



LIBRARY ADVISORY COMMITTEE
September 22, 2022
4PM
Rice Public Library
AGENDA

1. Review and Vote on Freedom to Read and Challenge policies and forms
2. Review Draft RFP for Consulting Services for Strategic Plan Development
3. Set standing meeting day/time
4. Next Steps
 - a. Action Items
 - b. Next Meeting

Materials:

- Revised Draft Freedom to Read policies and forms
- Draft RFP for Consulting Services



**TOWN OF KITTERY
RICE PUBLIC LIBRARY
FREEDOM TO READ POLICY**

The freedom to read is essential to our democracy. The Town of Kittery is devoted to reading and wish to assert the public interest in the preservation of the freedom to read. We trust our Kittery residents to recognize propaganda and misinformation and to make their own decisions about what they read and believe. The freedom to read is guaranteed by the Constitution.

In accordance, the Town of Kittery and the Rice Public Library will:

1. Provide the widest diversity of materials

It is in the public interest for the Rice Public Library to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

2. Provide opportunities to read and consider a broad range of viewpoints and ideas.

The Rice Public Library serves the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. Patrons will have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian.

3. Not bar access to materials based on political or personal history

It is contrary to the public interest for the Rice Public Library to bar access to writings on the basis of the personal history or political affiliations of the author.

4. Not restrict the selections made by the patrons

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values **cannot** be legislated.

5. No materials shall be labeled as subversive

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others.

6. Allow individuals the freedom to select what they wish to read

It is the responsibility of the Rice Public Library, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government **whenever** it seeks to reduce or deny public access to public information.

CHALLENGED MATERIALS PROCEDURES

The library considers material objectionable only if the material taken as a whole lacks serious literary, artistic, political or scientific value. Selected passages or individual sentences or words do not constitute evidence or grounds for deletion from the collection. Only Kittery residents may initiate a challenge to the collection.

In the event that an objection is raised, the following procedure will apply:

1. The objection will be heard first by the person responsible for the acquisition of this item.
2. If an understanding is not reached, the complainant shall be asked to fill out a form "Citizens Request for Reconsideration of a Book." These forms are available from the library staff.
3. The completed form shall be submitted to the Library Director.
4. The Library Advisory Committee shall examine the material in question and check general acceptance of material by reading reviews, weighing values and faults, weighing evidence of specialists in the field, and form opinions based on the material as a whole and not passages or portions without context.
5. The Library Advisory Committee will meet to discuss individual findings and prepare a written report.
6. If the complaint cannot be resolved, assistance should be sought from professional organizations, such as the Intellectual Freedom Committee of the ALA (American Library Association).
7. The Library Advisory Committee will issue a decision, given no unforeseen circumstances, within approximately four to six weeks.

REQUEST FOR RECONSIDERATION OF MATERIALS (PLEASE PRINT)

Author _____

Title _____

Type of Media (check): Book Audiobook Video Periodical Newspaper Other

Date Published (if known) _____

Request initiated by _____

Email: _____

Telephone _____

Address _____

City _____

Complaint represents: Self Other(s) Organization or group

If organization of group, please identify: _____

Do you have a Rice Public Library card? Yes No

If you need more space to answer the following questions, please use the back of this sheet. If that's not sufficient, you may include additional pages.

1. Did you read/view/listen to the entire material? If not, which parts did you review?
2. What do you believe is the theme of this work?
3. Are you aware of the judgment of this material by literary/film critics and experts in the field?
4. To what in the material do you object? (Please be specific by citing pages, scenes, quotations, and other relevant passages.)
5. What do you believe might be the result of having access to this material?
6. Is there anything of intellectual, social, emotional, or artistic value in this work to particular readers or viewers?
7. What would you like the library to do about this material?
8. In its place, what item of equal quality would you recommend that would convey an appropriate and balanced perspective of the topic?

Date _____ Signature of Complainant _____

Staff member accepting request: _____

Date Accepted: _____

Completion of this form is the first step in a confidential formal process. We will notify you that your form has been received. The Library Advisory Committee will then review and respond to your request at our next meeting if the agenda allows. Given no unforeseen circumstances, you can expect to receive a decision in approximately 4-6 weeks.



Town of Kittery
Maine

Request for Proposals

**STRATEGIC PLAN DEVELOPMENT
RICE PUBLIC LIBRARY
KITTERY, MAINE**

Proposals Due
XXXXXXXXX
10AM

at
Town Manager's Office
200 Rogers Road
Kittery, ME 03904

**TOWN OF KITTERY MAINE
STRATEGIC PLAN DEVELOPMENT
RICE PUBLIC LIBRARY**

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PROPOSAL REQUIREMENTS

1. PURPOSE

The Town of Kittery seeks consulting assistance in the development of a five-year strategic plan for the Rice Public Library in Kittery, Maine. The strategic plan will establish a road map of goals and objectives for the Rice Public Library, and inform budgeting, staffing, program development, collection management, and service delivery for the ensuing five years.

2. SCOPE OF WORK

The selected Consultant will work with the Library Advisory Committee to develop and implement a strategic planning process that engages multiple stakeholders including patrons, residents, staff, various boards, commissions, and committees, among others in articulating the strengths, challenges, and opportunities of the Rice Public Library to serve our community more broadly and in ways that meet the needs of the various target audiences. The Consultant will help the Library Advisory Committee develop a five-year plan that identifies goals and objectives, timelines, resource needs or reallocations, and measurements for success.

The Strategic Plan will be published by the Town and used as a guide to measure progress, shifting objectives, and future needs of the Rice Public Library.

3. SELECTION PROCESS

- A. Each proposal shall be delivered to the place specified below and no later than the time specified:
Kittery Town Hall
Town Manager's Office
200 Rogers Road
Kittery, ME 03904
DEADLINE: XXXXXX, 10AM
- B. Each proposal shall be submitted in a sealed envelope clearly marked with the Consultant's name and "Strategic Plan – Rice Public Library" on the outside. Electronic submission of (i.e., via email) will not be accepted.
- C. Proposals shall consist of 1 hard copy and one (1) PDF on compact disc or USB drive of the proposal including all components specified in the Proposal Requirements, such as resumes, examples, the price proposal, and supporting documents.
- D. The Consultants must acknowledge receipt of addenda in their proposal submission. The Consultants shall be responsible to check for addenda. Addendums will be announced and made available on the town's website at www.kitteryme.gov/bids or by contacting Suzanne Esposito at the Town of Kittery at (207) 475-1309 or sesposito@kitteryme.org.
- E. Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Town.

- F. The price proposal must bear the written signature of the Consultant who is duly authorized to bind the Consultant to the terms, conditions, and contracts associated with this RFP.
- G. Any proposal may be withdrawn or withdrawn and resubmitted on request of the Consultant up until the deadline. Proposals may not be withdrawn after the deadline.
- H. Unless otherwise specified, questions pertaining to general information regarding the scope of services shall be addressed only in writing. **No questions will be answered in-person or via telephone.** Questions shall be written and emailed to the following no later than XXXXXXXX:
 - Kendra Amaral
 - Town Manager
 - Town of Kittery
 - 200 Rogers Road
 - Kittery, ME 03904
 - kamaral@kitteryme.org
- I. The Rice Library Advisory Committee will evaluate the proposals and select a shortlist of candidates for an interview. The anticipated schedule is:
 - a. XXXXXXXX: **Deadline for questions**
 - b. XXXXXXXX: **Proposals Due**
 - c. **Week of XXXXXXXX: Candidate Interviews (exact dates & times TBD)**
 - d. XXXXXXXX: **Consultant Selection**

4. BACKGROUND

The mission of the Rice Public Library (RPL) focuses on promoting literacy and lifelong learning in a welcoming environment by ensuring access to local, national, and global resources for all individuals. The RPL seeks to offer a collection of materials that engages interests of the community through a variety of print, electronic, digital, and emerging media. It also seeks to address the educational and cultural interests of the community, and to collect, preserve, and disseminate local and regional historical information.

Currently, the RPL has 4,083 card holders, an annual circulation of 86,000, and a collection of 74,300 items. In the year prior to the renovation and expansion of the Rice Public Library Building, (20XX-XX), the RPL offered 103 programs for adults (total attendance 1,676) and 200 programs for children and young adults (attendance 9,602). Other services include 13 public computers and public Wi-Fi; technology classes on topics ranging from using smart phones and tablets to building a website; and off-site visits to Kittery schools, day cares, the after-school child care program, the Kittery Estates and Meetinghouse Village retirement communities, and a local nursing home.

The RPL's main audience is the residents of Kittery, Maine's oldest town (1647), a vibrant and economically diverse community of 10,070 people, where approximately 12% of the population is under 18 and 28% are over 65. The median household income is \$67,169, and approximately 7.5% of Kittery's residents are living in poverty. Kittery is also home to the historic Portsmouth Naval Shipyard (established 1800), with 16% of all public school students from military families. The RPL, located steps away from Shipyard Gate 1 and within walking distance of a military

housing development, makes special efforts to reach out each year to families as they arrive for short-term stays for submarine repair and overhaul, especially at the RPL-sponsored “Hosting a Navy Sub” picnic at an oceanfront park, where the staff invites crew members and their families to use library services. The RPL also participates in the “Shipyard Back to School Blast,” with staff presenting library invitations to military families.

RPL was operated out of two buildings in Kittery, the Rice Public Library building (Rice Building) located at 8 Wentworth Street, built in 1888, and the Taylor Building, located at 2 Walker Street, built in 1965. In June of 2022, the newly renovated and expanded Rice Library Building was opened to the public. The Rice Public now operates solely out of the Rice Library Building. The Taylor Building has been sold to a private owner.

In 2022, the Library Advisory Committee began meeting. The Library Advisory Committee is charged with guiding the Rice Public Library in the development of goals, library policies, programs, services, and collections that meet the needs of the community and library patrons. This guidance role was previously held by the Rice Public Library Corporation, a non-profit entity that owned the RPL and its operations. The RPL was converted into a Town Department in 2019.

5. CONSULTANT’S REQUIREMENTS (Work)

It is mandatory that the Consultant be able to meet the following requirements:

A. General

- a. Have been in the library/library sciences/strategic planning field for no less than 5 years under the current company name.
- b. Have in-house staff or confirmed sub-consultants experienced in performing any other services that may be necessary to successfully complete the project or scope of service sought.
- c. Procure and maintain insurance for the duration of the contract as described herein.
- d. Attend project meetings with the Town designee, as deemed necessary by the Town, to coordinate the project.
- e. Provide the Town with work products in hard copy and electronic format, with the format as determined by the Town.

B. Project Requirements

Working with the Library Advisory Committee and the RPL Staff, the Consultant services shall include the following:

Data Gathering

- a. Develop a detailed description and analysis of existing Library collections, programs, and services.
- b. Develop a broad list of stakeholders that includes those currently and not-currently utilizing the RPL.
- c. Develop and implement a plan to gather input on library services, needs, and interests from the stakeholders and general public.
- d. Gather additional information about the RPL, community, etc. as beneficial or needed.

Strengths, Opportunities, Aspirations and Results (SOAR) Assessment

- e. Engage in a thoughtful and thorough SOAR assessment of the RPL from multiple stakeholder perspectives:

- i. Strengths - what is working well
- ii. Opportunities – what can be done to reach more people in meaningful ways
- iii. Aspirations – vision that builds on strengths and opportunities
- iv. Results – measures of success and outcomes related to opportunities and aspirations

Five Year Plan Development

- f. Using the information compiled in the Data Gathering and SOAR Assessment, develop a five-year plan that is actionable and includes:
 - i. Clear, concise and attainable library service goals, objectives and activities.
 - ii. Prioritization of current and new collections and services that will address identified priorities.
 - iii. Strategic initiatives including prioritized implementation and key milestones for each.

Plan Documentation

- g. Develop a written plan that is concise and readable for multiple audiences and includes:
 - i. Executive Summary
 - ii. Summary of data collected and stakeholder engagement
 - iii. Summary of SOAR analysis results
 - iv. Year-by-year plan for services, collections, and initiatives that respond to the SOAR analysis, including general timeframes and measures for success/outcomes
 - v. Appendices that provide records of data, surveys, etc. that informed the plan

6. EQUAL OPPORTUNITY COMPLIANCE

The Consultant shall comply with any and all applicable federal, state, and local laws, executive orders, and regulations prohibiting discrimination in employment. The Consultant shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, handicap, or sexual orientation, or gender identity.

7. SUBCONTRACTING

The Consultant shall not subcontract or sublet any portion of the work not specified in the original agreement without prior written approval from the Town.

8. PAYMENT

The Consultant shall be paid per approved invoice. An invoice will be presented for the services performed, and as a minimum, identify the work that was completed, when the work was performed, and the amount due.

The Town is exempt from federal and state taxes. The prices shall be net and not include the amount of any such taxes. Invoices shall be submitted with any and all required documentation as required by state, federal, or grant requirements that may be associated with the project.

9. CANCELLATION OF RFP, REJECTION OF PROPOSALS

The Town reserves the right to cancel the RFP and/or reject any and all proposals and/or to waive any informalities if deemed in the best interest of the Town to do so. The Town is the sole judge of its best interest.

10. BASIS FOR SELECTING CONSULTANT

The proposals will be evaluated by a committee using the following criteria:

- A. **Experience** – years of experience of the Consultant, it's sub-consultants and/or key personnel in the area of library strategic planning.
- B. **Project History** – demonstrated experience with developing strategic plans for public libraries that meet the needs of the client, incorporate or embrace the priorities of the community, and remain on budget.
- C. **Proposed Plan** – submission of a clear proposal that includes details about how the scope will be accomplished, what tasks will be performed by the Consultant, and what tasks will be performed by other entities, sub-consultants, and the Town. Submission of information on how the Consultant will engage the Town and the community in the process, what the proposed milestones and schedule will be, and information about the intended work products, approach to the project on a set budget.
- D. **Price Proposal** – submission of a proposal that is clear, includes the anticipated hours of work by each proposed Consultant team member, sub-consultant's hours and costs, and identifies additional services not anticipated by the Scope of Work. Costs should be inclusive of ancillary items such as printing, deliveries, etc.

11. BASIS FOR AWARD OF CONTRACT

Award of this contract shall be made to the most advantageous Consultant with an acceptable price within thirty (30) days, Saturdays, Sundays, and legal holidays excluded, after the proposal deadline. The Town reserves the right to reject any and all proposals if deemed in the best interest of the Town. The Town may invite a short list of candidate Consultant for an interview.

PROPOSAL REQUIREMENTS

Proposals will be evaluated based on the response and supporting documentation to each of the following:

- 1) Describe your firm, yourself, and/or your team. Include information about the nature and scale of the services you specialize in.
- 2) Provide a list of any key personnel that may be assigned to the Town, their role and responsibilities. Provide resumes for all key personnel identified. If sub-consultants are proposed, include information about each sub-consultant's role and key personnel.
- 3) Provide information on the last three (3) library strategic planning projects completed, including location, when your scope of services was completed, information about timeline, size of the project, cost of the project, and any other relevant information. Include contact information for the owner of each project.
- 5) Describe your understanding of the project, your proposed workplan, schedule and deliverables, noting points of public engagement, and engagement with the Committee, key milestones, and approach to achieving the project objectives.
- 6) Provide a price proposal for Consulting services. Breakdown time and materials costs, indicate hourly cost for each level of staff by task, note if additional services are required or recommended.

Prices proposed are assumed to be inclusive of printing, copying, and delivery/ mailing costs unless otherwise specified and proposed.

Prices proposed are assumed to be inclusive of mileage, tolls, parking, or other costs of the Consultant associated with travel unless otherwise specified.

GENERAL PRICE FORM

- A. The undersigned proposes to furnish all labor and materials required for consulting services in accordance with the accompanying RFP for the rates specified in the accompanying price proposal.
- B. The undersigned certifies that he/she has carefully examined the Request for Proposals, the general conditions, the specifications, the special conditions, and can perform the work and furnish all the material called for in these specifications, general conditions, special conditions in the manner prescribed therein and in accordance with the requirements of the Town of Kittery under them.
- C. A detailed price proposal, as required for a responsive submission to the Request for Proposals, is attached hereto and will be incorporated into this submission as an appendix.
- D. The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; and that he/she will comply fully with all laws and regulations.
- E. The undersigned further certifies under the penalties of perjury that this price proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Name of Company

Business Address

City, State, Zip

Phone, Email

Name and Title of Individual Submitting Bid

Signature Date