



COUNTY OF HUMBOLDT

For the meeting of: 11/4/2025

File #: 25-1206

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Memorandum of Understanding for Provision of Library Services in Trinity County pursuant to California Education Code Section 19140

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached Memorandum of Understanding for Provision of Library Services in Trinity County pursuant to California Education Code Section 19140; and
2. Authorize the Board Chair and Director of Library Services to sign the Memorandum of Understanding; and
3. Authorize the Director of Library Services to sign all amendments, extensions, revisions, or termination of the Memorandum of Understanding upon approval by the County Administrative Office, County Counsel, and Risk Management; and
4. Direct the Clerk of the Board to provide the Director of Library Services with three executed copies of the Memorandum of Understanding.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

California Education Code Section 19140 requires that a qualified librarian oversee county library operations in the State of California. Trinity County has been without a librarian since Dec. 31, 2024. Trinity County desires to contract with Humboldt County as Humboldt County has a qualified librarian who is able and willing to provide the minimum requirements specified in the Education Code and by the California State Library. The attached Memorandum of Understanding (MOU) outlines the terms and conditions of the proposed agreement. The MOU states that the Humboldt County librarian shall not provide more than 16 hours of services per month under the MOU.

California Education Code Section 19110 allows for the Board of Supervisors of any county to contract with the Board of Supervisors of any other county to provide for the services of a single qualified librarian to serve simultaneously as the county librarian of each county. Pursuant to section 19110, Trinity County wishes to contract with Humboldt County to appoint Christopher Cooper, MLIS, the Director of Library Services for Humboldt, as the acting County Librarian for this role in Trinity County.

Humboldt County shall be compensated at a flat monthly rate of \$527 per month for each month in which services are provided.

Trinity County expects to conduct a recruitment for a library director in the first part of 2026.

SOURCE OF FUNDING:

Library Fund (1500)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

This MOU will generate revenue for the Library in the amount of \$527 per month or approximately \$4,216 through the end of fiscal year 2025-26. There will be no impact to the General Fund.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There will be no impact to current staffing levels.

OTHER AGENCY INVOLVEMENT:

Trinity County Libraries, California State Library

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this MOU. However, that is not recommended as Trinity County would be left with no qualified librarian to oversee library services. As a result, Trinity County would not be eligible for funding administered through California State Library including the California Library Services Act (CLSA) and Library Services and technology Act (LSTA) funding. Trinity County would also lose their public library status with the California State Library. Should this action not be taken and Trinity County not enter into an agreement with another county, Trinity County may be forced to close its libraries.

ATTACHMENTS:

1. Memorandum of Understanding for Provision of Library Services
2. Correspondence with State Library

PREVIOUS ACTION/REFERRAL:

Meeting of: NA

File No.: NA