



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: General Services  
Department No.: 063  
For Agenda Of: 10/4/2011  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from: N/A  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** General Services Bob Nisbet, Director (560-1011)

Contact Info:

**SUBJECT:** A Memorandum of Understanding with the Friends of the Library of Santa Ynez Valley, Inc. regarding plans for a 7,000 square foot expansion to the Solvang Library

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**County Counsel Concurrence**

As to form: yes

**Other Concurrence:** N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That Board of Supervisors:

- a) Authorize the Chair to execute the attached Memorandum of Understanding (MOU) with the Friends of the Library of Santa Ynez Valley, Inc. a non-profit organization wherein the parties agree to the roles, responsibilities and financial relationship of the two entities relative to the operation of a proposed 7,000 square foot expansion to the Solvang Library located at 1745 Mission Drive, City of Solvang, State of California; and
- b) Find that the proposed action(s) do not constitute a "Project" within the meaning of CEQA, pursuant to 14 CCR 15378 (b)(4) (creation of government funding mechanisms).

**Summary Text:**

Two years ago, the Friends of the Library of Santa Ynez Valley, Inc. a non-profit organization (hereinafter “Friends”) approached the County about the need to expand the Solvang Library. The County Architect worked with Friends to define the scope of the project and it was included in the Capital Improvement Plan beginning in Fiscal Year 2010-11. Following this initial scoping exercise, the Friends hired an architect to further develop the design of the addition.

The proposed addition is 7,000 square feet and is estimated to cost \$4 million.

More recently, as the Friends began to plan a capital campaign to raise the necessary funds to complete the project, they requested that an MOU be executed between the two entities that defines the roles and financial relationships going forward. They indicated that such a document would be helpful when they approach potential donors.

The highlights of the MOU are as follows:

- The County is not obligated to contribute any funds to the project.
- The Friends are responsible for managing the design phase; the County is responsible for completing CEQA and managing the construction phase.
- Money is transferred from the Friends to the County in accordance with the County Donation Acceptance Policy.
- The Friends must develop a long-term plan to cover ongoing maintenance and operations of the expanded facility. If the County does not approve the long-term plan to cover operation and maintenance costs, the County is under no obligation to proceed with the expansion and any unused funds will be returned to the Friends.
- The MOU terminates in 5 years if the necessary funds have not been raised.

This MOU could serve as a model for capital efforts for other branch libraries throughout the County.

**Fiscal and Facilities Impacts:**

Budgeted: N/A

The fiscal and facility impacts are as summarized herein and in the MOU.

**Staffing Impacts:**

None

**Attachments:**

MOU