



Lopez Island Library Request for Proposal (RFP)

January 17, 2020

Introduction

The Lopez Island Library seeks proposals from qualified consultants to conduct strategic planning, create and/or update library policies, and provide targeted capacity building to strengthen governance and functioning of the library.

Located on Lopez Island in the San Juan Island archipelago, the Lopez Island Library serves a rural community with a population of 2,500. That number doubles during the summer months, requiring the library to be flexible and provide a dynamic set of services to meet constantly changing demographics.

The Board of Trustees is advertising this RFP with the intention of investing its time and library resources in charting a future course for the library that addresses the evolving needs of the community.

Project Goals and Scope of Services

Consultant will be tasked to work with the Board of Trustees, Library Staff, and community members to deliver on three, inter-related work streams.

1) Strategic planning

The creation of a 3-year Strategic Plan to guide the library's priority activities, including a refresh of the library's Vision and Mission Statement as well as the identification of Goals and Objectives. The plan should include metrics to gauge progress in achieving the strategy over time.

In addition, the Strategic Plan should include a focus on assessing the library's existing staff plan and provide recommendations on options for structuring staff resources to support a successful implementation of the Strategic Plan.

Creation of the Strategic Plan should also provide the effective cost on the Library's 3-year budget.

Finally, the Strategic Plan should include the creation of a Partnership Development Plan to assist the Board in identifying collaborative opportunities in the community to assist in carrying out the goals of the Strategic Plan.

2) Policy development

The Lopez Island Library District Policy Manual guides all aspects of the library, from governance to building use. Consultant will conduct a review of the existing manual and update relevant sections.

Consultant will create a Collection Development Policy that guides the best use of library financial resources.



3) Capacity building

A well-functioning library is the result of the actions of individuals who have the knowledge, skills, and motivation to deliver in their respective roles. The Consultant will identify capacity building needs and training opportunities for the following groups:

- Library Staff
- Library Board of Trustees
- Friends of the Lopez Island Library

Evaluation Criteria and Selection Schedule

Proposals will be reviewed by the Board of Trustees. Qualified candidates must have extensive experience with public libraries. Priority will be given to candidates that are based in the San Juan Islands.

All submissions will go through initial review by February 14, 2020. Candidates that pass the initial review will be contacted by phone and an interview will be scheduled. All interviews will be complete and final selection made by February 28th, 2020.

Submission Date and Inquiries

Proposals must be received via email by 11am PST on Tuesday, February 7, 2020 and addressed to Lopez Island Library Board of Trustees, trustees@lopezlibrary.org

Questions about the proposal, including clarifications, should be addressed to Lopez Island Library Board of Trustees, trustees@lopezlibrary.org

Proposal Content Requirements

1. Cover letter providing a description of the consultant, including summary of qualifications and relevant experience
2. Executive summary of the highlights of the proposal
3. A work plan that includes a description of the approach, high level tasks, timeline, and deliverables.
4. A budget