

MEMORANDUM OF UNDERSTANDING REGARDING COUNTY LIBRARIES AND LOCAL COMMUNITIES

This Memorandum of Understanding (MOU) is entered into by and between the Siskiyou County Library hereafter referred to as “the County,” and the Happy Camp Library Association, California, hereafter referred to as “the Community,” on this 21st day of April, 2026.

WHEREAS, County and the Community desire to continue the provision of Library services throughout Siskiyou County communities; and

WHEREAS, due to financial limitations, additional resources are needed to provide such service.

NOW THEREFORE, the parties to this Memorandum of Understanding agree as follows:

1. Items identified as fixed assets of the County will remain County property until donated, identified as surplus or otherwise approved for disposal as agreed, by the County in writing.
2. The County shall provide:
 - 2.1. Technology backbone, which includes:
 - 2.1.1. Communications network connecting all library sites (including telephone, Internet and wireless)
 - 2.1.2. Centralized circulation system, including circulation parameters
 - 2.1.3. Catalog of shared library materials, available from any internet-connected computer
 - 2.1.4. Online materials requests
 - 2.1.5. Centralized file of user records, protected by firewall
 - 2.1.6. Updates to the technology backbone, handled centrally
 - 2.1.7. Staff to manage the technology backbone
 - 2.1.8. Routers and other networking communications equipment
 - 2.1.9. Installation of any equipment connected to the network in the community facilities
 - 2.1.10. Book repair
 - 2.1.11. Library specific materials, such as library cards

- 2.2. Distribution center for books and other library materials to be shared by all library locations, which includes:
 - 2.2.1. Print and non-print library materials to be shared freely throughout the county
 - 2.2.2. Rotating collections
 - 2.2.3. Preservation of historical collections
 - 2.2.4. New and gift materials cataloging and processing (as described in Appendix 1, attached hereto)
 - 2.2.5. Centralized purchasing
 - 2.2.6. Negotiation of discounts from book suppliers
 - 2.2.7. Staff for the distribution center
 - 2.2.8. Volunteers for the distribution center
 - 2.2.9. All operating costs for the distribution center
- 2.3. Delivery service between the distribution center and community library facilities
- 2.4. Siskiyou County Library website and Facebook.
- 2.5. Design and provision of training in County Library procedures for community staff and volunteers at a central location and at times such training can be offered as determined by County.
- 2.6. Coordination and management of programs and grants that are applicable countywide.

In Process

3. The Community shall provide, at no cost to the County:
 - 3.1. Code-compliant local library space, open to the public, with hours of operation to be determined by the local community
 - 3.2. The Community is responsible for:
 - 3.2.1. Additional furniture
 - 3.2.2. Utilities
 - 3.2.3. Maintenance
 - 3.2.4. Cleaning and restroom supplies
 - 3.2.5. Janitorial service
 - 3.2.6. Trash removal
 - 3.2.7. Insurance
 - 3.3. Staffing
 - 3.3.1. Local customer service volunteers
 - 3.3.2. Background checks for volunteers
 - 3.3.3. Local paid or contract staff
 - 3.3.4. Shelving and re-shelving of circulating materials
 - 3.3.5. Volunteers and paid or contract staff will participate in training provided by the County

- 3.4. Local magazine subscriptions
- 3.5. Local newspaper subscriptions
- 3.6. Technology to use the backbone provided by the County:
 - 3.6.1. Optional self-service checkout machine
 - 3.6.2. At least one Internet-compatible local computers for public access
 - 3.6.3. Maintenance, and supplies for this equipment
 - 3.6.4. Purchase, maintenance, and replacement of any other non-networked local hardware – including additional computers, copiers, fax machines, supplies, software, and upgrades are the responsibility of the community
- 3.7. Other library service fees, such as printing and copying, are to be kept for local use (as described in the Fees Schedule in Appendix 4, attached hereto)

4. The Community agrees to share the materials held in its location with the users of other community libraries in Siskiyou County, using the County-provided circulation and delivery systems.

Policies for sharing are subject to discussion by the Siskiyou County Library Coordination Committee (described in Appendix 2, attached hereto).

5. In case of technology failure:

The County is responsible for:

- 5.1. The countywide online checkout, catalog, and patron record system
- 5.2. Problems covered under the self-check warranty agreement
- 5.3. Routers and other networking communications equipment
- 5.4. The County Library website
- 5.5. County software

The Community is responsible for:

- 5.6. Replacing the self-checkout machines
- 5.7. Laptop and desktop computers not managed by County IT
- 5.8. Copiers
- 5.9. Printers
- 5.10. Local software

6. Basic procedures for reporting technology failures and other service and support requests to the County Library Distribution Center (described in Appendix 3, attached hereto).
7. The County and the Community agree to participate in the Siskiyou County Library Council (described in Appendix 2, attached hereto).
8. The County may accept funds from either the Community or its Friends of the Library group to help coordinate purchases of library materials and supplies.
9. The County Librarian will work with the Library Council to formulate cooperative library policies on countywide services. Access to the catalog's circulation database to perform library service functions will be granted to County and Community staff and volunteers that follow these policies.
10. In the event of a catastrophic event, the County's insurance will cover materials identified in the County's Insurance policy.

Items not covered by County insurance will be the responsibility of the Community.

11. The term of this MOU shall be from July 1, 2026 to June 30, 2030 and may be extended in writing by both parties as mutually agreed. Either party may terminate this Agreement upon thirty (30) days advance written notice to the other party.

IN WITNESS WHEREOF, County and Community have executed this MOU on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date: _____

RAY A. HAUPT, CHAIR
Board of Supervisors
County of Siskiyou
State of California

ATTEST:
LAURA BYNUM
Clerk, Board of Supervisors

By: _____
Deputy

Community:
Happy Camp Library Association

Date: 3/29/2026

Signed by:
Vicki Philips

Vicki Philips, Library Manager

Date: 3/27/2026

Signed by:
Casey Chambers

Casey Chambers, Library Assistant

License No.: N/A
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. _____

ACCOUNTING:
Fund Organization Account Activity Code (if applicable)

Encumbrance number (if applicable):

If not to exceed, include amount not to exceed:
\$0.00

If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.

Appendix 1

CATALOGING AND PROCESSING FOR NEW AND GIFT MATERIALS

Acquisition and Processing

1. Notify central processing of pending orders to facilitate the scheduling of processing workload
2. Large orders may need to be processed in coordination with new materials purchased by other locations
3. Processing turn-around time will vary based on the availability of staff and volunteers
4. Limits on the volume of materials submitted for processing will be necessary if backlogs develop

Materials will be processed based on these priorities:

1. Materials – Purchased centrally with budgeted funds
2. Materials – Purchased with local funds
3. Materials – Donated/gift materials that meet the evaluation guidelines

Collection Development guidance will be available to the communities that request assistance.

If the local community decides to keep local materials for local circulation only, those materials will not be serviced by the backbone.

Appendix 2

SISKIYOU COUNTY LIBRARY COUNCIL

The Siskiyou Library Council consists of the County Librarian and Library Managers of each library and is a forum for discussing local community needs and priorities with respect to:

1. Customer service practices, such as checkout lengths and renewals, so that such practices will be consistent
2. Communications across the County
3. Communications with County government officials
4. Countywide programs and events such as Summer Reading Program
5. Countywide grant opportunities
6. Technological upgrades
7. Issues arising under this Memorandum
8. Any future menu of optional contract services, such as children's programming or reference services, from which the Communities may select and fund, if so desired

It is understood that in order to receive the benefits of the library system, some countywide customer service rules will need to be defined. The Siskiyou Library Council will coordinate the implementation of such rules.

The Siskiyou Library Council consists of the County Librarian and one representative designated by each Community participating in the Siskiyou County Library system.

Appendix 3

SERVICE AND SUPPORT REQUESTS

1. Service and support requests may be submitted by authorized personnel only. Authorized personnel include any paid staff or volunteer who has completed County-provided training in library circulation and reporting processes.
2. At the completion of the training of authorized personnel, the process for submitting service and support requests will be provided, including: email address, telephone numbers, and a web site link, and the coverage schedule for support staff.
3. Service and support requests will be answered by the following business day.

In Process

Appendix 4

Replacement Fees	
Cataloged items	Retail price (as indicated in the library database)
If retail price is not listed in library database, then as follows:	
Books: Adult	\$20.00
Books: Young Adult and Children	\$15.00
Magazines	\$5.00
Board books	\$7.00
Audiobooks	\$30.00
DVDs	\$30.00
Reference materials	Cost of replacement
Interlibrary Loan materials	Charge set by lending library
Processing fee to replace item	\$5.00 per item
Additional Fees	
Computer Printouts and Copies	Determined by local branch (Suggested \$0.20 per page)
Microfilm Research	\$10.00 per hour (1 hr. min.)
Returned Check Fees (Non-Sufficient Funds)	\$20.00 per check

Additional Fees, cont.	
Room Use	Determined by local branch for non-library events (subject to availability)
Library card replacement fee	\$1.00
Replace broken Audiobook cases	\$4.00
Replace broken DVD cases	\$2.00

In Process