



Monterey County

Board of Supervisors
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

Legistar File Number: 18-464

August 27, 2019

Introduced: 4/20/2018

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

- a. Approve and authorize the Library Director of Monterey County Free Libraries to execute an Operations and Maintenance Agreement between Monterey County and Shandon Unified School District for Monterey County Free Libraries to operate a joint school library and public library at 70585 Parkfield-Coalinga Road, Parkfield, California for a twenty-five (25) year term, retroactive to July 1, 2019 through June 30, 2044.
- b. Approve and authorize the Contracts/Purchasing Officer to execute a County of Monterey Standard Lease Agreement with Shandon Unified School District, leasing the school facility located at 70585 Parkfield-Coalinga Road, Parkfield, California to Monterey County at no cost, for a twenty-five (25) term, retroactive to July 1, 2019 through June 30, 2044, for Monterey County Free Libraries to operate a joint school library and public library.
- c. Authorize the Library Director of Monterey County Free Libraries to make minor revisions to the Operations and Maintenance Agreement if deemed by the Library Director to be in the best interest of the County.
- d. Authorize the Contracts/Purchasing Officer to make minor revisions to the Lease Agreement if deemed by the Contracts/Purchasing Officer to be in the best interest of the County.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Library Director of Monterey County Free Libraries to execute an Operations and Maintenance Agreement between Monterey County and Shandon Unified School District for Monterey County Free Libraries to operate a joint school library and public library at 70585 Parkfield-Coalinga Road, Parkfield, California for a twenty-five (25) year term, retroactive to July 1, 2019 through June 30, 2044.
- b. Approve and authorize the Contracts/Purchasing Officer to execute a County of Monterey Standard Lease Agreement with Shandon Unified School District, leasing the school facility located at 70585 Parkfield-Coalinga Road, Parkfield, California to Monterey County at no cost, for a twenty-five (25) year term, retroactive to July 1, 2019 through June 30, 2044, for Monterey County Free Libraries to operate a joint school library and public library.
- c. Authorize the Library Director of Monterey County Free Libraries to make minor revisions to the Operations and Maintenance Agreement if deemed by the Library Director to be in the best interest of the County.
- d. Authorize the Contracts/Purchasing Officer to make minor revisions to the Lease Agreement if deemed by the Contracts/Purchasing Officer to be in the best interest of the County.

SUMMARY/DISCUSSION:

The Shandon Unified School District, located in Parkfield, California, completed construction of facilities located at 70585 Parkfield-Coalinga Road, California, with the intent that Monterey County Free Libraries (MCFL) would operate a joint school library and a MCFL public library branch at the site.

The joint use community library, located in a rural part of Monterey County, would provide local Parkfield residents with free access to information, internet, and library materials, enabling them to further their educational, business and recreational goals. The joint use community library would also serve the students of Parkfield Elementary School, enhancing their education by providing on-campus access to a wide array of resources and services. The facility is located on Parkfield Elementary School grounds; it was built with funding from the Shandon Unified School District and the Parkfield Community Club, Inc., a California corporation.

The Shandon Unified School District is the sole owner of these facilities. The proposed County of Monterey Standard Lease Agreement would lease the premises to Monterey County at no cost, without payment of rent or other compensation, in order to provide a site for the joint use community library. In addition, under lease terms, the Shandon Unified School District will supply maintenance, janitorial and utilities services to support joint use community library operations.

The proposed Operations and Maintenance Agreement establishes the rights and responsibilities of the parties, as they relate to operation of the joint use community library. Under its terms, the County, acting through MCFL, will provide books, materials, access to the MCFL computerized library catalog and circulation system, public computers and public wifi internet access, furniture, and equipment for use by library patrons and students. The County will provide MCFL staff to provide library services to patrons and students, including MCFL library programs, at staffing levels and during hours of operation comparable to other MCFL library branches serving communities of similar size.

OTHER AGENCY INVOLVEMENT:

County Counsel reviewed the County of Monterey Standard Lease Agreement and the Operations and Maintenance Agreement of the Joint School/Public Library as to form. The County Resource Management Agency, Administrative Services, facilitated the development of the Standard Lease Agreement and the identification and management of funds allocated for furniture, fixtures and equipment.

FINANCING:

There is no additional impact to the County General Fund. Use of the facilities is rent-free and the Shandon Unified School District will provide maintenance and utilities services under lease and operations agreement terms.

MCFL secured funding for furniture, fixtures and equipment through the approval of CIP (Capital Improvements Project) expenditures, as managed by the County Resource Management Agency, in the amount of \$150,000.00. Financing for furniture, fixtures, and equipment is established by Board of Supervisor Order No. 17-1235, approving unfunded project #61114 Parkfield Library. It is anticipated that the annual cost of staffing the Parkfield Library is \$26,521 for a part time Library Assistant II and a Temporary Library Assistant. These costs are appropriated on FY 19-20 Library Budget and will be appropriated on next future budgets during the contract period.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The MCFL mission is to continue to provide excellent services to communities, including rural areas of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

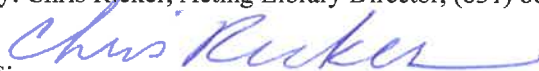
- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Chris Ricker, Acting Library Director, (831) 883-7567



Attachments:



Agreement Governing the Operations and Maintenance of the Joint School/Public Library in Parkfield, California

County of Monterey Standard Lease Agreement

Board Order No. 17-1235, approving funding of Parkfield Library Project