



Mendocino County Library Advisory Board

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Mendocino County Library Advisory Board ("LAB") will hold its regular Board Meeting at:

1:00 p.m. – Wednesday, May 14, 2025 (corrected)

MEETING LOCATIONS:

In-Person at: Round Valley Branch, Covelo, CA 95428

Online at:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 255 001 751 553

Passcode: ng2SW92g

Join a meeting in Microsoft Teams - Microsoft Support

Learn how to join a Microsoft Teams meeting by link, calendar, channel, chat, or by calling in.

Agendas and attachments available at <https://www.mendolibrary.org/about/library-advisory-board/lab-agendas-and-minutes>

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes from the March 12th, 2025, meeting
4. Public Expression

Note: The Library Advisory Board welcomes public and government participation at its meeting. Items can be added to the official agenda up to 72 hours in advance of the meeting date and time. For items not on the agenda, comments within the jurisdiction of the Board shall be limited to three minutes per person so that everyone may be heard. No more than ten minutes will be devoted to any non-agenda subject. No official action on non-agenda items will be taken by the LAB at the meeting where presented. Individuals wishing to address the Board under Public Expression are welcome to do so throughout the meeting at the appropriate points on the approved Agenda.

5. County Librarian's report
6. Branch Manager's Report – Josh Bennett
7. Administrative Services Manager's updates
 - a. YTD Report
 - b. Capital improvement updates

- Update on Willits roof and energy project
 - Ukiah front door replacement
8. (2:00 pm) Ukiah feasibility Board of Supervisors discussion
 - a. 2021 Assessment recommendations completed (Ukiah Expansion Ad Hoc requested)
 - b. Architect Abe Jayson presentation and discussion about the Ukiah expansion/feasibility study.
 9. A-87 costs reflected in budgets and costs to date for BOS requests on the Willits Roof project.
 10. MOU request from County for Ukiah FOL (and other FOL groups)
 11. Bookmobile update, community meetings, Friends group re-start, process for the RFQ.
 - a. 2010 Bookmobile specifications (example)
 - b. Proposal from SVS – bookmobile consultant
 12. LAB Plan of action for processes for expired Memberships and outgoing (incoming) members, (Michael, Larry, new Ukiah representative Jody Nyberg). Confirm officers, positions.
 13. Unfinished Business:
 - a. LAB member bios, optional photo, few lines about why on LAB
 - b. Updates on Friends of the Libraries Outreach
 - c. District Updates
 - d. Fort Bragg Building Updates
 14. New Business
 - a. BOS approved letter supporting Senate Bill 239 allowing advisory board members to attend remotely

15. Announcements and Comments, Adjournments

Attachments:

- Minutes
- YTD Report
- 2021 Ukiah Assessment
- Ukiah Zip Code Map – 44,742 residents
- Ukiah Assessment recommendations progress
- Jayson Architecture presentation
- Bookmobile survey summary
- 2010 Bookmobile specifications
- BOS Letter supporting Senate Bill 239



Mendocino County Library Advisory Board

DRAFT MINUTES for LIBRARY ADVISORY BOARD MEETING OF March 12, 2025

Members Present: Michele Savoy - Chair; Olga O'Neill - Vice Chair, Interim Secretary; Linda Thornquist Stumpf; Carole Poma; Susan Sher; Lew Chichester; Mellissa Hannum– County Librarian/Director

Absent Members: Larry Riddle, Michael Schaeffer

Guests Present: Barb Chapman - Administrative Services Manager, Mellisa Carr - Ukiah Branch Manager, Lily Rojo – Department Application Specialist,

1. Call to Order: 1:00 PM
2. Approval of the Agenda

Motion to approve agenda with the addition of an item regarding Qualification Approval Panel: 1st by Carole, 2nd by Lew - Approved

3. Approval of the Minutes from the January 8, 2025 meeting

Motion to approve minutes: 1st by Susan, 2nd by Carole – Approved

4. Public Expression: None
5. County Librarian/Director report - Melissa Hannum:

Melissa reported on the Book Mobile Community events and some options regarding future events. She gave an update on the downtown Story Walks which have been well received. The Seed and Scion Event in Philo was a huge success with 300 visitors and all branch libraries represented. She also reported on various current and planned services, activities and programs of the libraries. On March 28th libraries will be closed for an all-staff meeting. Topics will include First Amendment Rights, Collections, videos of all the branches, as well as procedural items such as Incident Reports. A workshop on self-defense will also be offered.

6. Administrative Services Manager's updates - Barb Chapman

- a. Six Months Statistics report - Reviewed printed report which included 1,883 new patrons during the first half of the fiscal year
- b. Year to Date Budget Report - Reviewed printed report
- c. Next Year's Reports for operating expenses and capital - concern over the A-87 \$200,000 projected increase; Barb will check on this. Reviewed the 2025 - 2026 Budget Impact Statement

Motion made by Lew to accept the first draft of Next Year's Budget Detailed Reports including Capital Investment budgeted items. Carole 2nd; motion passed

- d. Strategic Plan Updates - Reviewed report - status of all projects/timelines updated
- e. Capital investment updates – Willits project - delay in board approval due to need to understand ESCO options, Ukiah front door must be replaced as it is a safety concern - in process, possibly completed this summer, Ukiah feasibility study - study needs to be narrowed down rather than having projections for all possibilities; discussed communication between City of Ukiah and County

7. Ukiah Branch Manager's report

Melissa Carr spoke about items from her written report covering highlights from March 2024-March 2025. The Ukiah Branch has exceeded pre-2020 door count average which is currently 580 visitors per day. She expressed appreciation for the Friends of the Library in their success getting a mural for the front

of the building and talked about the ceremony celebrating its completion. She also talked about the many programs and opportunities the branch provides to the community.

8. MOU request from County Library for Ukiah FOL and other Friends groups

Discussed request; Ukiah's FOL was given a boilerplate of an MOU; friends and county library admin will revise to create a document reflecting both parties interests. Other friends' groups will then be asked to complete or update their MOUs.

9. Bookmobile update: Community meetings and survey, Friends group re-start, RFQ process

Discussion of bookmobile costs, needs, and the possibility of trade in/sale value. Budget based on informal quote.

10. LAB Plan of action for process for expired memberships and incoming members, confirm officer positions

Michele reported that Jody Nyberg will be the Ukiah 2nd District representative, but she could not attend today. Michele will contact Reps for Districts 1 and 2 regarding current status. Tabled confirmation of officer positions

11. Unfinished business:

- a. LAB member bios, optional photo, few lines about why on LAB - no updates
- b. Updates on Friends of the Libraries Outreach -
Michele reported that the Bookmobile Friends group wanted to restart their group.
- c. District Updates - discussed in capital investment update
- d. Fort Bragg Building Updates - Plans are moving forward; city is in process of reviewing of plans

12. New Business

- a. LAB for online meetings - ideally request 1 week ahead due to no usage over the past 6 months
Discussed and agreed this is a good plan for better use of staff time.
- b. Qualification of Applicants Panel for interviewing job applicants (QAP)
Barb explained the function of this panel and asked if any LAB members would be willing to be asked to sit on this panel in the future. Carole and Olga volunteered

13. Announcements and Comments, Adjournments

Lew made a motion that we adjourn the meeting at 2:12, Carole 2nd; motion passed

Respectfully submitted,

Olga O'Neill
Interim Secretary

LIBRARY OPERATING BUDGET FY 2024/2025							
OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD 4/25/2025	Encumbrance	Available Budget	YTD % used	Notes
821500	SALES & USE TAX	-2,980,024	-1,745,607	0	-1,234,417	58.6%	Measure O Tax
824100	INTEREST	-30,000	-38,735	0	8,735	129.1%	
825496	STATE LIBRARY GRANT	-20,477	-24,591		4,114	120.1%	Zip Books grant
826370	LIBRARY SERVICES	-18,400	-19,117	0	717	103.9%	Fees & services
827600	OTHER SALES	-6,720	-4,506	0	-2,214	67.0%	Photocopy/earbud fees
827700	OTHER	-5,000	-5,630	0	630	0.0%	Pacific Lib Partnership
827707	DONATION	-10,050	-9,653	0	-397	96.1%	\$4,000 for LT books (from FB)
827801	GRANT REVENUE	0	-9,850			100.0%	Save the Children Grant
827802	OPERATING TRANSFER IN	-2,009,647	-2,009,647	0	0	100.0%	Property Tax
Total Revenue		-5,080,318	-3,867,336	0	-1,222,832	76.1%	
861011	REGULAR EMPLOYEES	2,205,774	1,544,269	0	661,505	70.0%	
861012	EXTRA HELP	40,000	60,933	0	-20,933	152.3%	
861013	OVERTIME REG EMP	10,000	21,885	0	-11,885	218.9%	
861021	CO CONT TO RETIREMENT	631,959	446,227	0	185,732	70.6%	
861022	CO CONT TO OASDI	136,755	80,500	0	56,255	58.9%	
861023	CO CONT TO OASDI-MEDIC	31,983	22,679	0	9,304	70.9%	
861024	CO CONT TO RET INCREME	152,711	105,269	0	47,442	68.9%	
861030	CO CONT TO EMPLOYEE IN	400,585	285,496	0	115,089	71.3%	
861035	CO CONT WORKERS COMP	30,024	30,024	0	0	100.0%	
Total Salaries & Benefits		3,639,791	2,597,283	0	1,042,508	71.4%	
862060	COMMUNICATIONS	41,902	27,670	0	14,232	66.0%	Phones, broadband, hotspot data
862090	HOUSEHOLD EXPENSE	123,985	51,485	0	72,500	41.5%	County custodial, sewer
862101	INSURANCE-GENERAL	51,410	51,410	0	0	100.0%	
862120	MAINTENANCE-EQUIPMEN	22,000	22,032	0	-32	100.1%	Bookmobile & Outreach van maintenance
862130	MAINT-STRC IMPR & GRN	83,000	33,216	0	49,784	40.0%	Building & grounds maintenance
862150	MEMBERSHIPS	2,000	1,049	0	951	52.5%	CLA, ALA, ARSL
862170	OFFICE EXPENSE	12,900	11,970	0	930	92.8%	Office supplies-paper, toner, etc.
862185	MEDICAL & DENTAL SVCS	2,000	340	0	1,660	17.0%	Pre-employment screenings
862187	EDUCATION & TRAINING	2,950	683	0	2,267	23.2%	Staff education
862189	PROF & SPEC SVCS-OTHR	354,100	199,395	0	154,705	56.3%	Catalog, Delivery, IT staff,Uk guard, NeoGov, contracted custodians
862190	PUBL & LEGAL NOTICES	1,500	836	0	664	55.7%	Classified ads for job postings, outreach
862194	A-87 COSTS	367,432	587,955	0	-220,523	160.0%	
862210	RNTS & LEASES BLD GRD	49,948	50,040	0	-92	100.2%	Round Valley, Laytonville leases

862227	SOFTWARE LONG-TERM	5,500	0	0	5,500	0.0%	> than 1 year license
862228	SOFTWARE SHORT-TERM	102,181	72,675	0	29,506	71.1%	Databases & software
862229	SOFTWARE MAINTENANCE	17,148	15,838		1,310	92.4%	Software/maintenance
862230	INFO TECH EQUIP	96,276	6,193	0	90,083	6.4%	Computer replacements (Enterprise) & software
862239	SPEC DEPT EXP	229,477	152,387	0	77,090	66.4%	Library collection materials, programs
862250	TRNSPRTATION & TRAVEL	20,900	9,179	0	11,721	43.9%	Bookmobile and staff mileage
862253	TRAVEL & TRSP OUT OF CO	15,000	5,656	0	9,344	37.7%	Hotel, airfare, per diem conferences/trainings
862260	UTILITIES	119,025	83,383	0	35,642	70.1%	Water, electricity, gas
Total Services & Supplies		1,720,634	1,383,392	0	337,242	80.4%	
864370	EQUIPMENT	4,700	4,700	0	4,700	100.0%	Willits Library bike
Revenue Total		-5,080,318	-3,867,336	0	-1,222,832	76.1%	
Expense Total		5,365,125	3,985,375	0	1,384,450	74.3%	
Balance		284,807	118,039	0	161,618	41.4%	

LIBRARY CAPITAL INVESTMENT BUDGET FY 2024/2025

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD 4/25/2025	Encum-brance	Available Budget	YTD % used	Notes
821500	SALES & USE TAX	-1,986,682	-1,157,116	0	-829,566	58.2%	Measure O Tax
825496	STATE LIBRARY GRANT	-247,040	0	0	-247,040	0.0%	Willits roof project
862189	PROF & SPEC SERVICES	100,000	838	0	99,162	0.8%	Ukiah feasibility study
864355	LEASEHOLD IMPVMT	45,000	6,583	0	38,417	14.6%	Ukiah storefront replacement
864360	STRUCTURES & IMPVMT	624,080	3,113	0	620,967	0.5%	Willits roof, remodel design, Uk roof design
864370	EQUIPMENT	27,000	18,569	0	8,431	68.8%	Color copiers-Round Valley, Coast, Willits
Revenue Total		-2,233,722	-1,157,116	0	-1,076,606	51.8%	
Expense Total		796,080	29,103	0	766,977	3.7%	
Grand Total		-1,437,642	-1,128,013	0	-309,629	78.5%	

Endowment Funds (updated 3/2025)		Balance	Operating Fund Balance (beginning FY)	
2710-760 Fort Bragg Principal	12,875		-2,701,674	
2710-760 Fort Bragg Interest	23,773		Capital Inv Fund Balance (beginning FY)	
2710-760 Ukiah Principal	114,513		-2,425,026	
2710-760 Ukiah Interest	82,202		Capital Inv Fund Balance (YTD)	
2710-760 Bookmobile Principal	4,290		-3,553,039	
2710-760 Bookmobile Interest	4,177			
2710-760 Willits Principal	6,234			
2710-760 Willits Interest	3,199			
2710-760 Library/Hallam Principal	20,382			
2710-760 Library/Hallam Interest	2,569			
Total	274,215			

ZIP CODE CENSUS POPULATIONS NEAR UKIAH MAIN LIBRARY

Zip Code Tabulation Area (2020)

Geography Type Description	Geography	Population	Percent of	Data Time	Geography	Data Source	Selected Location
GeoID_Description	GeoID_Na	cpop	ppov	TimeFrame	GeoVintag	Source	Location
Zip Code Tabulation Area	95415	1383	9.12	2018-2022	2020	Census	Ukiah Area (Custom Region)
Zip Code Tabulation Area	95449	1785	24.14	2018-2022	2020	Census	Ukiah Area (Custom Region)
Zip Code Tabulation Area	95469	1323	7.33	2018-2022	2020	Census	Ukiah Area (Custom Region)
Zip Code Tabulation Area	95470	6068	27.54	2018-2022	2020	Census	Ukiah Area (Custom Region)
Zip Code Tabulation Area	95482	34183	16.41	2018-2022	2020	Census	Ukiah Area (Custom Region)
TOTAL		44742					

Next Steps - Progress Recommended by 2021 Ukiah Branch Assessment

As of 5/9/2025

The recommended next steps in order of execution and steps taken are as follows:

1. Potential Partner and Location Feasibility Study

- **Reached out to City of Ukiah, Ukiah Unified School District, Alex Rorabough Recreation Center, Ukiah Senior Center, Mendocino College, and Mendocino County Law Library.**
- **Met with potential partners: two meetings with City of Ukiah, and the Ukiah Senior Center**

1. Real Estate New Site and Adjacent Site Purchase Feasibility Study

- **Acquired Cost Models (first steps in Feasibility Study) to narrow the scope of the Feasibility Study.**
- **Adjacent Site Purchase no longer possible.**

2. Second Level Addition Structural Feasibility and Cost Study

- **Not included in the Cost Model because more research and engineering study is needed.**
- **We have requested this as part of the Feasibility Study**

3. SEED Certified Community Outreach (Can be completed by a SEED certified architectural firm as a part of the programming and design phases within the above-mentioned fee structure)

- **This Certification is only available from two architectural firms in the country.**
- **The Branch Manager and Library staff, as well as the Friends, can work with the Architectural firm and do community outreach for the space needs for the Ukiah branch.**

4. Architectural Programming: Identifying the space needs for activities based on the SEED Certified Community Outreach process

5. Design

6. Construction

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Mendocino County Library

UKIAH LIBRARY BUDGET SCENARIOS
BOARD OF SUPERVISORS MEETING

APRIL 22, 2025



I. ABOUT US

II. CONTEMPORARY LIBRARY TRENDS

A. HISTORIC PRECEDENTS

B. PROGRAMMING

C. CIVIC PRESENCE

III. BUDGET SCENARIOS

An aerial photograph of a rugged, mountainous landscape. A river winds through the valley, and a small town is visible in the upper right corner. The overall tone is dark and moody, with a greenish-brown color palette.

I. ABOUT US



- 15 LIBRARY PROJECTS
- FROM MOUNTAINS TO THE SEA
- FROM 2,000SF TO 40,000SF
- CLIENTS INCLUDE SONOMA COUNTY



LIVE OAK LIBRARY



North Fork
Library

NORTH FORK LIBRARY



LA SELVA BEACH LIBRARY



PICKLEWEED LIBRARY



BOULDER CREEK LIBRARY



CAMPBELL LIBRARY



THE CAROLYN MILLER READING ROOM

FRIENDS OF MARK ROTKIN AND THE GARFIELD PARK LIBRARY

GARFIELD PARK LIBRARY



SANTA CRUZ MIXED USE LIBRARY



BRANCIFORTE LIBRARY



HEARN LIBRARY

An aerial photograph of a rugged, mountainous landscape. A river flows through the center of the image, winding between the peaks. In the upper right corner, a small town or village is visible, nestled in a valley. The overall tone of the image is dark and moody, with a greenish-brown color palette.

II A. HISTORIC PRECEDENTS





Sainte-Geneviève Library | **1821** | **Paris, France**

An aerial photograph of a rugged, mountainous landscape. A river winds through the valley, and a small town is visible in the upper right corner. The overall tone is dark and moody, with a greenish-brown color palette.

II B. PROGRAMMING: COLLECTIONS



Face Out Display



Featured Collections



The background of the slide is a dark, textured aerial map of a mountainous region. The terrain is rugged with various shades of green and brown, indicating different vegetation and land use. A winding river or road is visible on the right side of the map.

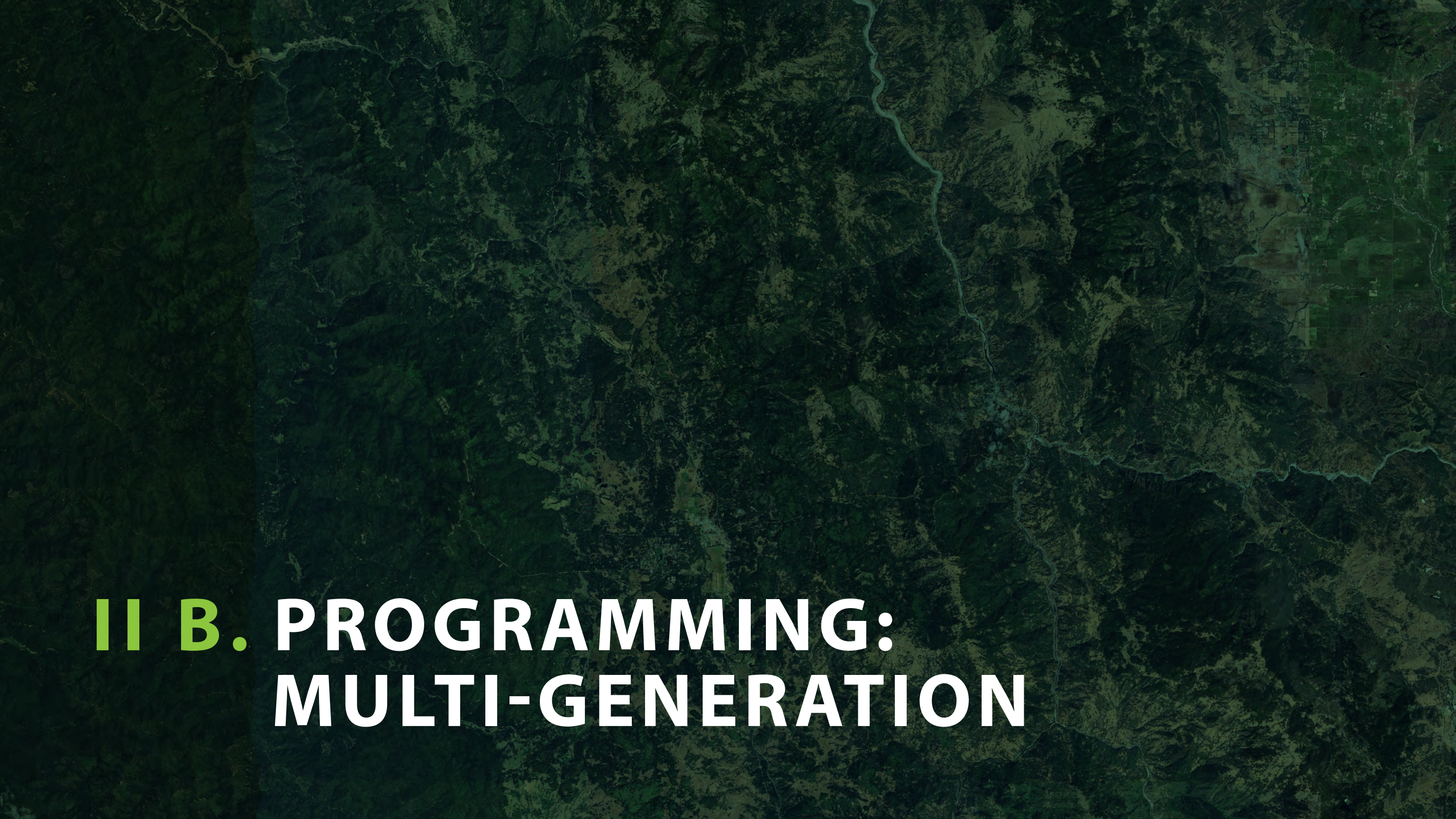
II B. PROGRAMMING: TECHNOLOGY







Mobile Devices

An aerial photograph of a rugged, mountainous landscape. The terrain is covered in dense green forest, with a winding river or stream visible in the upper right portion of the image. The overall tone is dark and moody, with the text overlaid in the lower-left quadrant.

II B. PROGRAMMING: MULTI-GENERATION



Family Areas



Teen Areas



Quiet Areas

The background of the slide is a dark, textured aerial photograph of a landscape. It shows a mix of green vegetation, brownish-yellow patches, and a winding river or road that cuts through the terrain. The overall tone is dark and moody.

II B. PROGRAMMING: FLEXIBILITY



Indoor/Outdoor Spaces



Mobile Shelving



Flexible Meeting Areas



Divisible Spaces

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An aerial photograph of a rugged, mountainous landscape. A river winds through the valley, and a small town is visible in the upper right corner. The terrain is covered in dense vegetation, with varying shades of green and brown.

II B. PROGRAMMING: DAYLIGHT & VIEWS



Desirable Views

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Visual Connectivity

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An aerial photograph of a rugged, mountainous landscape. A river winds through the valley, and a small town is visible in the upper right corner. The overall tone is dark and moody, with a greenish-brown color palette.

II B. PROGRAMMING: OUTDOOR SPACES



Courtyards/Outdoor Spaces



Courtyards/Outdoor Spaces

The background is a dark, textured aerial map of a mountainous region. A river or road winds through the landscape, and a small town is visible in the upper right corner. The overall color palette is dark green and brown.

II B. PROGRAMMING: SEATING



Comfortable Seating



Comfortable Seating

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The background is a dark, textured aerial map of a mountainous region. A river or road winds through the landscape, and a small town is visible in the upper right corner. The overall color palette is dark green and brown.

II B. PROGRAMMING: GATHERING



Community Meeting Rooms



Informal Meeting Spaces

An aerial photograph of a rugged, mountainous landscape. A river winds through the valley, and a small town is visible in the upper right corner. The overall tone is dark and moody.

II C. CIVIC PRESENCE



EASTHAM PUBLIC LIBRARY

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KEW GARDENS LIBRARY



LEDING LIBRARY



NOBO LIBRARY

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ATHERTON LIBRARY

An aerial photograph of a rugged, mountainous landscape. The terrain is covered in dense green forest, with a winding river or stream visible in the upper right portion of the image. The overall tone is dark and moody, with the green of the forest contrasting against the darker shadows of the mountains.

III. BUDGET SCENARIOS

KEY ASSUMPTION

- BUDGET SCENARIOS BASED ON **MARKET DATA**, NOT A SPECIFIC DESIGN CONCEPT.

SCENARIO A

3 YEARS ESCALATION

PURCHASE OF ADJACENT OR SIMILAR PROPERTY

DEMOLISH BUILDING ON PURCHASED PROPERTY

NEW 20,000SF LIBRARY ON PURCHASED PROPERTY

ABANDON EXISTING LIBRARY

SCENARIO A

Property Acquisition	\$1,295,000
Entitlements & Permits	\$436,325
Design, Planning and Management	\$3,955,382
Construction and Related Costs	\$30,463,050
Telephone and Data Systems	\$100,000
Furnishings, Fixtures and Equipment	\$772,500
Audio Visual and Security	\$65,000
Owner Costs	\$65,000
Project Contingency	\$1,484,589
TOTAL BUDGET	\$38,636,845

SCENARIO B

3 YEARS ESCALATION

PURCHASE CURRENT LIBRARY PROPERTY

DEMOLISH EXISTING LIBRARY BUILDING

NEW 20,000SF LIBRARY ON CURRENT PROPERTY

SCENARIO B

Property Acquisition	\$632,000
Entitlements & Permits	\$436,670
Design, Planning and Management	\$3,958,720
Construction and Related Costs	\$30,420,385
Telephone and Data Systems	\$100,000
Furnishings, Fixtures and Equipment	\$772,500
Audio Visual and Security	\$65,000
Owner Costs	\$105,000
Project Contingency	\$1,381,841
TOTAL BUDGET	\$37,872,116

KEY BUDGET TAKEAWAYS

- NEW 20,000SF LIBRARY IS +/- \$38M
- ESCALATION COSTS +/- \$2M/YR
- BUDGETS ARE APPLICABLE TO SIMILAR SITES

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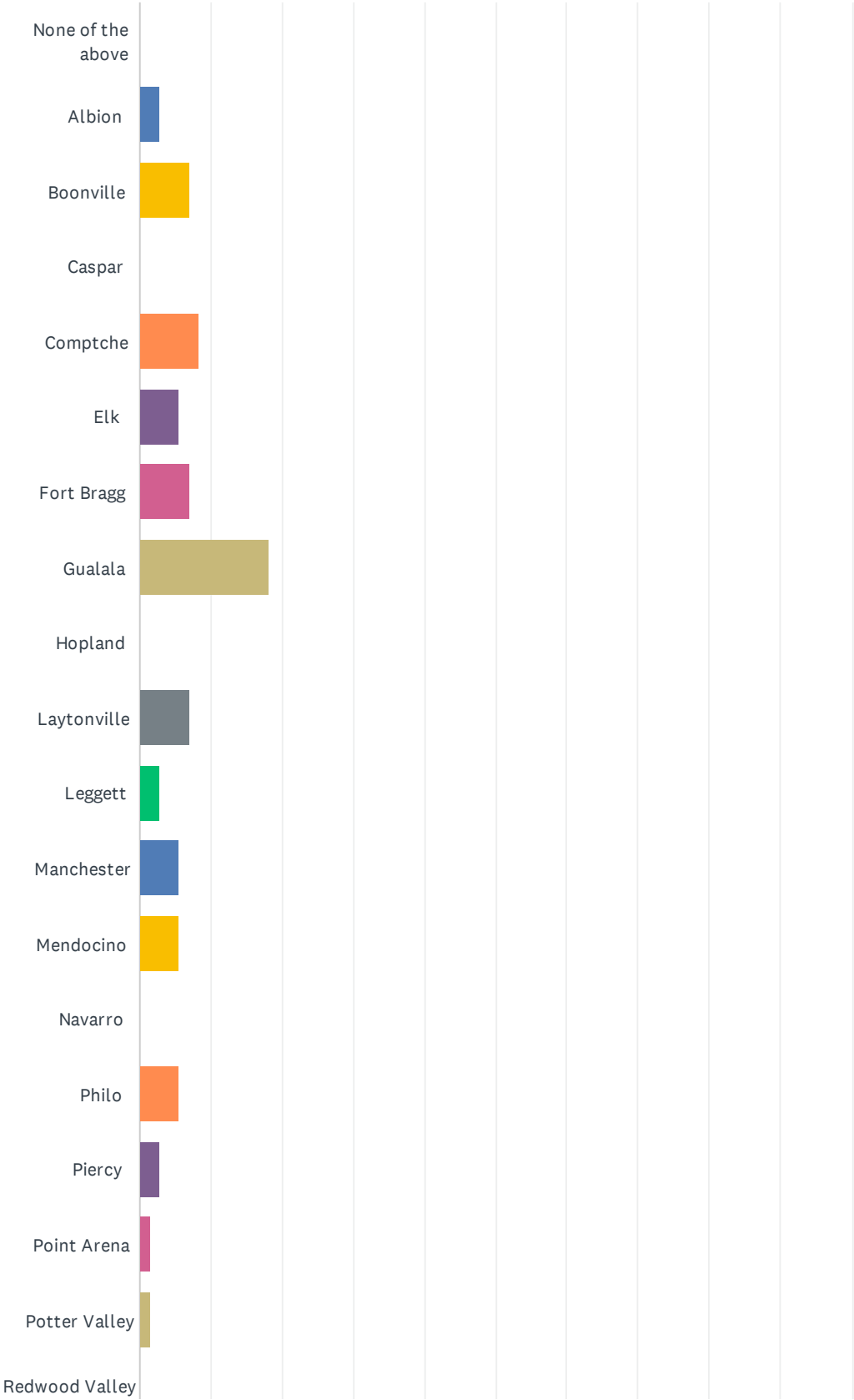
QUESTIONS?

Bookmobile Survey

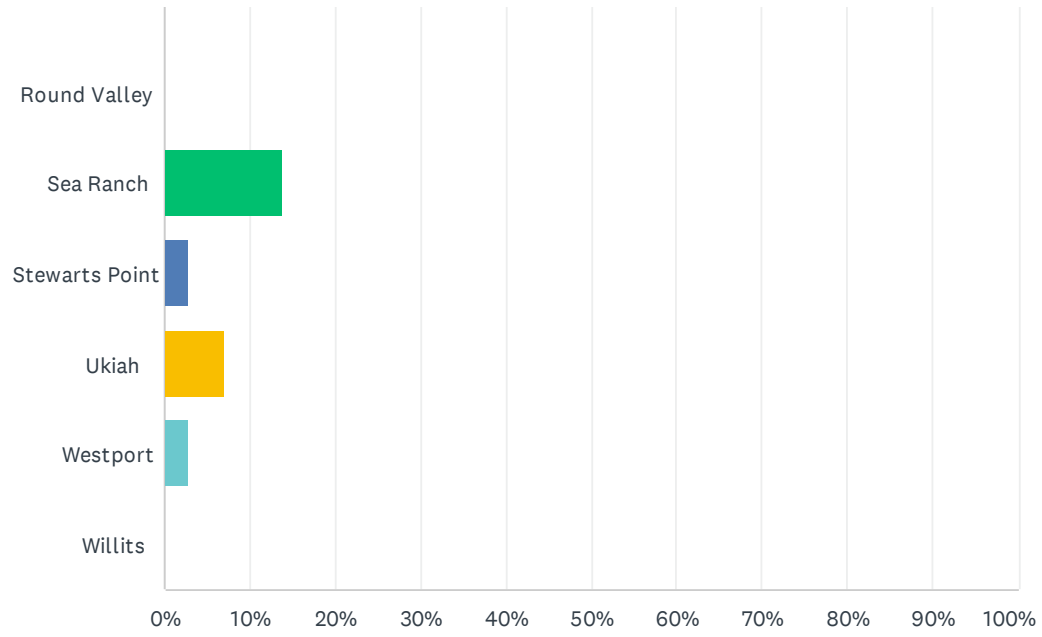
(please see summary on last page)

Q1 Please mark your community.

Answered: 72 Skipped: 0



Bookmobile Survey



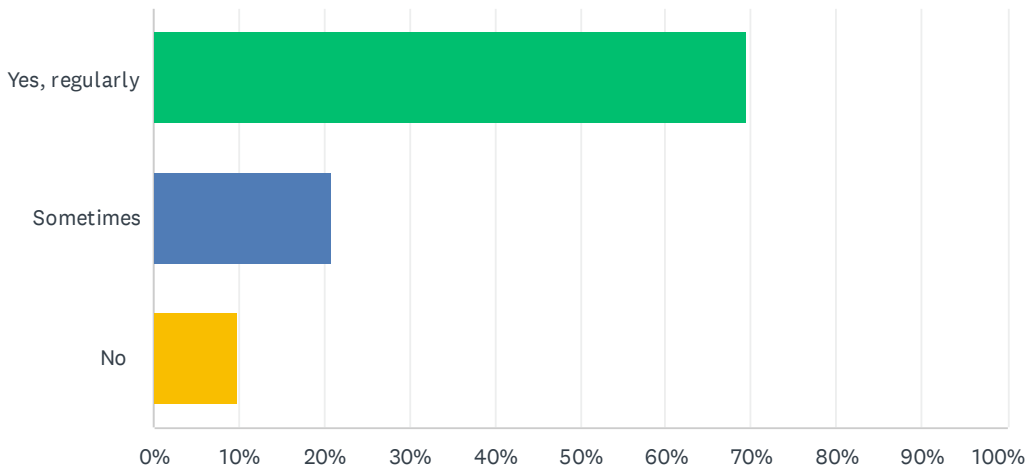
Bookmobile Survey

ANSWER CHOICES	RESPONSES
None of the above	0.00% 0
Albion	2.78% 2
Boonville	6.94% 5
Caspar	0.00% 0
Comptche	8.33% 6
Elk	5.56% 4
Fort Bragg	6.94% 5
Gualala	18.06% 13
Hopland	0.00% 0
Laytonville	6.94% 5
Leggett	2.78% 2
Manchester	5.56% 4
Mendocino	5.56% 4
Navarro	0.00% 0
Philo	5.56% 4
Piercy	2.78% 2
Point Arena	1.39% 1
Potter Valley	1.39% 1
Redwood Valley	0.00% 0
Round Valley	0.00% 0
Sea Ranch	13.89% 10
Stewarts Point	2.78% 2
Ukiah	6.94% 5
Westport	2.78% 2
Willits	0.00% 0
Total Respondents: 72	

#	OTHER (PLEASE SPECIFY)	DATE
1	The Sea Ranch	3/13/2025 12:05 PM
2	Irish Beach	2/26/2025 12:01 PM

Q2 Do you use the Bookmobile?

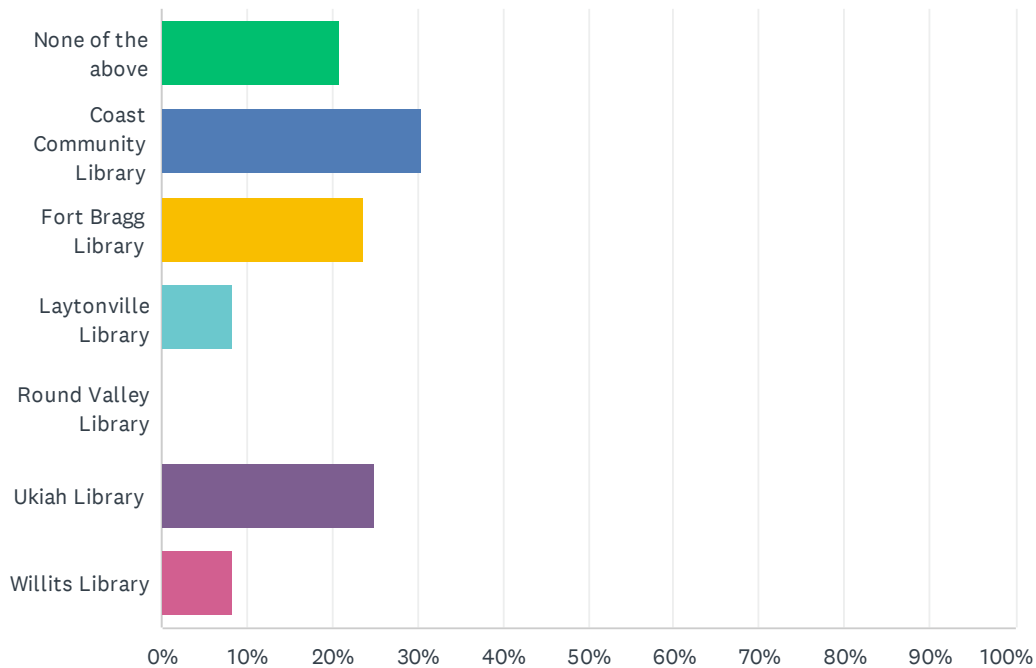
Answered: 72 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes, regularly		69.44%	50
Sometimes		20.83%	15
No		9.72%	7
TOTAL			72

Q3 If you visit a library branch, which one?

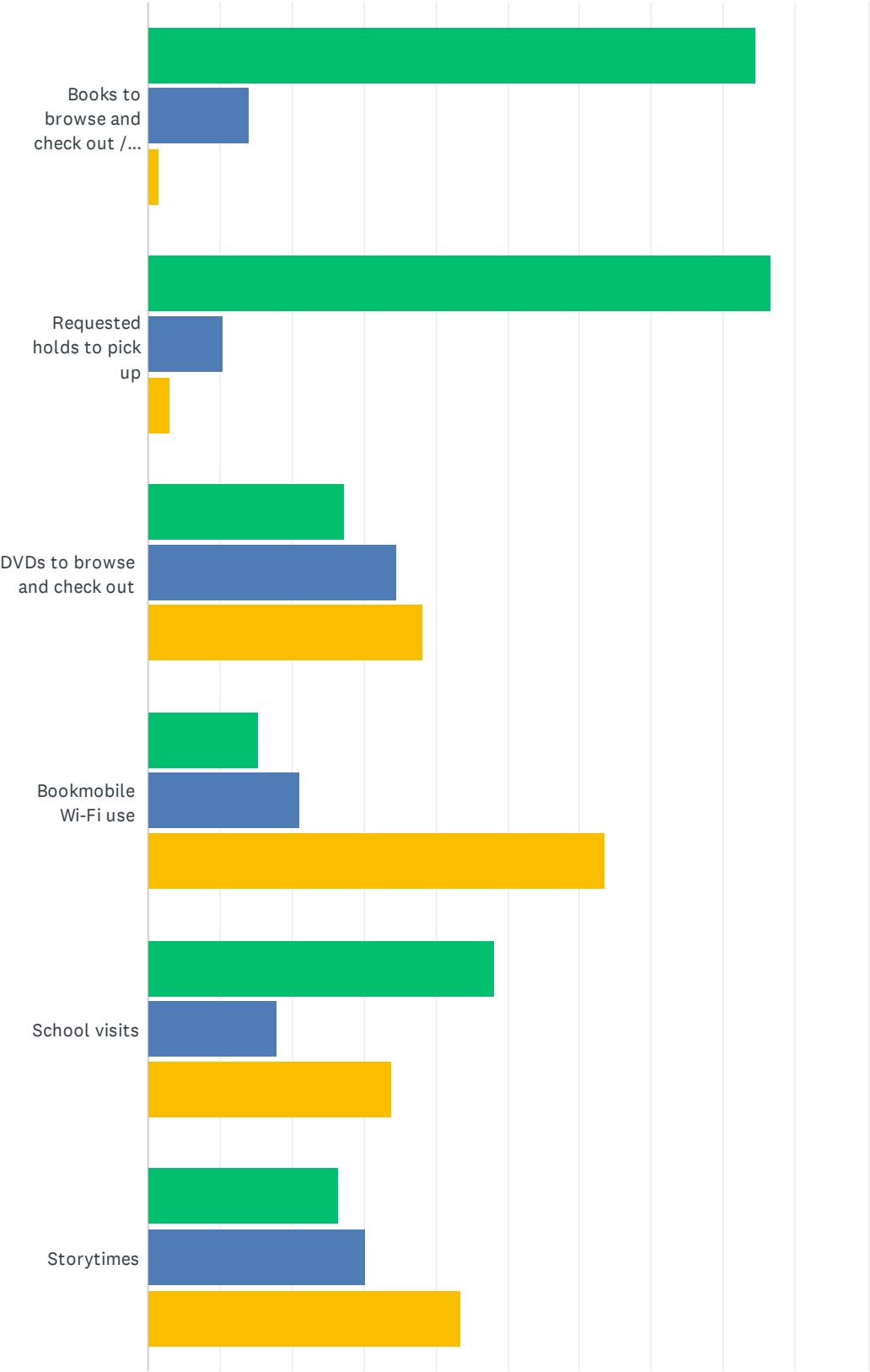
Answered: 72 Skipped: 0



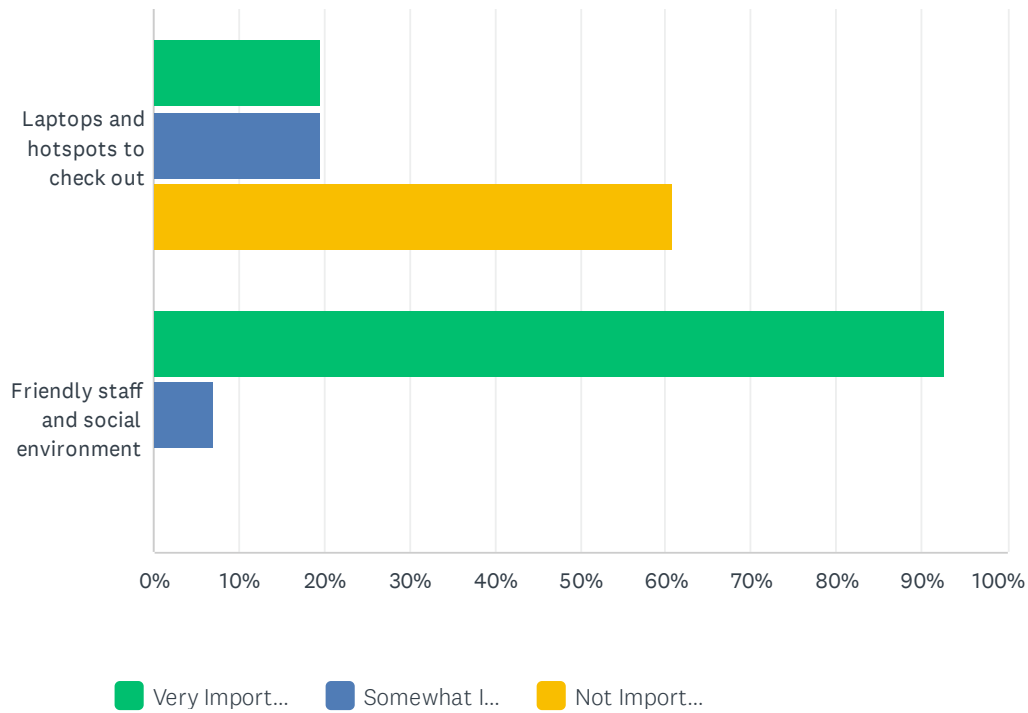
ANSWER CHOICES	RESPONSES	
None of the above	20.83%	15
Coast Community Library	30.56%	22
Fort Bragg Library	23.61%	17
Laytonville Library	8.33%	6
Round Valley Library	0.00%	0
Ukiah Library	25.00%	18
Willits Library	8.33%	6
Total Respondents: 72		

Q4 What are the most important Bookmobile services to you. Please select:

Answered: 72 Skipped: 0



Bookmobile Survey



	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	TOTAL	WEIGHTED AVERAGE
Books to browse and check out / Returning items	84.51% 60	14.08% 10	1.41% 1	71	1.17
Requested holds to pick up	86.57% 58	10.45% 7	2.99% 2	67	1.16
DVDs to browse and check out	27.27% 15	34.55% 19	38.18% 21	55	2.11
Bookmobile Wi-Fi use	15.38% 8	21.15% 11	63.46% 33	52	2.48
School visits	48.21% 27	17.86% 10	33.93% 19	56	1.86
Storytimes	26.42% 14	30.19% 16	43.40% 23	53	2.17
Laptops and hotspots to check out	19.61% 10	19.61% 10	60.78% 31	51	2.41
Friendly staff and social environment	92.86% 65	7.14% 5	0.00% 0	70	1.07

#	OTHER (PLEASE SPECIFY)	DATE
1	more audiobooks on board	3/19/2025 12:10 PM
2	Because I only tend to pick up requested holds, I have not answered all the questions	3/15/2025 8:21 AM
3	Did not know this existed	3/7/2025 9:22 AM
4	I pick up books for a housebound neighbor who loves to read. It is a wonderful service!	3/6/2025 6:15 AM
5	Dave is wonderful	2/28/2025 10:18 AM
6	The current staff is great.	2/26/2025 8:33 PM
7	I frequently use the Coast Community Library. I drive to and from Irish Beach to pick up and	2/26/2025 12:01 PM

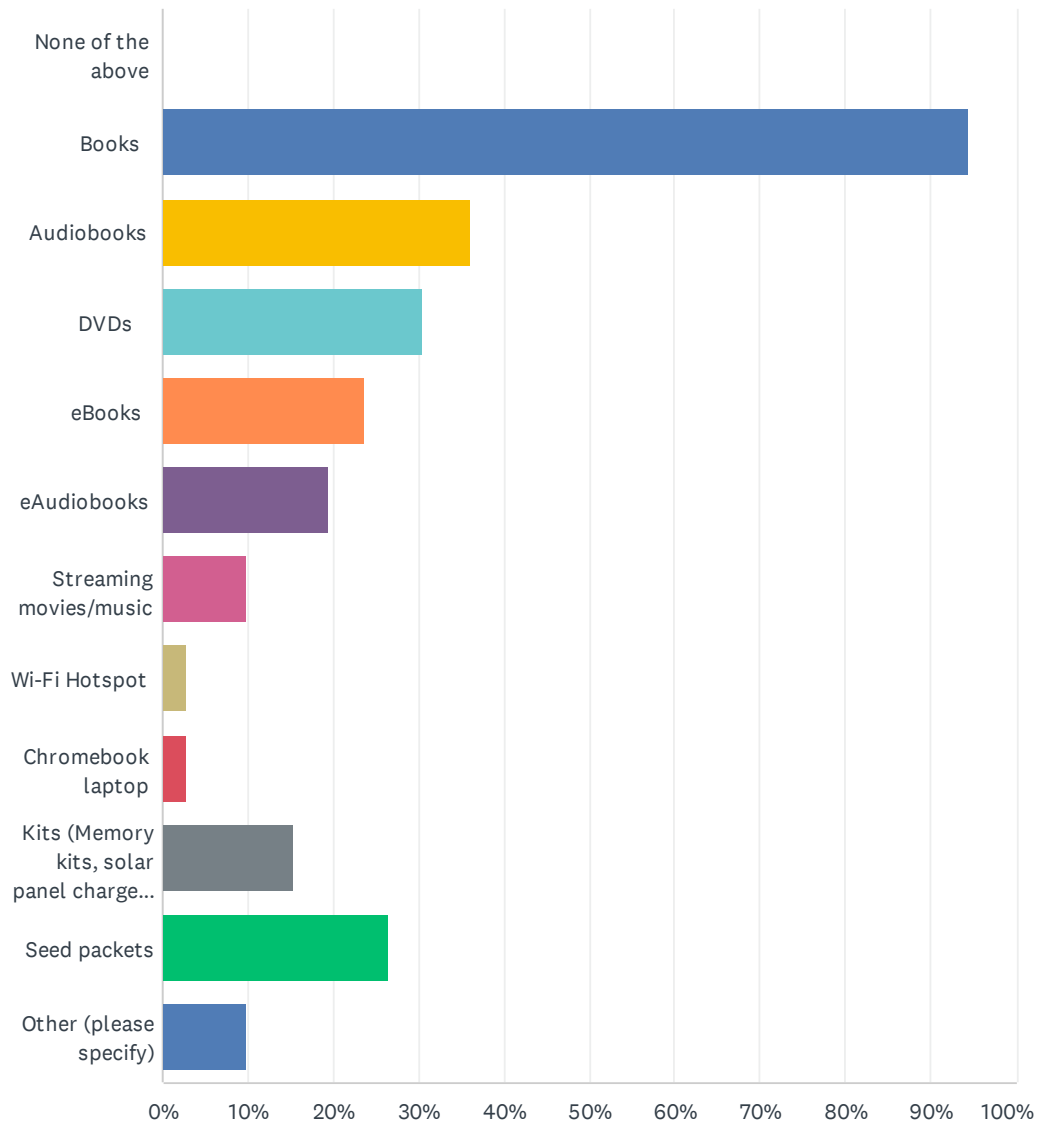
Bookmobile Survey

return books. This is not a hardship might it might be as I get older still. For now it would just be more convenient if the Bookmobile stopped in Irish Beach on some schedule.

8	learning how to use apps from the young lady who rode along please bring her back	2/22/2025 3:42 PM
9	Dave and Norm are the best!	2/11/2025 12:01 PM
10	Drop-off locations where books can be picked up	2/8/2025 10:33 AM

Q5 What are your favorite types of items to check out?

Answered: 72 Skipped: 0



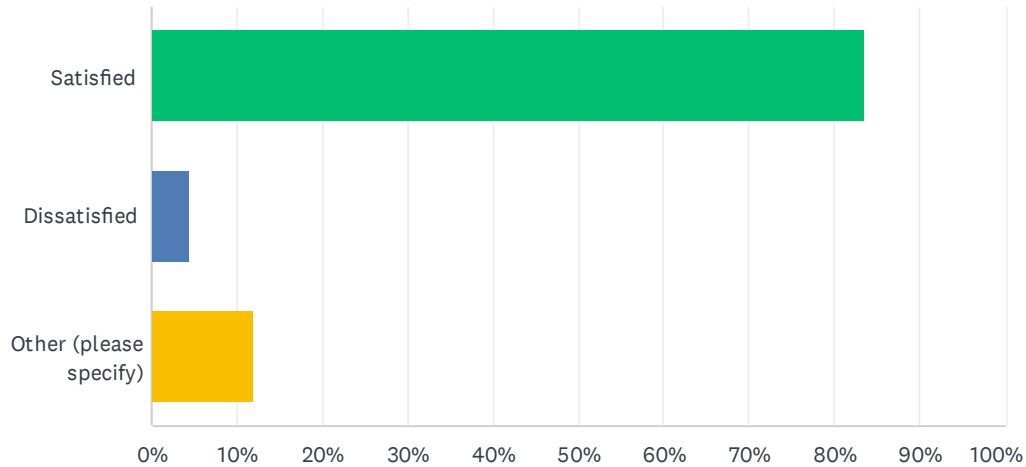
Bookmobile Survey

ANSWER CHOICES	RESPONSES	
None of the above	0.00%	0
Books	94.44%	68
Audiobooks	36.11%	26
DVDs	30.56%	22
eBooks	23.61%	17
eAudiobooks	19.44%	14
Streaming movies/music	9.72%	7
Wi-Fi Hotspot	2.78%	2
Chromebook laptop	2.78%	2
Kits (Memory kits, solar panel chargers, hiking kits, DIY Toolkit, etc.)	15.28%	11
Seed packets	26.39%	19
Other (please specify)	9.72%	7
Total Respondents: 72		

#	OTHER (PLEASE SPECIFY)	DATE
1	I occasionally get audiobooks and DVDs	3/15/2025 8:21 AM
2	Video games	3/5/2025 6:57 PM
3	Didn't know about seed packets! Will definitely check this out!	3/3/2025 10:33 AM
4	Music	2/28/2025 10:14 PM
5	State parks pass	2/18/2025 7:05 PM
6	CDs	2/15/2025 8:13 PM
7	Not sure what the Seed Packets are or the Kits. How does one find out about these or related items.	2/12/2025 11:11 AM

Q6 How do you feel about the current length of time for your Bookmobile stop?

Answered: 67 Skipped: 5

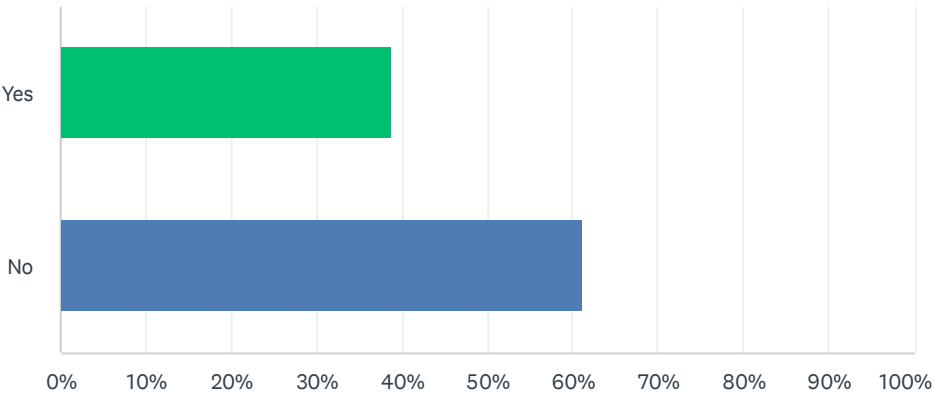


ANSWER CHOICES	RESPONSES	
Satisfied	83.58%	56
Dissatisfied	4.48%	3
Other (please specify)	11.94%	8
TOTAL		67

#	OTHER (PLEASE SPECIFY)	DATE
1	It's okay, but a little short. But I understand they have a lot of miles to cover.	3/13/2025 12:05 PM
2	I would browse more if the stop were longer	3/9/2025 8:03 AM
3	more often especially when there are holidays in November and December	3/7/2025 9:31 AM
4	longer would be nice. 30 minutes ends at 1 pm and we are the last stop of the day which means you could stay longer	3/7/2025 9:22 AM
5	would be great to have it be in town for a couple of hours for more flexibility—even an hour and a half would be good.	3/3/2025 10:33 AM
6	I have never used it.	2/26/2025 12:01 PM
7	A little longer, if fits into schedule	2/22/2025 9:04 AM
8	Maybe a little longer	2/20/2025 1:19 PM

Q7 Would you like your Bookmobile stop to be longer?

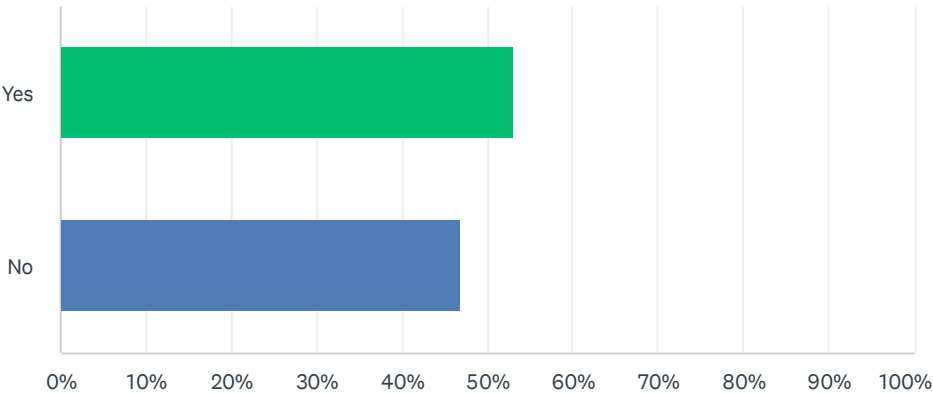
Answered: 67 Skipped: 5



ANSWER CHOICES		RESPONSES	
Yes		38.81%	26
No		61.19%	41
TOTAL			67

Q8 Would you like your Bookmobile stop to be more often?

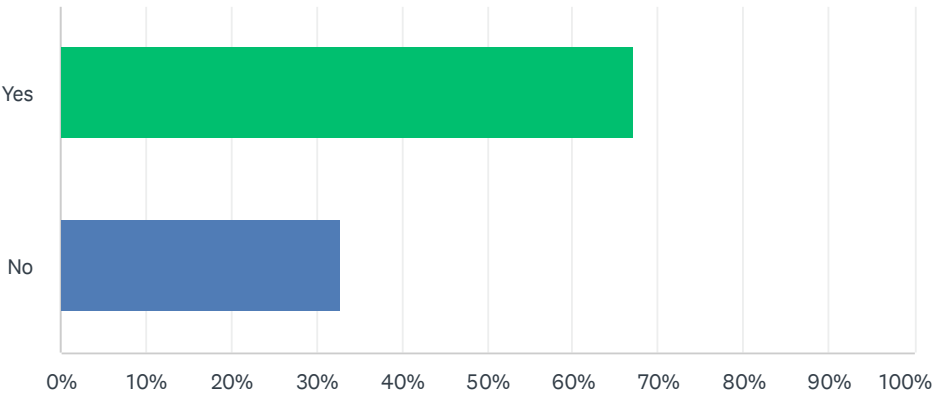
Answered: 64 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		53.13%	34
No		46.88%	30
TOTAL			64

Q9 Would a browsable Seed Library be desirable?

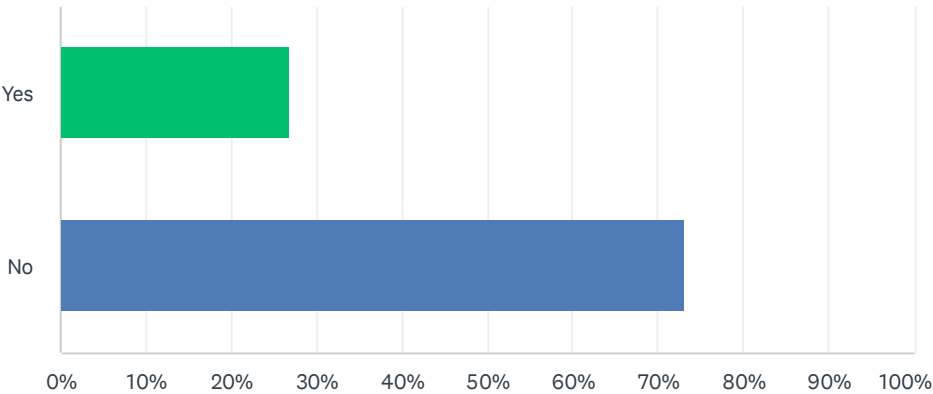
Answered: 64 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	67.19%	43
No	32.81%	21
TOTAL		64

Q10 Would you like to see more onboard seating?

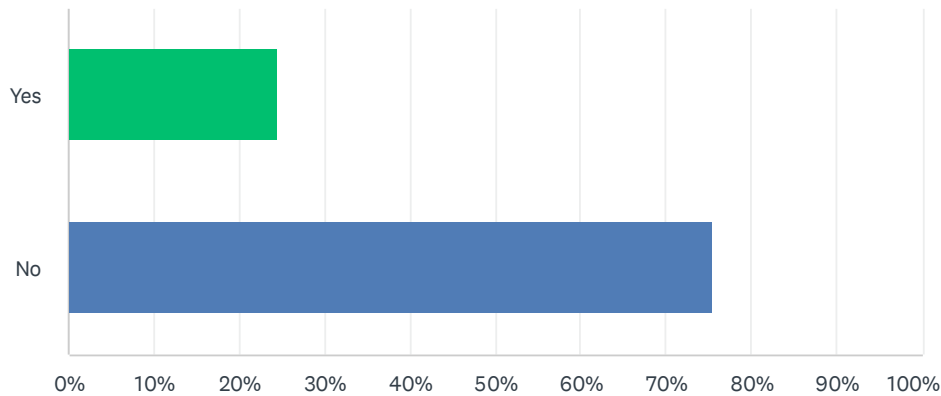
Answered: 67 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	26.87%	18
No	73.13%	49
TOTAL		67

Q11 Do you think the Bookmobile should have more shelving for DVDs?

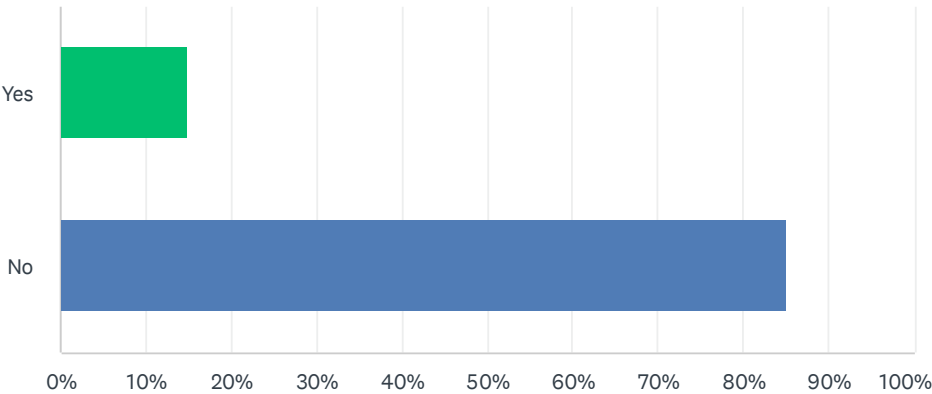
Answered: 57 Skipped: 15



ANSWER CHOICES	RESPONSES	
Yes	24.56%	14
No	75.44%	43
TOTAL		57

Q12 Would you be interested in a video game collection onboard the Bookmobile?

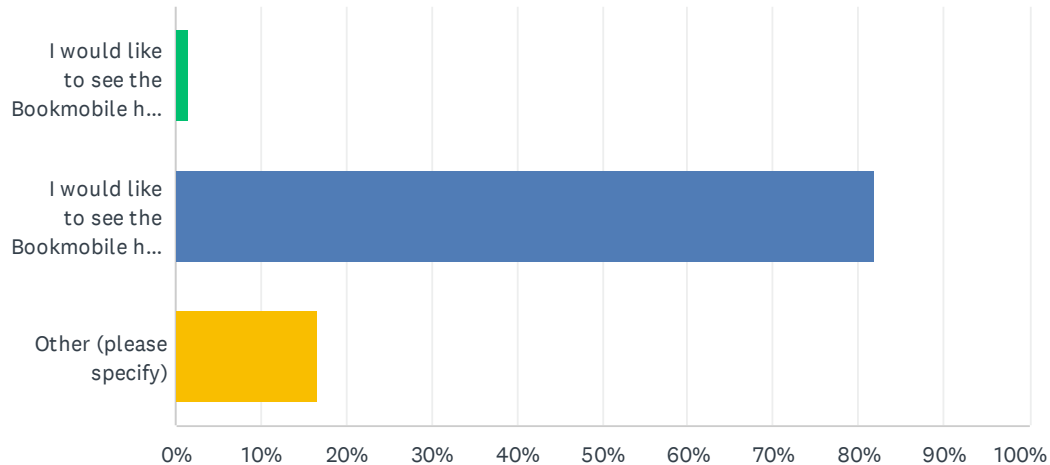
Answered: 67 Skipped: 5



ANSWER CHOICES		RESPONSES	
Yes		14.93%	10
No		85.07%	57
TOTAL			67

Q13 Would you like to see the Bookmobile have lower shelves and fewer items or the same number of shelves and items?

Answered: 66 Skipped: 6

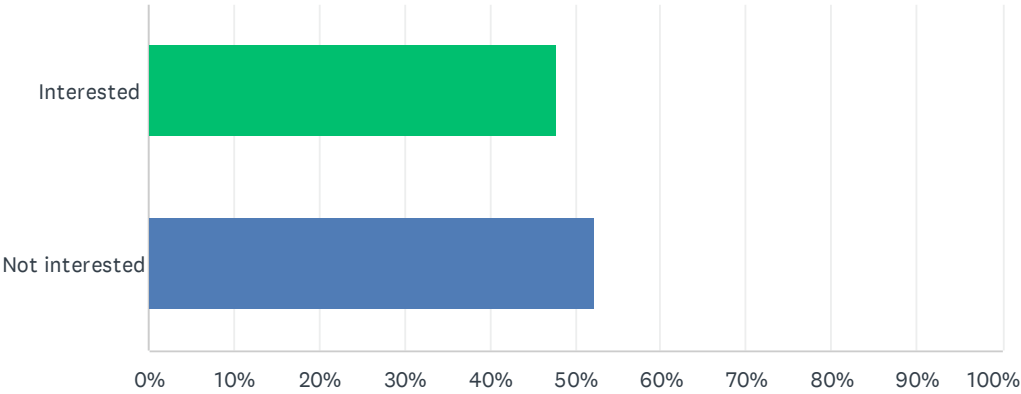


ANSWER CHOICES	RESPONSES	
I would like to see the Bookmobile have lower shelves and fewer items.	1.52%	1
I would like to see the Bookmobile have the same number of shelves and items.	81.82%	54
Other (please specify)	16.67%	11
TOTAL		66

#	OTHER (PLEASE SPECIFY)	DATE
1	more audiobooks on board	3/19/2025 12:10 PM
2	because I pick up holds I'm not the one to answer this question	3/15/2025 8:21 AM
3	the same or more	3/7/2025 9:27 AM
4	often what I order does not arrive and I have no wifi when the power is out and I am dependant only on what is available on board for checkout	3/7/2025 9:22 AM
5	N/A	2/26/2025 12:01 PM
6	I almost never browse the stacks on the vehicle.	2/25/2025 7:08 AM
7	ok as is	2/22/2025 6:24 PM
8	n/a	2/21/2025 2:08 PM
9	More books	2/19/2025 1:44 PM
10	I don't care	2/16/2025 9:55 AM
11	More is fine but certainly not less	2/12/2025 8:53 PM

Q14 What do you think about having two doors (entrance and exit) on the Bookmobile?

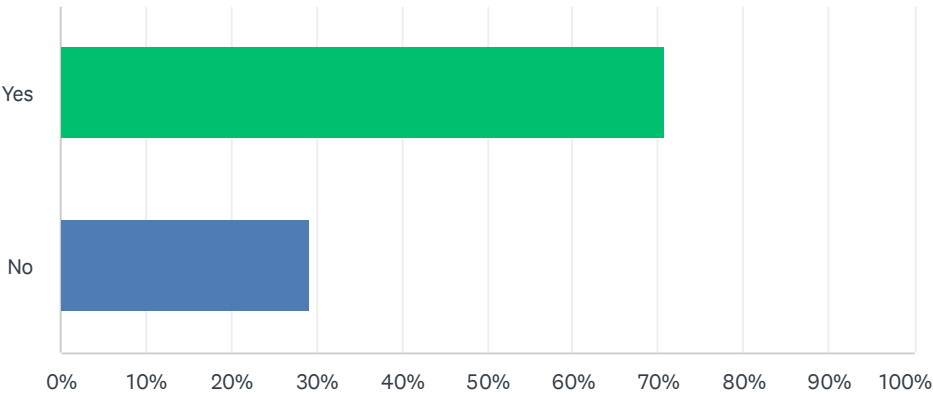
Answered: 69 Skipped: 3



ANSWER CHOICES		RESPONSES	
Interested		47.83%	33
Not interested		52.17%	36
TOTAL			69

Q15 Do you think an awning would be useful for the Bookmobile?

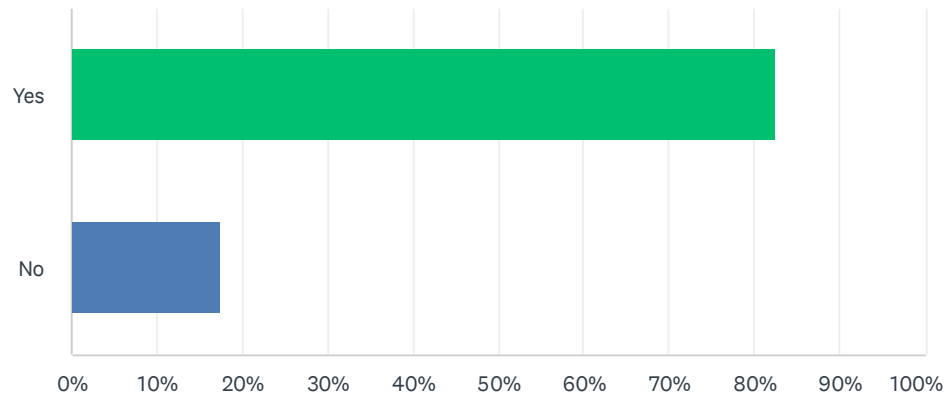
Answered: 65 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	70.77%	46
No	29.23%	19
TOTAL		65

Q16 Would you browse book carts located outside the Bookmobile at your stop?

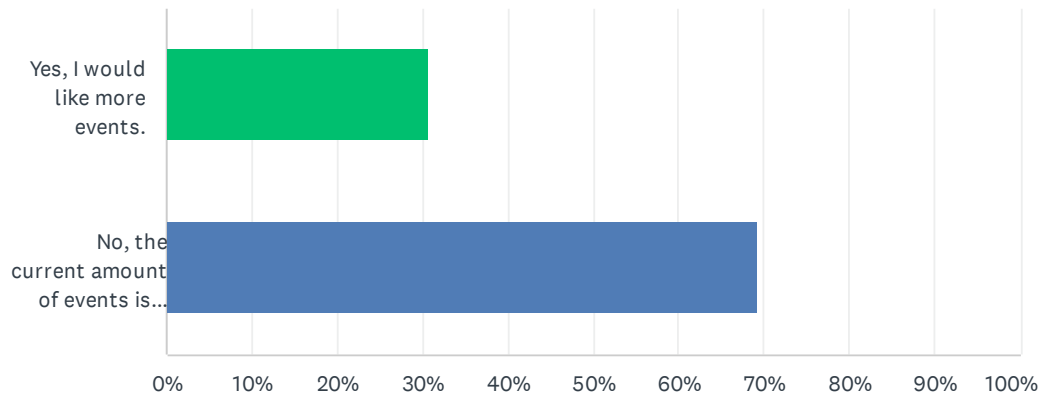
Answered: 69 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	82.61%	57
No	17.39%	12
TOTAL		69

Q17 Would you like to see the Bookmobile provide more events or are the current services meeting your needs?

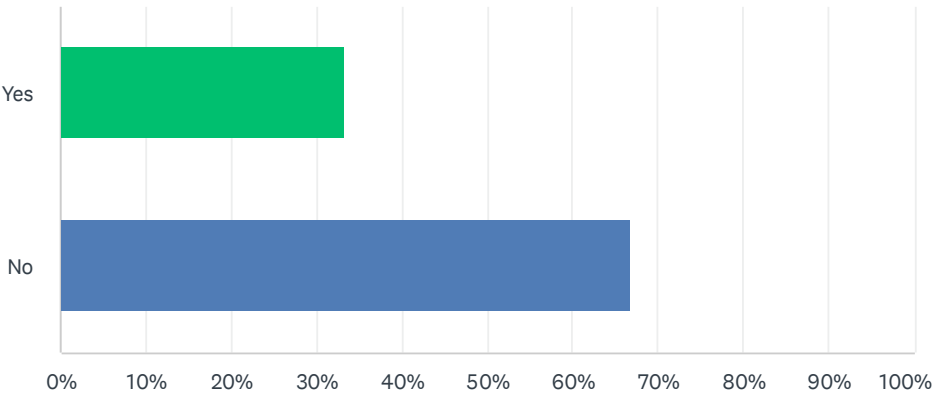
Answered: 65 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes, I would like more events.	30.77%	20
No, the current amount of events is meeting my needs.	69.23%	45
TOTAL		65

Q18 Would you attend a tech help event at your Bookmobile stop?

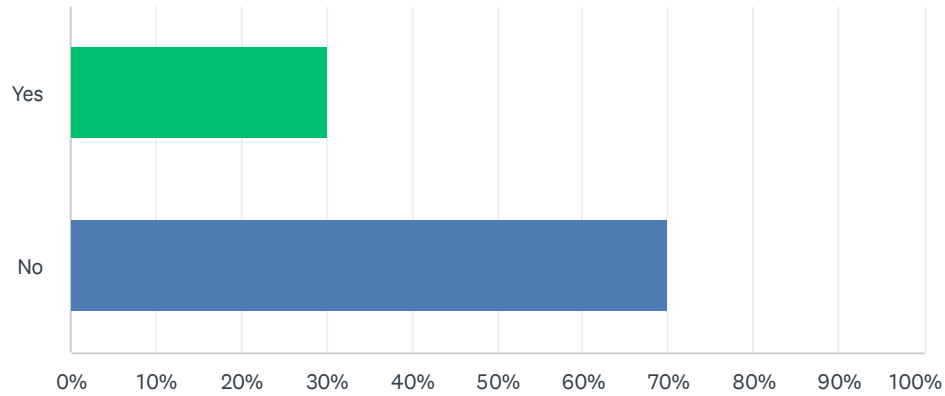
Answered: 66 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	33.33%	22
No	66.67%	44
TOTAL		66

Q19 Do you think a visual monitor that displayed Bookmobile and general library information would be useful?

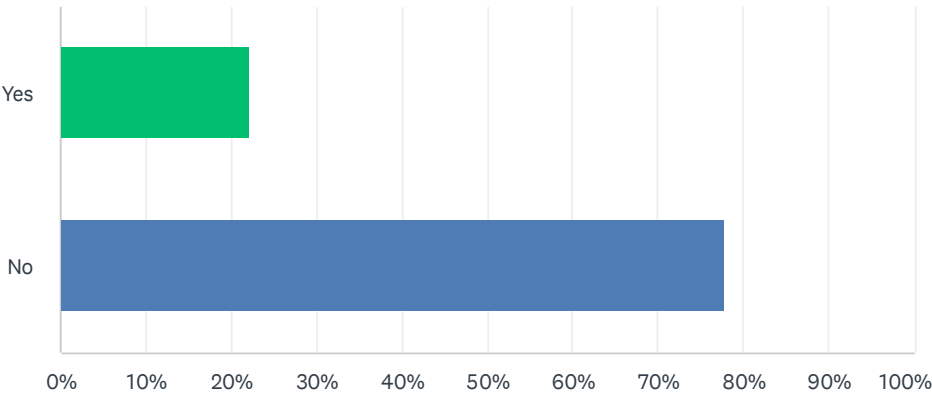
Answered: 63 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	30.16%	19
No	69.84%	44
TOTAL		63

Q20 Would you like to see an onboard computer station?

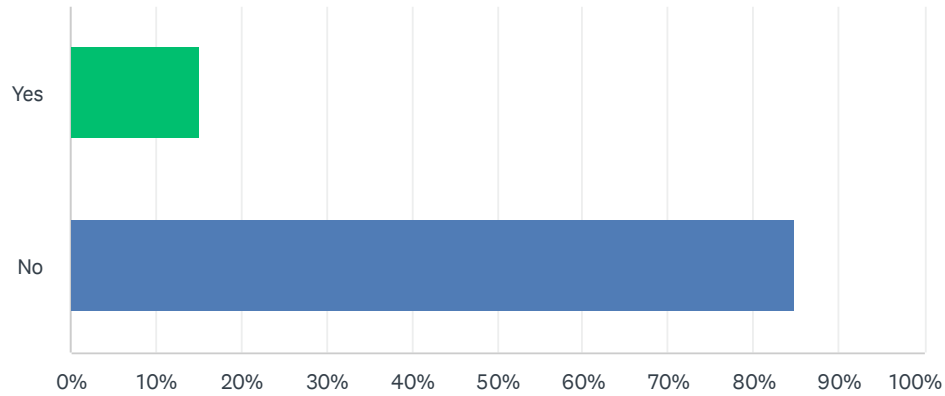
Answered: 63 Skipped: 9



ANSWER CHOICES		RESPONSES	
Yes		22.22%	14
No		77.78%	49
TOTAL			63

Q21 Would you use a computer station located outside the Bookmobile at your Bookmobile stop?

Answered: 66 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	15.15%	10
No	84.85%	56
TOTAL		66

Bookmobile Survey Summary

We had a total of 72 respondents to the online and paper surveys.

Summary:

Many of the patrons identified themselves as being from the Coast regions, esp. Gualala and Sea Ranch, and are regular Bookmobile users.

Services ranked from Very Important to Not Important:

Friendly staff and social environment
Requested holds to pick up
Books to browse and check out/Returning items
School Visits
DVDs to browse and checkout
Storytimes
Laptops and hotspots to check out
Bookmobile Wi-Fi use

Patrons want:

Browsable Seed Library
Same number of shelves and items
An awning
Book carts to browse outside at their stop

Patrons do not want:

Longer stops
More onboard seating
More shelving for DVDs
Video game collection
More events, tech help events
Visual monitor display
Onboard computer station
Computer station outside

Patrons are divided on these issues:

Q8: Would you like your Bookmobile stop to be more often?

Yes 53%

No 47%

Q14: What do you think about having two doors (entrance and exit) on the Bookmobile?

Interested 48%

Not Interested 52%



Mendocino County Library

Bookmobile Specifications

Version 1.2

Released: 1-Nov-10

Project #: SVS00247

Prepared for: Melanie Webber Lightbody
Director
105 North Main Street
Ukiah, CA 95482

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Muskego WI 53150
P: 262.679.9096
F: 262.679.2066
www.vehiclesuccess.com



1. GENERAL SPECIFICATIONS

1.1. Scope

- 1.1.1. The intent of this specification is to describe the construction of one (1) 32-foot (approximate) long front-engine forward control "cab chassis" style truck into a Bookmobile for use by the Mendocino County Library ("Library"). The unit shall be built on a 25,900 lb. GVWR chassis for adequate support of the van body, conversion, and diversified collection of approximately 3,500 items.
- 1.1.2. The Bookmobile described herein is intended to provide contemporary mobile library services to a broad mix of patrons including the elderly and children in an operationally efficient manner. The unit will operate within a rural environment in northern California and shall be designed and equipped to safely operate in an environment of hilly to mountainous, generally paved roadways of up to 10% grade. Expected routes for this vehicle are an average of 150 miles daily on a 30-35 hour weekly schedule. The unit will be kept outside the Library when not in service. The approximate temperature range of this area is 35°F to 85°F, with occasional summer temperatures climbing to 105°F at inland locations.
- 1.1.3. It is the Library's utmost goal to ensure that the Bookmobile is well-equipped to operate efficiently and safely in this environment.
- 1.1.4. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 1.1.5. The successful vendor shall furnish all materials not specifically denoted as "customer supplied", as well as the labor to complete the conversion of the Bookmobile specified herein, as shown on the attached drawings, or as required to complete and/or exceed the general intent of these specifications.
- 1.1.6. These specifications have been developed by Specialty Vehicle Services, LLC. ("SVS") under contract with the Library.

1.2. Brand Names

- 1.2.1. Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" or "or equal" may not be substituted. The particulars listed within this specification shall be considered minimal, and the vendor is expected to increase them where necessary to meet or exceed the general intent.



1.3. Contacts

1.3.1. All contractual correspondence shall be directed to:

Mendocino County Library
Attn: Melanie Webber Lightbody - Director
105 North Main Street
Ukiah, California 95482
Phone: 707.467.2590
Fax: 707.463.5472
Email: lightbom@co.mendocino.ca.us

1.3.2. All technical correspondence shall be directed to:

Specialty Vehicle Services, LLC.
Attn: Michael Swendrowski
W196 S8406 Plum Creek Blvd.
Muskego, WI 53150
Phone: 262.679.9096
Fax: 262.457.4924
Email: mswendrowski@vehiclesuccess.com
Web: <http://www.vehiclesuccess.com>

1.4. Manuals and Documentation

1.4.1. The following shall be provided for each unit at the time the equipment is delivered:

- 1.4.1.1. Two (2) each technical service manual sets for the chassis, body, and each component installed.
- 1.4.1.2. One (1) line set for chassis.
- 1.4.1.3. Two (2) complete sets of conversion electrical schematics "as delivered".
- 1.4.1.4. One (1) certified CA weight ticket issued at point of entry; front, rear and total.
- 1.4.1.5. Three (3) complete key sets (ignition, doors, auxiliary locks, compartments, fuel); maximum keys per set shall be five (5).
- 1.4.1.6. One (1) complete dimensional layout drawing of interior front, rear, and both sides.



1.5. New Equipment

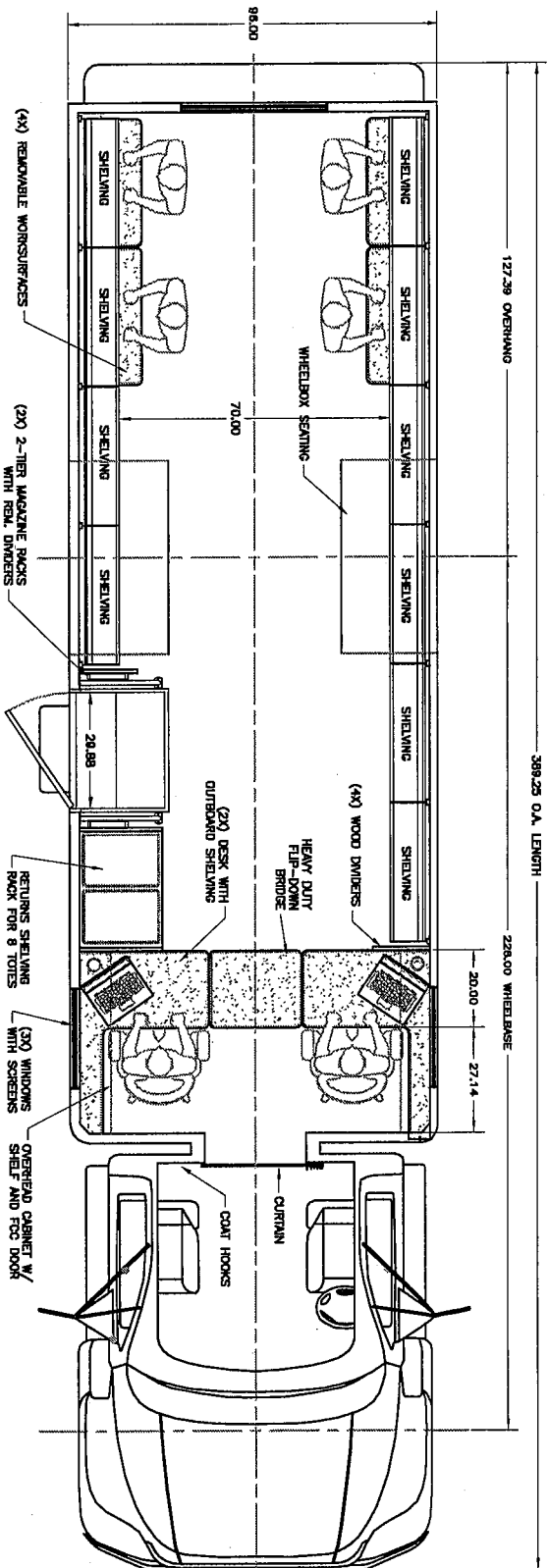
- 1.5.1. Equipment shall be new (unused), and of manufacturer's current model year production and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. The conversion shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided as well as those specifically detailed within this specification.

1.6. Quality & Standards

- 1.6.1. Conversion accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction. All dimensions, weight, and performance values shall be in accordance to SAE J732c and J742b, as last revised. The vendor will provide all systems integration and testing. All electronics will be installed, fully operational, and tested by the vendor. The vehicle shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided.
- 1.6.2. All equipment and construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (OSHA), Federal Motor Vehicle Safety Standards (FMVSS), Department of Transportation (DOT), National Electrical Code (NEC), Federal and State noise and pollution control restrictions, and all other applicable local, state and/or federal regulations in effect at the time of execution.
- 1.6.3. Applicable wood products and adhesives used within the vehicle construction and for fabrication of interior cabinetry shall conform to California Air Resources Board (CARB) Phase 2 regulations pertaining to maximum formaldehyde emissions. These regulations require that formaldehyde emissions be equal or less than 0.05 ppm.
- 1.6.4. All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by the Library.
- 1.6.5. Electrical and mechanical systems shall comply with all associated section and subsections of the California Health and Safety Code, Section 18026, including all external references, as enforced by the California Department of Housing and Community Development.
- 1.6.6. Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.

1.7. Guarantee

Revise	Revision note	Date	Signature	Checked
1	Storage rack for books	11/27/18		



GENERAL INFORMATION

- FREIGHTLINER M2 (HYBRID) CHASSIS
- 228" WHEELBASE
- 32.5' OVERALL LENGTH
- 28000# GVWR
- 2521 LINEAR INCHES (ALUMINUM) SHELVING

FLOOR PLAN

CONCEPT ONLY - NOT INTENDED FOR CONSTRUCTION

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- 1.7.1. The successful vendor shall furnish a warranty stating that the equipment is suitable for the service intended in accordance with the specifications. The vendor shall also furnish the Library with a minimum FULL ONE (1) YEAR WARRANTY and shall agree to replace and install without charge, within the warranty, any defective part or parts not suitable for the service intended or found to be defective due to poor workmanship. The proposal will be weighted toward longer warranties and vendor is encouraged to offer, as an option, any available extended warranties with related literature and their costs. Warranty period shall start on the date the unit is put into service by the Library.
- 1.7.2. The Freightliner cab/chassis shall include a 2-year, unlimited mileage towing extended/roadside service warranty.
- 1.7.3. That the Library may be assured of being able to maintain and repair equipment purchased, there shall be a local service facility with a stock of repair parts identified with the vendor's proposal. These specifications also require that common wear parts such as filters and hoses be available within 24 hours and all other parts within 48 hours.
- 1.7.4. Proposal shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to chassis, installed components, conversion items, etc.

1.8. Inspections

- 1.8.1. The Library may make inspection visits during the vehicle conversion to help ensure specification compliance and trouble-free delivery. If the equipment/vehicle(s) is inspected after delivery and rejected because of deficiencies, it shall be the vendor's responsibility to pick up the vehicle, make the necessary corrections, and re-deliver the vehicle for inspection and acceptance. Payment and/or the commencement of a discount period (if applicable) will not be made until the defects are corrected and the vehicle
- 1.8.1.1. HCD Inspections. This vehicle is defined as a "Special Purpose Commercial Coach" (also "Special Purpose Commercial Modular") by the state of California, and is subject to inspection by the California Department of Housing and Community Development ("HCD") or authorized third party representatives. These inspection(s), inspector coordination, and any attributed costs, shall be the responsibility of the vendor. Health and Safety Section 18012.5
- 1.8.1.2. Library Inspection. Equipment/vehicle(s) shall be inspected at vendor's place of business at any time during the conversion process by two (2) authorized representatives of the Library. The



cost of this trip shall be the responsibility of the Vendor and included in the proposal.

1.9. Training

1.9.1. Vendor shall provide in service training and familiarization for operators and maintenance personnel. Training shall be conducted by factory-trained personnel and shall be comprehensive enough to allow Library staff to operate and maintain the equipment provided with maximum safety and design efficiencies.

1.9.1.1. Training shall occur at the Library facilities at the time of delivery and last approximately four (4) hours.

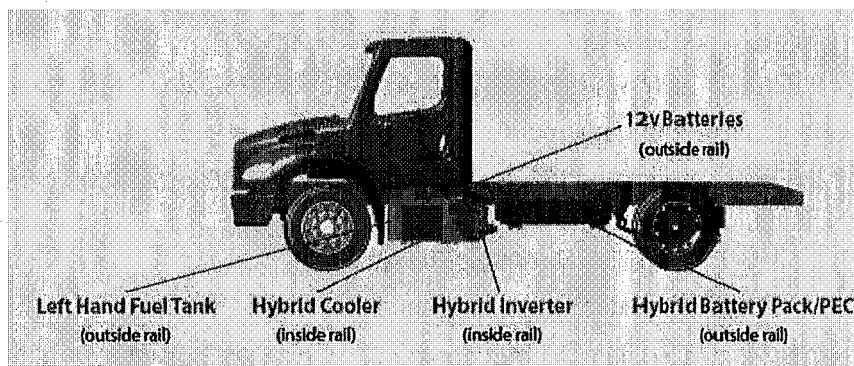
2. VEHICLE SPECIFICATIONS

2.1. Intent

- 2.1.1. It is the intent of the following section to describe the type of vehicle that shall be used for the Bookmobile. Accessories and construction techniques not specifically mentioned herein, but necessary to furnish a complete unit ready for immediate use shall also be included.
- 2.1.2. This vehicle will be uniquely configured to utilize all applicable features of this parallel diesel/electric hybrid vehicle. Properly constructed, this vehicle is expected to reduce fuel consumption, greenhouse gas emissions, operations and maintenance costs, while providing quiet operation as a bookmobile.

2.2. Type

- 2.2.1. The cab chassis shall be a 2011 or current model year Freightliner M2e 106 UPG diesel/electric hybrid unit equipped with a 22' long Supreme aluminum dry freight van body with "VersaMaster" cab walk-through option. The cab chassis, body and accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction.



Freightliner Business Class M2e Hybrid System



Capacities/Dimensions

2.2.2.	Overall exterior length:	32.5' (approximate)
2.2.3.	Overall exterior width:	96" (excluding mirrors)
2.2.4.	Overall exterior height:	12' 6" (including roof-mounted items)
2.2.5.	Interior length:	264" (load space)
2.2.6.	Interior height:	91"
2.2.7.	Interior width:	92"
2.2.8.	Wheelbase:	226"
2.2.9.	Ground Clearance:	12" (minimum)
2.2.10.	Fuel tank capacity:	50.00 gallons
2.2.11.	GVWR:	25,900 lbs.

2.3. Cab Chassis

2.3.1. Freightliner M2e 106 8EX06A-UPG utility hybrid conventional chassis with set back axle and straight truck provisions, LH primary steering location, and low-profile tires.

2.3.1.1. Chassis shall be U.S. FMVSS certified

2.3.1.2. 226" wheelbase (WB) and 160" cab-to-axle (CA) dimensions

2.3.2. Engine and Equipment

2.3.2.1. Cummins ISB 6.7-260, 260HP @ 2300RPM, 2600 governed, 660 lb/ft torque @ 1600RPM.

2.3.2.1.1. 65MPH road speed limit

2.3.2.1.2. 5MPH regeneration inhibit speed threshold

2.3.2.2. Engine shall be capable of running on #2 diesel or ultra low sulfur diesel, or bio-diesel fuel (B20) at user's discretion with no modifications.

2.3.2.3. 2010 EPA/CARB emission certification

2.3.2.4. 2008 CARB emission certification; clean idle (includes 6" x 4" label on left side of hood)

2.3.2.5. Engine-mounted oil check and fill

2.3.2.6. One-piece valve cover

2.3.2.7. Side of hood air intake with firewall mounted Donaldson air cleaner



2.3.2.8. Eaton-Fuller 365mm organic 1 plate maintenance free wear-through clutch

2.3.2.8.1. Electronic clutch control

2.3.2.9. Cummins 18.7CFM air compressor with internal safety valve

2.3.2.10. Air compressor discharge line

2.3.2.11. Electronic engine integral shutdown protection system

2.3.2.12. Right-hand outboard under step mounted horizontal aftertreatment system assembly top inlet with right-hand B-pillar mounted vertical tailpipe; bright finish

2.3.2.12.1. 12 foot 06 inch (150 inch +/- .5 inch) exhaust system height

2.3.2.12.2. Right-hand curved vertical tailpipe B-pillar mounted; routed from step, stainless steel shield

2.3.2.13. 13-gallon diesel exhaust fluid tank

2.3.2.14. Aluminum aftertreatment device/muffler/tailpipe shields

2.3.2.15. Horton HT650 frontal air on/off engine fan clutch

2.3.2.16. Automatic fan control without dash switch

2.3.2.17. Cummins spin-on fuel filter

2.3.2.18. Full flow oil filter

2.3.2.19. 950 square inch aluminum radiator

2.3.2.20. Antifreeze to -34°F, ethylene glycol pre-charged SCA heavy-duty coolant

2.3.2.21. Gates Blue Stripe coolant hoses or equivalent

2.3.2.22. Constant tension hose clamps for coolant hoses

2.3.2.23. Radiator drain valve

2.3.2.24. Lower radiator guard

2.3.2.25. Aluminum flywheel housing

2.3.2.26. Electric grid air intake warmer

2.3.2.27. Delco 12V 29MT starter with integrated magnetic switch

2.3.3. Transmission and Equipment

2.3.3.1. Eaton hybrid EH-8EX06A-UPG transmission, utility with electronic PTO (not used), and prep for auxiliary power generator

2.3.3.2. Vehicle interface wiring and PDM with body builder connector, back of cab

2.3.3.3. Aluminum clutch housing



- 2.3.3.4. Magnetic plugs, engine drain, transmission fill and drain, axle(s) fill and drain
- 2.3.3.5. Push-button electronic shift control, dash-mounted
- 2.3.3.6. Synthetic SAE 50W transmission lube

2.3.4. Front Axle, Suspension and Equipment

- 2.3.4.1. MFS-100-143A, 10,000lb FF1 single front axle
- 2.3.4.2. 10,000lb taperleaf front suspension
- 2.3.4.3. Maintenance free rubber bushings
- 2.3.4.4. Front shock absorbers
- 2.3.4.5. Meritor 15x5 Q+ cast spider cam front brakes, double anchor, fabricated shoes
- 2.3.4.6. Non-asbestos front brake lining
- 2.3.4.7. Conmet cast iron front brake drums
- 2.3.4.8. Chicago Rawhide Scotseal Plus XL front oil seals
- 2.3.4.9. Vented front hub caps; oil
- 2.3.4.10. Standard spindle nuts for all axles
- 2.3.4.11. Meritor automatic front slack adjusters
- 2.3.4.12. TRW THP-60 power steering
- 2.3.4.13. Power steering pump
- 2.3.4.14. 2-quart see-through power steering reservoir
- 2.3.4.15. Organic SAE 80/90 front axle lube

2.3.5. Rear Axle, Suspension and equipment

- 2.3.5.1. ARS-17.5-4 17,500lb R-series single rear axle
- 2.3.5.2. 5.29 rear axle ratio
- 2.3.5.3. Iron rear axle carrier with standard axle housing
- 2.3.5.4. Airliner 18,000lb rear suspension; mid position ride height, standard u-bolt pad
- 2.3.5.5. Dual air rear suspension leveling valves with transverse control rods
- 2.3.5.6. Rear shock absorbers
- 2.3.5.7. 16T Meritor main driveline with half round yokes
- 2.3.5.8. Trac-tech full time no-spin differential; single rear axle
- 2.3.5.9. Custom rear brakes



- 2.3.5.10. Non-asbestos rear brake lining
- 2.3.5.11. Brake cams and chambers on forward side of drive axle with auxiliary support brackets
- 2.3.5.12. Conmet cast iron rear brake drums
- 2.3.5.13. Chicago Rawhide Scotseal Plus XL rear oil seals
- 2.3.5.14. Halex Goldseal longstroke 1-drive axle spring parking chambers
- 2.3.5.15. Meritor automatic rear slack adjusters
- 2.3.5.16. Organic SAE 80/90 rear axle lube

2.3.6. Brake System

- 2.3.6.1. Air brake package
- 2.3.6.2. Wabco 4S/4M ABS without traction control
- 2.3.6.3. Reinforced nylon, fabric braid and wire braid chassis air lines
- 2.3.6.4. Fiber braid parking brake hose
- 2.3.6.5. Standard brake system valves
- 2.3.6.6. Relay valve with 5-8PSI crack pressure, no rear proportioning valve
- 2.3.6.7. Borg Warner AD-9 brake line air dryer with heater; frame-mounted
- 2.3.6.8. Steel air brake reservoirs mounted inside rail
- 2.3.6.9. No air tank; auxiliary
- 2.3.6.10. Standard air system pressure protection system
- 2.3.6.11. Borg Warner DV-2 auto drain valve without heater on all tank(s)
- 2.3.6.12. No vehicle stability advisor or control

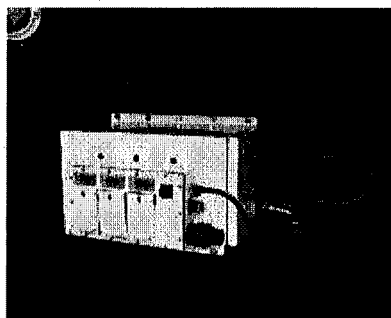
2.3.7. Frame and Equipment

- 2.3.7.1. 226" wheelbase
- 2.3.7.2. 9/32X3-7/16X10-1/16 inch steel frame; 80KSI
- 2.3.7.3. Square end of frame
- 2.3.7.4. Three-piece 14" steel center bumper with flexible plastic ends
- 2.3.7.5. Bumper mounting for single license plate
- 2.3.7.6. Fender and front of hood mounted front mudflaps
- 2.3.7.7. Clear frame rail from transmission PTO opening to 14" back of cab; inboard and below LH rail
- 2.3.7.8. Grade 8 threaded hex headed frame fasteners

2.3.8. Fuel Tank and Equipment



- 2.3.8.1. 50-gallon rectangular aluminum fuel tank, left-hand mount under cab, with cap
- 2.3.8.2. Alliance fuel filter/water separator with primer pump
- 2.3.8.3. Equiflo inboard fuel system
- 2.3.8.4. High-temperature reinforced nylon fuel line
- 2.3.9. Tires, Hubs & Wheels
 - 2.3.9.1. Six (6) Michelin XZE 245/70R19.5 16-ply radial tires
 - 2.3.9.2. Webb iron front hubs
 - 2.3.9.3. Conmet pre-set bearing iron rear hubs
 - 2.3.9.4. Two (2) Accuride 50180 19.5x6.75, 8-hub pilot 5.12 inset 4-hand aluminum disc front wheels
 - 2.3.9.5. Four (4) Accuride 50180 19.5x6.75, 8-hub pilot 4-hand aluminum disc rear wheels
- 2.3.10. Spare Tire
 - 2.3.10.1. One (1) Accuride 50180, 19.5" aluminum rim with mounted Michelin 245/70R19.5 tire. Ship loose with completed vehicle.
- 2.3.11. Electrical System
 - 2.3.11.1. 12-volt, negative grounded
 - 2.3.11.2. DR 12V, 200 amp, 28-SI quadramount pad alternator with remote battery volt sense
 - 2.3.11.3. Two (2) Alliance absorbed glass mat (AGM) model 9A31, group 31, 12V maintenance free, 1850CCA threaded stud batteries
 - 2.3.11.4. Battery box, steel, mounted left side, under cab, non polished battery box cover
 - 2.3.11.5. Wire ground return for battery cables with additional frame ground return
 - 2.3.11.6. Freightliner/Eaton Auxiliary Power Generator (APG); 120VAC, 5,000W clean sine wave (7,500W surge), with three (3) circuit breakers and engine auto-start, dash controlled



5KW Auxiliary Power Generator

2.3.11.6.1. This system shall be used for all stationary power requirements

- 2.3.11.7. Hybrid battery located left-hand, aft; 345VDC, 2.1Kwh
- 2.3.11.8. Positive and negative posts for jumpstart frame mounted left-hand side under hood
- 2.3.11.9. Solid state circuit protection and fuses
- 2.3.11.10. Five (5) LED amber marker lights
- 2.3.11.11. 4" round clear fog lights recessed in bumper
- 2.3.11.12. Integral LED stop/tail/backup lights
- 2.3.11.13. Standard front turn signal lamps
- 2.3.11.14. Single electric horn
- 2.3.11.15. Air horn under deck
- 2.3.11.16. Door activated LH and RH dual reading/dome lights
- 2.3.11.17. Power door locks

2.3.12. Cab Exterior

- 2.3.12.1. 106 inch BBC flat roof aluminum conventional cab
- 2.3.12.2. Air cab mounts
- 2.3.12.3. No fender extension
- 2.3.12.4. LH and RH grab handles
- 2.3.12.5. Chrome plastic grill
- 2.3.12.6. Chrome hood mounted air intake grill
- 2.3.12.7. Fiberglass hood with insulation
- 2.3.12.8. Door locks and ignition switch keyed the same
- 2.3.12.9. Rear license plate mount; end of frame



- 2.3.12.10. Integral headlight/marker assembly
- 2.3.12.11. Dual West Coast molded-in color mirrors; door mounted
- 2.3.12.12. Standard side/rear reflectors
- 2.3.12.13. Tinted door glass LH and RH with tinted operating wing windows
- 2.3.12.14. Power door window regulators
- 2.3.12.15. Tinted windshield
- 2.3.12.16. 2-gallon windshield washer reservoir without fluid level indicator; frame mounted
- 2.3.13. Cab Interior
 - 2.3.13.1. Opal gray vinyl interior
 - 2.3.13.2. Molded plastic door panels
 - 2.3.13.3. Black mats with single insulation
 - 2.3.13.4. No dash-mounted ash trays or lighter
 - 2.3.13.5. Forward roof-mounted console with upper storage compartments without netting
 - 2.3.13.6. In-dash storage bin
 - 2.3.13.7. Two (2) cup holders LH and RH dash
 - 2.3.13.8. Gray/charcoal flat dash
 - 2.3.13.9. No windshield fan
 - 2.3.13.10. Heater, defroster and air conditioning; standard ducting
 - 2.3.13.11. Main HVAC controls with recirculation switch
 - 2.3.13.12. Standard heater plumbing
 - 2.3.13.13. Denso heavy-duty air conditioner compressor; binary control, R-134A
 - 2.3.13.14. Cab insulation
 - 2.3.13.15. Cab door latches with manual door locks
 - 2.3.13.16. Bostrom Talladega 910 high-back air suspension driver and passenger seats; vinyl with vinyl inserts
 - 2.3.13.17. LH and RH integral door panel armrests
 - 2.3.13.18. 3-pint fixed D-ring retractor driver and passenger seat belts
 - 2.3.13.19. Fixed steering column
 - 2.3.13.20. 4-spoke 18" steering wheel
 - 2.3.13.21. Driver and passenger interior sun visors



2.3.14. Instruments and Controls

- 2.3.14.1. Black gauge bezels
- 2.3.14.2. Gray driver and center instrument panel
- 2.3.14.3. Low air pressure light and buzzer
- 2.3.14.4. 2 inch primary and secondary air pressure gauges
- 2.3.14.5. Intake mounted air restriction indicator without graduations
- 2.3.14.6. Electronic cruise control with switches in LH switch panel
- 2.3.14.7. Key-operated ignition switch and integral start position; 4 position off/run/start/accessory
- 2.3.14.8. Odometer/trip/hour/diagnostic/voltage display; 1x7 character, 26 warning lamps, data linked, ICU3
- 2.3.14.9. Diagnostic interface connector, 9-pin, SAE J1939, located below dash
- 2.3.14.10. 2 inch electric fuel gauge
- 2.3.14.11. Programmable RPM control; electronic engine
- 2.3.14.12. Electrical engine coolant temperature gauge
- 2.3.14.13. Engine and trip hour meters integral within driver display
- 2.3.14.14. Electric engine oil pressure gauge
- 2.3.14.15. Overhead instrument panel
- 2.3.14.16. Electronic MPH speedometer with secondary KPH scale, without odometer
- 2.3.14.17. Electronic 3000RPM tachometer
- 2.3.14.18. Idle limiter; electronic engine
- 2.3.14.19. No trailer hand control brake valve
- 2.3.14.20. Digital voltage display integral with driver display
- 2.3.14.21. Single electric windshield wiper motor with delay
- 2.3.14.22. Marker light switch integral with headlight switch
- 2.3.14.23. One-valve parking brake system with warning indicator
- 2.3.14.24. Self-canceling turn signal switch with dimmer, washer/wiper and hazard in handle
- 2.3.14.25. Integral electronic turn signal flasher with hazard lamps overriding stop lamps
- 2.3.14.26. AM/FM radio with CD player, weather band, clock, and satellite radio compatible.



2.3.14.26.1. Radio shall include four (4) total deluxe commercial quality coaxial radio speakers; 2 in the cab, 2 in the body. Speaker systems shall be switchable in the cab.

2.3.14.26.2. Shall include exterior mounted AM/FM antenna

2.3.15. Color

2.3.15.1. Paint schematic, single color

2.3.15.2. Cab color A: L0006EB white elite BC

2.3.15.3. Black, high solids polyurethane chassis paint

2.3.15.4. Vendor white front and rear wheels/rims

2.3.15.5. Bumper paint: FP24812 argent silver Dupont flex

2.3.16. Dealer

2.3.16.1. The preferred dealer and servicing center for this cab/chassis is:

Golden Gate Truck Center
Attn: Bob Baldwin
8200 Baldwin Street
Oakland, CA 94621
P: 510.632.3535
E: rob23frght@aol.com

NOTE: This dealer has been involved in the development of this vehicle with the library and has special incentives/pricing in place.

2.4. Body

2.4.1. Supreme 22' aluminum dry freight truck body or equivalent, 96" exterior width,

2.4.2. "VersaMaster" roof conversion with cab roof and back wall cut-out

2.4.2.1. Body shall be connected to the cab with a rubber boot to allow walk-through capabilities

2.4.3. 91" interior height

2.4.4. 1-1/8" laminated hardwood floor

2.4.5. Steel wheel wells

2.4.6. 3/8" x 3" flat bar longsills

2.4.7. 3" I-beam cross-members; 12" OC

2.4.8. Undercoating

2.4.9. No plywood lining full sides

2.4.10. No scuff or cargo control



- 2.4.11. 1/2" core FRP front wall,
- 2.4.12. Chrome plated composite corner
- 2.4.13. Tophat van body roof conversion
- 2.4.14. Stainless steel vertical front corners; extended to finished skirting
- 2.4.15. Side wall Z-posts; 16" OC
- 2.4.16. .040" pre-painted aluminum sheeting; N0006HN white
- 2.4.17. .090" aluminum side deep skirting; SQR 101007-295 white
- 2.4.18. Skirting shall be full perimeter of body, with 12" approx. ground clearance except in rear departure angle area
- 2.4.19. One-piece .032" aluminum roof
- 2.4.20. Anti-snag galvanized roof bows; 16" OC
- 2.4.21. Roof reinforcement for A/C
- 2.4.22. FMVSS 108 lights and reflectors, LED at all locations available
 - 2.4.22.1. Rear lighting shall be flush-mounted below floor line, in the aluminum skirting.
- 2.4.23. Full width step bumper with grip strut insert
- 2.4.24. #2B painted stainless steel rear structure
- 2.4.25. Solid 1/2" core FRP with standard body frame; no rear door
- 2.4.26. 12 volt back-up alarm
- 2.4.27. Rear mud flaps
- 2.4.28. Body and roof transition shall be solid color; white.
- 2.4.29. One (1) 32" x 80" (approximate) passenger side "sedan type" mid entry (patron) doors placed per drawings. Door shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.4.29.1. Step well shall be a two-step configuration with 12" deep (approximate) treads and 9" high (approximate) risers. Each step shall incorporate heavy-duty, slip resistant commercial rubber step tread reinforced with aluminum back. The front edge of each tread shall incorporate a 2" safety yellow or white edge.
 - 2.4.29.2. Door shall have dark tinted safety glass upper horizontal sliding window and dark tinted safety lower fixed-pane window.
 - 2.4.29.3. Doors shall utilize continuous stainless steel, aluminum or similar non-corrosive type vertically-mounted, recess-mounted hinges.
 - 2.4.29.4. Door shall include a stainless steel drip rail over exterior



3. CONVERSION SPECIFICATIONS

3.1. Exterior

- 3.1.1. Two (2) 26"T x 24"W (approximate) "half-slide" windows shall be installed where depicted in the preliminary drawing.
 - 3.1.1.1. Windows shall be dark tinted with fiberglass screens.
- 3.1.2. One (1) 26"T x 36"W (approximate) "half-slide" window shall be installed in the rear wall as depicted in the concept drawing.
 - 3.1.2.1. Window shall be dark tinted with fiberglass screen
- 3.1.3. Four (4) 14" x 22" single dome white acrylic skylights shall be installed with white PVC interior trim.
- 3.1.4. One (1) air-operated, or electric-operated, single auxiliary step or equivalent shall be installed at the passenger side patron doorway. Air steps shall include a Kwikkee 39 series step or equivalent and a Bimba 313DXP double-acting pneumatic cylinder or equivalent. Step shall be finished with a non-skid surface. Step shall be configured with a single adjustable valve to control the extent/retract speed of the steps, a single dash-mounted control valve.
 - 3.1.4.1. Height of step shall be consistent with the overall staircase run - for smooth patron entry/egress.
 - 3.1.4.2. Step shall be finished with a non-skid surface and a safety yellow, non-skid front strip.
 - 3.1.4.3. Step shall include an audible/visual indicator system to warn the driver that the step is extended when the ignition key is activated.
 - 3.1.4.4. Step shall be controlled at the driver's area.
- 3.1.5. Vehicle underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and underbody insulation protection.

3.2. Interior

- 3.2.1. The Bookmobile interior shall be designed to accommodate a collection of approximately 3,500 items, which includes but is not limited to: books of various sizes, DVDs, CDs, books on disc, oversized materials of odd shapes, magazines, etc.
- 3.2.2. Applicable wood products and adhesives used within the vehicle construction and for fabrication of interior cabinetry shall conform to California Air Resources Board (CARB) Phase 2 regulations pertaining to maximum formaldehyde emissions. These regulations require that formaldehyde emissions be equal or less than 0.05 ppm.



- 3.2.3. Vendor shall use sustainable, recycled or renewable materials where ever possible and/or feasible.
- 3.2.4. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 3.2.5. Patron door finish
 - 3.2.5.1. Door shall be fitted with one (1) Yale 5100 series or equivalent door closer each to control the movement of the door.
 - 3.2.5.2. Doors shall be equipped with one (1) positive hold-open device each.
 - 3.2.5.3. Door interiors shall be finished to compliment interior.
 - 3.2.5.4. One (1) Yale 112 series or equivalent heavy-duty latch bolt shall be installed in addition to the main latch.
 - 3.2.5.5. Door/step well area shall be outfitted with a total of four (4) 1.25" diameter stainless steel handrails to provide solid entry/egress assistance.
 - 3.2.5.5.1. One (1) 36" approximate length handrail shall be installed vertically on the exterior, just aft of the door.
 - 3.2.5.5.2. Two (2) angle-mounted handrails shall be installed one each side of the step well.
 - 3.2.5.5.3. One (1) angle-mounted handrail shall be installed to the interior of the door below the upper window.
- 3.2.6. Vehicle ceiling, walls, wheel wells, and underbody shall be insulated with 2" nominal thickness (3" nominal thickness underbody) sprayed-in urethane foam insulation.
 - 3.2.6.1. Underbody foam insulation shall be protected from road spray and elements by an additional layer of rubberized automotive undercoating.
- 3.2.7. Vehicle ceiling shall be sub-paneled with 1/4" or 3/8" sustainable or recycled plywood and overlaid with acoustical fabric. The fabric and padding (if applicable) shall be applied in a manner consistent with the lifetime of the vehicle. Color and texture of fabric shall be selected by the Library from the vendor's "standard" offerings.
- 3.2.8. Vehicle walls shall be sub-paneled with 1/4" or 3/8" sustainable or recycled plywood and overlaid with high impact, environmentally conscious rigid paneling. The paneling shall be applied in a manner consistent with manufacturer recommendation and the anticipated lifetime



of the vehicle. Color and texture of paneling shall be selected by the Library from the vendor's "standard" offerings.

- 3.2.8.1. Structural hard points shall be installed behind sub-paneling as necessary to adequately fasten and support the anticipated load imposed on the aluminum shelving uprights.
- 3.2.9. Floor covering shall be environmentally conscious high performance safety flooring, Marmoleum or equivalent.
 - 3.2.9.1. Covering shall be installed in a seamless manner to provide a completely sealed environment.
 - 3.2.9.2. Covering shall have a static coefficient of friction of 0.6 on level surfaces.
 - 3.2.9.3. Covering shall meet the requirements of ASTM C 501 for wear resistance.
 - 3.2.9.4. Covering shall meet the current requirements of ASTM E 648 (USA) and ULCS 102.2 (Canada) for fire safety.
 - 3.2.9.5. Covering shall have a 10-year minimum limited warranty.
 - 3.2.9.6. Sub-flooring shall be properly prepared prior to installation of the floor covering.
 - 3.2.9.7. The Library will select color of flooring from vendor's offerings.
- 3.2.10. Carpet runners shall be provided to apply over the safety flooring. Two (2) sets of runners shall be provided, with two (2) runners per set (4 total runners). Runners shall be of a commercial quality sustainable material and have sufficient backing to prevent sliding during normal operations.
- 3.2.11. Above floor wheel boxes shall be finished with carpet matching the runners, to provide impromptu seating for patrons.
 - 3.2.11.1. The Library shall select color of carpet from vendor's offerings.
- 3.2.12. Since a bookmobile is a mobile library, and a quiet environment is most important in the successful operation of any library, all interior finishes shall contribute to absorbing ambient sounds. Appropriate panels, ceiling and flooring shall have superior acoustic qualities in addition to durability and aesthetics. Sound control measures shall comply with the Occupational Safety and Health Act (OSHA) sound level (dbA) requirement in effect at time of award of contract, for an eight (8) hour maximum operator exposure time; measured at operator's ear with engine at governed RPM.
- 3.2.13. Cork type fabric covered bulletin boards shall be installed in the vehicle, mounted firmly and securely to the walls. Number and size of bulletin boards furnished shall be determined by the exact configuration of interior. Bulletin boards shall be as large as possible and installed where space is available inside the coach. Smaller spaces and trim areas shall



be finished in complimenting materials. All upholstery used within the vehicle shall meet provisions of FMVSS-302

- 3.2.14. Two (2) staff desks shall be constructed as depicted in the preliminary drawing. Desks shall be constructed of furniture-grade sustainable or recycled plywood, finished to compliment the completed interior. Desktop shall be constructed of minimum 3/4" thick plywood with a wood trimmed high-impact laminated plastic bonded to the plywood and installed to allow easy removal and replacement, as these surfaces are subject to excessive wear and tear. Desk shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.
 - 3.2.14.1. Desk faces (modesty panels) shall be set 8" – 10" off the floor to allow heat circulation beneath the work surface.
 - 3.2.14.2. Desks shall include a positive latching pencil/keyboard drawer beneath the work surface.
 - 3.2.14.3. Desks shall include one (1) commercial quality rolling task chair with arms for each (total of 2).
 - 3.2.14.3.1. Color and fabric shall be selected by the Library from vendor offerings.
 - 3.2.14.3.2. Easy to use securing devices shall be provided to lock the chairs for transport.
- 3.2.15. Desks shall include a heavy-duty flip-down bridge panel between them to allow continuation of the work surface across the entire width of the interior. Bridge shall be of the same finish as the desks and hardware shall be of suitable scale to allow the support of this bridge for the anticipated lifetime of this vehicle.
- 3.2.16. One (1) storage closet shall be furnished as depicted in the concept drawing. Closet shall be constructed of furniture-grade plywood with the same finish as that of the bookshelves. Closet shall contain three (3) brass coat hooks in the initial area, and shelving within the corner section to maximize storage in this area.
 - 3.2.16.1. Door shall be a lockable bulletin board.
 - 3.2.16.2. Closet door shall include key locks that are keyed alike to the other storage cabinets.
- 3.2.17. Interior storage cabinets shall be provided above the staff desks as depicted in the concept drawings with lockable bulletin board type doors per final design.
 - 3.2.17.1. Staff desk cabinets shall include a lower, open shelf area for future peripheral installations. Storage cabinets shall include key locks that are keyed alike to the closet.



3.2.18. Four (4) floor to ceiling dividers shall be installed per the preliminary floor plan. These dividers shall be constructed and finished similar to other interior cabinetry.

3.2.19. An Acore Shelving & Products, Inc. or equivalent aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 3,500 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd shapes, magazines, etc. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees. Shelving is anticipated to be primarily of 7" depth, with additional components described herein.

3.2.19.1. The completed modular shelving system is expected to include the following components:

3.2.19.1.1. Fourteen (14) Acore NS8, one-piece aluminum slotted shelving uprights.

3.2.19.1.1.1. Uprights shall be secured to sidewalls in a manner consistent with the anticipated stresses that will be imposed and expected lifecycle of this vehicle.

3.2.19.1.2. Sixty (60) Acore AB7, 7" deep wall shelves with integral 15° slope. Lengths to be determined by finalized upright positions.

3.2.19.1.3. Ten (10) Acore AB9, 9" deep wall shelves with integral 15° slope. Lengths to be determined by finalized upright positions.

3.2.19.1.4. Two (2) Acore AB11, 11" deep wall shelves with integral 15° slope. Lengths to be determined by finalized upright positions.

3.2.19.1.5. One (1) KBIN9, 9" magazine and periodical bin.

3.2.19.1.6. Four (4) removable patron work surfaces shall be provided as depicted in the preliminary floor plan. Surfaces shall be constructed with 3/4" plywood and finished with wood trimmed high-impact laminate matching the staff desks. Surfaces shall be supported and attach to the uprights using Acore G12 brackets.

3.2.19.2. Vehicle shall be configured as depicted in the finalized drawing upon delivery. Any remaining components (extras) of this system shall be shipped loose with each vehicle.



- 3.2.19.3. System shall include shelf label color strips, colors to be determined.
- 3.2.19.4. System shall be powder coated for maximum durability; color to be chosen by the Library from vendors standard colors.
- 3.2.19.5. Final configuration and colors of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.
- 3.2.19.6. Finish, cabinetry and shelving installation shall provide an approximate 70" aisle width.
- 3.2.20. Two (2) display racks for flyers and brochures shall be provided and located as depicted in the concept drawing. Racks shall be capable of displaying a variety of materials and include removable dividers. Exact size shall be determined by the Library.

3.3. Electrical System – AC

- 3.3.1. System shall be a 120-volt rated, single-phase type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
 - 3.3.1.1. System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
 - 3.3.1.2. System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
 - 3.3.1.3. Electrical and mechanical systems shall comply with all associated section and subsections of the California Health and Safety Code, Section 18026, including all external references, as enforced by the California Department of Housing and Community Development.
- 3.3.2. All AC wiring shall be installed using multi-stranded, multi-conductor flexible armored, THHN within flexible nonmetallic conduit, or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system fires. Since the body and chassis of a motor vehicle is constantly flexing in torsion when in use, fixed type conduit is not acceptable due to the long-term potential electrical shorting and the resulting potential of fire hazard.
 - 3.3.2.1. Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a minimum 2"



air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.

- 3.3.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 3.3.3. All 120VAC power shall be drawn from the 5KW Auxiliary Power Generator (APG) supplied with the hybrid chassis.
- 3.3.4. One (1) 120VAC, 25-foot, 30A rated, 2-pole 3-wire waterproof shore cord shall be provided.
 - 3.3.4.1. Shore cord shall be connected to the vehicle at user's discretion via a skirt-mounted inlet.
 - 3.3.4.2. One (1) NEMA 30A, straight-blade, 2-pole 3-wire weather resistant grounding plug shall be provided on the loose end of the cord to plug the vehicle into an external source.
- 3.3.5. One (1) ATS3W30 or equivalent automatic transfer switch shall be installed to provide automatic switching between APG and shoreline power sources (shoreline default). Unit shall have a mechanical interlock to prevent any possibility of electrical feedback.
- 3.3.6. All AC electrical circuits shall be safety protected from short circuits and current overloading by UL approved resetting type circuit breakers, each properly capacity sized to the circuit they serve. These circuit breakers are supplied with the APG.
- 3.3.7. A minimum of six (6) 15A-rated, UL listed, NEMA 5-15, three-hole grounded duplex receptacles shall be furnished inside the vehicle for general and specific uses. These receptacles shall be powered directly from the APG system and white in color.
- 3.3.8. One (1) 50A, fully regulated battery charger shall be installed to charge the vehicles 12V batteries (only) when shore power is connected.
- 3.3.9. Two (2) Dometic Penguin 630516, or equivalent, 15,000BTU rooftop air conditioner/heat pumps shall be installed, and controlled by a Dometic Digital Comfort Control Center central thermostat.
 - 3.3.9.1. AC/heatpumps shall have a maximum locked rotor load of 1,440 watts each, with a run load of 396 watts.
 - 3.3.9.2. Thermostat/control shall electronically prevent both AC/heatpumps from cycling at the same time.
 - 3.3.9.3. Thermostat/control shall be configured to create two (2) separate climate zones.
- 3.3.10. One (1) Elmech Q-scan Uniplex, or equivalent, people counter shall be installed at the patron door.
 - 3.3.10.1. Systems shall include magnetically activated, 4-digit 12mm high LED displays.



- 3.3.10.2. System shall count each person crossing the beam, regardless of the direction of approach.
- 3.3.10.3. Systems shall include non-volatile memories to protect against power failure.
- 3.3.10.4. Reference: <http://www.q-scan.co.uk/uniplex.htm>

3.4. Electrical System – DC/Other

- 3.4.1. Shall be a 12-volt, negative ground type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
 - 3.4.1.1. Design emphasis of system furnished shall be on both reliability and serviceability. System furnished shall be a modular type design, modular being defined as a system where major power train, chassis, body component assemblies, including lighting, wiring and switch harnesses, and heater harnesses are easily separable for purposes of repair or replacement, using either simple hand tool or automotive type plug-in connectors. Special emphasis shall be made on accessibility to all wiring harnesses in all locations. Wiring shall not be rendered un-accessible behind permanently installed panels or appointments.
 - 3.4.1.2. The power source for all body electrical equipment furnished shall be taken from a single point on the power train specifically designed for this purpose.
 - 3.4.1.3. The main ground wire grounding the body to the chassis shall be minimum 8-gauge size; all ground wires furnished for insulated-return type systems shall be equal in size to the feed wire in the respective circuit. Redundant grounds shall be used if required to attain a satisfactory level of system performance desired. For maximum system reliability, all serrated eyelets and screws or bolts utilized at points of ground shall be either coated or plated with an electrical conductive type material to improve their resistance to corrosion.
 - 3.4.1.4. All electromagnetic type switches, relays and solenoids furnished shall be suppressed to protect the entire electrical system from major damage from the large negative voltage spikes these devices can produce.
 - 3.4.1.5. All auxiliary electrical circuits shall be safety protected from current overloading by automatic resetting type heavy-duty automotive circuit breakers, each properly capacity sized to the circuit they serve. A master circuit breaker, minimum 150-amp shall also be furnished.



- 3.4.1.6. All terminals and connectors furnished shall be designed and approved by their manufacturer for heavy-duty automotive vocational application; material shall be a corrosion-resistant type. To eliminate disconnects; all terminals furnished shall incorporate a positive locking, seated type design to assure terminal position. Socket (female side of connectors shall be wired to electrical source side of circuit and plug (male) side of connector shall be wired to electrical load side of the circuit to help prevent a short circuit when disconnected. All connections made on the vehicle underbody shall be adequately protected against moisture and corrosion with dielectric grease, heat shrink tubing, or other similar techniques.
- 3.4.1.7. All insulated cable furnished shall comply with SAE Standards J1127 and J1128. All wiring furnished in the engine compartment area, where extreme heat and fire are of concern, shall be multi-stranded, low-voltage insulated automotive type cross-linked polyethylene fire-retardant SAE approved SXL type. All wiring furnished in the body portion of the coach shall be multi-stranded, low-voltage insulated automotive type; either SAE approved SXL or GXL types are acceptable. All wiring in each circuit shall be of sufficient size, and with 125% capacity rating of anticipated load to transmit the electrical current load of the circuit. Sizing shall take into account the length of the circuit and the voltage drop occurring in the circuit. Voltage at the load shall be +/- 5% of rated voltage when measured in a normal operating state.
- 3.4.1.8. All wiring shall be routed meeting the following minimum requirements:
 - 3.4.1.8.1. No contact with sharp or puncturing edges.
 - 3.4.1.8.2. No tension or strain between fixed points.
 - 3.4.1.8.3. Adequate and safe clearance of moving parts.
 - 3.4.1.8.4. 5-inch clearance from radiant heat sources.
 - 3.4.1.8.5. Adequately secured to prevent pinching.
 - 3.4.1.8.6. Wiring to be color-coded and numbered, grease-, oil- and moisture-resistant and securely fastened.
- 3.4.1.9. All wiring furnished shall be routed in protective harnesses, either woven vinyl or corrugated vinyl or nylon types acceptable. When harnesses go through metal structure, rubber grommets shall be used to further protect the integrity of the harnesses.
- 3.4.2. One (1) Audiovox or equivalent, LCD color observation system shall be installed. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical. Monitor's controls shall include instant on, day/night sensitivity



switch, camera selection and a standby position, which automatically changes to on when vehicle is shifted into reverse.

- 3.4.2.1. A 5-1/2 inch (minimum) LCD color monitor shall be mounted on the dash or in the dash for easy view of the driver.
- 3.4.2.2. Shall include one (1) video camera with sun shield and built-in microphones mounted to rear exterior.
- 3.4.3. One (1) AM Solar AM100-22B solar panel system, or equivalent, shall be provided for main battery recharging.
 - 3.4.3.1. System shall include four (4) Sunrunner AM100, 132 watt solar panels, mounted with rocker foot mounts to the roof as practical.
 - 3.4.3.2. System shall include HPV-22D charge controller. Monitor shall be mounted near the staff desk.
 - 3.4.3.3. System shall utilize a CB combiner box mounted on the roof to provide a weatherproof entry point.
 - 3.4.3.4. System shall include a 100-22 wire harness.
- 3.4.4. Two (2) Fan-tastic Vent 6600R/417, 3-speed 12VDC reversible powered roof vents shall be installed per concept drawings. Units shall feature a built-in thermostat, automatic opening dome, rain sensor, and hand-held remote.
- 3.4.5. Fourteen (14) Grote 61881 or equivalent, 12VDC LED recessed-mount dome lamps shall be installed on ceiling for main cabin lighting.
 - 3.4.5.1. Lights shall be switched at both the driver's area and patron entry door on two (2) three-way "zig zag" (alternating) circuits.
- 3.4.6. One (1) 12VDC LED step well light shall be installed at the side entry.
 - 3.4.6.1. Shall be wired to operate in conjunction with the condition of the door.
- 3.4.7. One (1) Sierra Wireless AirLink, or equivalent, wireless CDMA ruggedized modem with fourth generation (4G) architecture shall be provided.
 - 3.4.7.1. Modem shall be powered by the 12VDC system and connect to the desk area via 10/100 Mbps RJ-45 cabling.
 - 3.4.7.2. Modem shall include 802.11 b/g WiFi chip to provide a hotspot around the vehicle, and allow peak download data rates of 3.1 Mbps.
 - 3.4.7.3. Modem shall include 3db-5db high-gain, 800/1900 MHz, exterior-mounted antenna for maximum performance.
 - 3.4.7.4. Modem shall be configured for use on the Verizon or Sprint service networks (CDMA EV-DO Revision A).



3.4.8. One (1) battery-operated Carbon Monoxide (CO) detector shall be installed on the interior ceiling.

3.4.9. One (1) battery-operated smoke detector shall be installed on the interior ceiling.

3.5. Miscellaneous Components

3.5.1. One (1) SkyScan or equivalent atomic LCD clock shall be furnished, with a minimum 2-inch main character size. Unit shall include readouts for interior and exterior temperature (via wireless remote sensor), day and date, and receive its synchronization signal from NIST.

3.5.1.1. Clock shall be firmly and securely attached to a wall in an easy to see location.

3.5.1.2. Clock shall include a long-life premium alkaline battery, installed and running when coach is delivered.

3.5.2. High-quality pleated shades shall be provided for the three (3) rear windows. Shades shall include side-mounted guide tracks and be infinitely adjustable. Shade color shall be chosen by the Library from vendor's offerings.

3.5.3. Two (2) 5 lb. ABC fire extinguishers shall be installed in the interior of the truck body, one front and one rear.

3.5.4. One (1) State DOT approved first aid kit shall be supplied and installed within the completed vehicle.

3.5.5. One (1) set of three (3) red emergency reflective triangles with dedicated ABS plastic enclosure shall be provided and installed.

4. OPTIONS

These items shall be quoted separately for consideration by the Library.

4.1. Cummins B-series 325HP, 750 lb.-ft. engine upgrade

4.2. Graphics package with associated artwork and 30% coverage (estimate OK).

4.3. Underbody storage compartment, weatherproof, lockable, painted to match, space providing.

4.4. LED Message Board mounted to rear wall, above window, with remote control.

-----END OF SPECIFICATIONS-----



COUNTY OF MENDOCINO

Board of Supervisors

DARCIE ANTLE
CLERK OF THE BOARD

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March 10, 2025

The Honorable Jesse Arreguín
California State Senate, District 07
1021 O Street, Suite 6710
Sacramento, CA 95814

RE: SB 239 (Arreguín) Open meetings: teleconferencing: subsidiary body.
SUPPORT - As Introduced January 30, 2025

Dear Senator Arreguín,

The Mendocino County Board of Supervisors is writing to express strong support of your bill, Senate Bill 239, which would remove barriers to entry for appointed and elected office by allowing members of non-decision-making legislative bodies to participate in two-way virtual teleconferencing without posting their remote meeting location.

Local governments statewide are struggling to recruit and retain members for advisory bodies governed by the Brown Act. Challenges such as time commitments, meeting schedules and locations, and issues like physical limitations, childcare conflicts, and work obligations contribute to these difficulties.

In Mendocino County, our advisory boards and commissions are essential for shaping local policies. As California's 15th largest county, covering 3,878 square miles, our rural geography creates significant accessibility issues. Many residents must travel long distances to attend meetings, which discourages participation and limits community representation. Weather conditions and unreliable transportation further exacerbate these challenges.

Senate Bill 239 (SB 239) addresses these barriers by allowing non-decision-making legislative bodies to engage in two-way virtual teleconferencing without the need to publicly post their remote locations. This change promotes greater civic engagement, enabling those who cannot attend in person to contribute their perspectives.

Participation in local advisory bodies often leads to opportunities in elected offices and leadership positions. However, the in-person attendance requirement disproportionately affects individuals with physical or economic limitations, including seniors, individuals with disabilities, single parents, and residents of rural areas.

THE BOARD OF SUPERVISORS

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First District

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Fifth District

SB 239 would provide an exemption under the Ralph M. Brown Act for non-decision-making advisory bodies, enhancing community engagement and modernizing open meeting practices. Ultimately, SB 239 aims to ensure that advisory bodies represent the diverse voices within our communities.

Sincerely,



John Haschak, Chair
Mendocino County Board of Supervisors

cc: The Honorable Mike McGuire, Member of the California State Senate
The Honorable Chris Rogers, Member of the California State Assembly