

ROUTE SLIP

**AGENDA ITEM**

PLEASE EXPEDITE

FROM: LIBRARY  
(Department)

BOARD OF SUPERVISORS AGENDA ITEM FOR (date): September 5, 1989

SUBJECT: Memorandum of Understanding with City of Fortuna Regarding Library

ESTIMATED TIME REQUIRED: 5 min. NEED TO BE SET FOR TIME CERTAIN? Yes      No X  
IS THERE ANY REASON THIS ITEM CANNOT BE HELD BEYOND THIS DATE?     

Please review, comment where appropriate, initial under appropriate column and circulate to next person checked. KEEP ATTACHED TO SUBJECT MATERIAL.

<u>DEPARTMENT</u>		<u>APPROVED</u>	<u>DISAPPROVED</u>	<u>DATE</u>
<u>    </u> AUDITOR		<u>    </u>	<u>    </u>	<u>    </u>
<u>X</u> COUNTY COUNSEL	Has approved: see	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u> PLANNING	attached note	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u> PUBLIC WORKS		<u>    </u>	<u>    </u>	<u>    </u>
<u>X</u> RISK MANAGER	Has approved: See	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u> <u>                    </u>	attached note	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u> <u>                    </u>		<u>    </u>	<u>    </u>	<u>    </u>
<u>X</u> CAO		<u>    </u>	<u>    </u>	<u>    </u>

Send to Departments required to see this item. Add Departments not listed.

Received by Clerk to the Board  
Date:      By:     

Signed: J. Klappert per LHW  
Date: 8/17/89



AGENDA ITEM NO. \_\_\_\_\_

# COUNTY OF HUMBOLDT

DATE: August 17, 1989

For meeting of: 9/5/89

TO: BOARD OF SUPERVISORS

FROM: Judy Klepproth, County Librarian

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF FORTUNA REGARDING LIBRARY SERVICES

**RECOMMENDATION:** That the Board approve this Memorandum of Understanding (M.O.U.) between the City of Fortuna and the County concerning library service in the Fortuna Library building and the maintenance of the furniture.

**DISCUSSION:** As in other Humboldt County communities, Fortuna provides the library building, the County provides the service. A new addition to the Fortuna Library building was constructed last year, using funds raised in part by the local Friends of the Library group. With the remainder of the funds raised, some furniture was purchased for the library.

This MOU formalizes the relationship of the County Library with the City of Fortuna over the occupation of the library building and in ownership of the library furniture. The County Library would carry all of the furniture and equipment in the attached list on their insurance, and would pay for the maintenance contracts. For administrative purposes, this is an advantage to both parties.

**Background:** This is the second MOU the Library brings before the Board this year. The intent is to try to negotiate MOUs with all of the library service areas, putting all of the branches on a more formal footing with the County. The intent is also for the County Library gradually to assume responsibility for the furnishings and equipment in each branch, rather than the half-and-half arrangements that exist now, and which are time consuming and cumbersome to administer.

**FINANCIAL IMPACT:** None      **OTHER AGENCY INVOLVEMENT:** None

Prepared by: J. Klepproth

CAO Approval: \_\_\_\_\_

REVIEW: Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:  
Board Order No. \_\_\_\_\_  
Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor  
seconded by Supervisor  
and unanimously carried by those members  
present, the Board hereby adopts the  
recommended action contained in this report.

Dated: \_\_\_\_\_  
BRUCE RUPP, Clerk of the Board

by: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
CITY OF FORTUNA  
AND THE  
COUNTY OF HUMBOLDT

This Memorandum of Understanding (MOU) is entered into on this date between the City of Fortuna (hereinafter, CITY) and the County of Humboldt (hereinafter, COUNTY) to provide public library services to the residents of the Fortuna area. COUNTY shall act through its agent, the Humboldt County Librarian in these matters.

RECITALS

- 1) CITY agrees to continue to provide housing, building maintenance, utilities, gardening, janitorial, trash disposal, and property and liability insurance associated with the building in which the public library is housed.
- 2) COUNTY agrees to continue to staff the Library, provide furnishings, materials and liability/property insurance for library contents. COUNTY will also provide all phone service and maintenance contracts for any equipment that requires it.
- 3) Furniture and equipment purchased for the Library with funds raised for that specific purpose shall be added to COUNTY inventory for insurance purposes, and a list of said items is attached. Although these items shall carry COUNTY'S inventory markings, it is the intent of this MOU that the furniture and equipment shall remain in the Fortuna library. In the event the Fortuna Library no longer needs an item, the City Manager is

authorized to transfer the item to another library or dispose of the item in the same manner as prescribed for all other CITY owned assets.

4) COUNTY shall determine the size of the collection and the hours of service offered in the Fortuna Library. The intent is that the Fortuna Library shall be treated in the same manner as the other COUNTY library branches, receiving an equitable share of the COUNTY library resources based upon population served, resources available and local demand for service.

5) In the event that COUNTY cannot maintain a library in Fortuna, it is the intent that the furniture and equipment listed in the attachment remain in the Fortuna library building, and that the ownership be transferred to CITY.

6) This MOU shall remain in effect until \_\_\_\_\_ or until terminated in writing by both parties.

Date 7-31-90

[Signature]  
\_\_\_\_\_  
City of Fortuna, Mayor

Date October 2, 1990

X [Signature]  
\_\_\_\_\_  
Humboldt County Board of Supervisors, Chairman

Attest: BRUCE RUPP  
Clerk to the Board

BY [Signature]  
Deputy

SHELVING FOR THE FORTUNA LIBRARY

Steel shelving, plus installation, Estey brand or equivalent except for #7 below.

- #1 6 free-standing, double-faced shelving units, maximum 84" high, 7 8" shelves per side per unit over closed base. 2 golden-oak laminated end panels.

Estey brand # for this item is WF 82082.

- #2 3 free-standing, double-faced shelving units, approximately 60" high, 2 12" slotted shelves per side per unit over closed base. ~~4~~ bulletin boards approximately 2' high over the shelves.

Estey brand #: WD 62120.

- #3 3 free-standing, double-faced shelving units, approximately 60" high, 3 sloping, pivoted shelves and 3 flat shelves per side per unit over a closed base as shown. 2 golden-oak laminated end panels.

Estey brand #: WM 62120.

- #4 21 wall-hung uprights, maximum 84" high, 112 8" shelves over 16 closed bases.

- #5 4 single-faced shelving units, maximum 84" high, with 3 12" shelves per unit above a hanging carrel.

Estey brand #: WF 81082 (for the uprights and 3 of the shelves).

- #6 3 single-faced shelving units, approximately 42" high with canopy, 2 12" shelves over a closed base as shown.

Estey brand #: WF 41120 with CT 53612.

- #7 66 old-style Ames shelves to be hung on old Ames wall-hung shelving uprights. The uprights will be provided. Uprights to be installed above desks and tables in workroom as shown on floor plan. Walls are backed by 1/2" plywood. Shelves must fit the Ames uprights. Shelves to be 8" wide, ivory color.

*See floor plan for details*