,796,875	2,725,219	2,624,352	2,440,727	2,472,373	-10%
Fund Balance Added (Used)	(348,741)	(221,998)	(287,152)	(80,104)	(111,750)	
Staffing:	28.60	28.60	26.10	25.35	25.35	

	June 30, 2009 Projected Fund Balance	FY 09/10 Revenue	FY 09/10 Expense	FY 09/10 Net Change	June 30, 2010 Projected Fund Balance	
Public Library	Fund #1165	483,214	2,360,623	2,472,373	(111,750)	371,464
			2,360,623	2,472,373	(111,750)	

* See General Fund Balance and Reserves in Section I for the FY 2009-10 General Fund analysis.

