

LIBRARY LETTERHEAD

July 30, 2025

Margaret Sullivan
Margaret Sullivan Studio
307 7th Avenue, Suite 1507
New York, New York 10001

Re: Outstanding Amounts due from Contra Costa County (the “County”) to Margaret Sullivan Studio (“Margaret Sullivan”) for the Period Beginning January 1, 2019, through the Effective Date – Settlement and Release

Dear Ms. Sullivan:

This letter agreement is entered into as of the date set forth above (the “Effective Date”) and is based on the following facts:

- A. The County and Margaret Sullivan were parties to a contract dated January 1, 2019 (the “Contract”), under which Margaret Sullivan provided staff training workshops in February, April, and May 2019. The Contract included a cap of \$3,000 on travel-related expenses.
- B. Margaret Sullivan submitted three invoices for travel-related expenses in connection with the Contract. The total amount invoiced for travel-related expenses is \$10,890.96. Because of the cap set forth in the Contract, the County is willing to consider reimbursement of \$3,000 in satisfaction of these invoices.
- C. In connection with an event known as the Contra Costa Friends & Foundation Retreat, which was held on October 12, 2019, Margaret Sullivan submitted invoices for a “design fee” of \$3,500 and travel expenses in the amount of \$1,278.40. While there was no contract for these services, services were performed and reasonable travel expenses incurred. For these reasons, the County is willing to consider paying the full invoice amount of \$4,778.40.
- D. In connection with an event known as Staff Day, which was held on October 14, 2019, Margaret Sullivan submitted invoices for a “design fee” of \$4,500 and travel expenses of \$213.23. While there was no contract for these services, services were performed and reasonable travel expenses incurred. For these reasons, the County is willing to consider paying the full invoice amount of \$4,713.23.

- E. In connection with an event known as the Moraga Library Reimagining, which was held on August 31, 2021, Margaret Sullivan submitted an invoice for services rendered, which was paid. In addition, Margaret Sullivan submitted an invoice for \$5,006.45 for travel-related expenses incurred between August 29, 2021, and September 4, 2021. While there was no contract for the services rendered, services were rendered, and travel occurred. Because some of the travel-related expenses occurred after the date of the event and because charges for Uber and Lyft rides should not be required when a rental car is expensed, the County is willing to consider paying \$3,402.66 in satisfaction of this invoice.

Upon my receipt of your countersignature to this letter, my office will recommend to the County's Board of Supervisors that the County pay \$15,894.29 as payment in full of all the invoices described above. If the Board of Supervisors authorizes that payment to you, then effective on the date of that payment to you and in exchange for that payment, Margaret Sullivan does hereby discharge and release the County, its governing body, officers, employees and agents from all causes of action, claims, and demands of any kind, whether known or unknown, and including but not limited to, breach of contract, that exists or hereafter arises from the matters described above, and, without limitation, for any services and travel-related expenses that may have occurred prior to the Effective Date of this agreement. As to those liabilities, Margaret Sullivan knowingly waives its right to make any claims against the County, its governing body, officers, employees and agents for such liabilities and Margaret Sullivan expressly waives all rights provided by section 1542 of the California Civil Code, which provides as follows: "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR."

Sincerely,

Alison McKee
County Librarian

AGREED AND ACCEPTED

By:

Margaret Sullivan Studio
Authorized Representative