



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/21/2019

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Danis Kreimeier - Director
Library

REPORT BY: Michelle Carreon, Staff Services Analyst I - 707-253-4819

SUBJECT: Approval of a budget adjustment and establishment of a capital asset to purchase shelving units and furniture for Napa County Library

RECOMMENDATION

Director of Library Services and Community Outreach requests approval of the following for the purchase of shelving and furniture for the Napa County Library:

1. Approval of Budget Transfer No. LIB006 transferring \$67,000 from the Office Supplies- Furn. & Fixture and \$24,938 from the Salaries and Wages account of the Napa Main Library budget and establishing a capital asset in the amount of \$91,938 (4/5 vote required); and
2. A waiver of competitive bidding requirements and sole source award to Ross McDonald Co. Inc. for a total of \$91,938 pursuant to County Ordinance Code 2.36.090.

EXECUTIVE SUMMARY

Today's action will establish a capital asset for the purchase of library shelving, rolling browsing tables and gondolas for the Napa County Library.

Due to the expansion of collections and various types of media available to the community, the Library needs to reconfigure current shelving and purchase additional shelving, tables and gondolas .

Ross McDonald has installed all library shelving. In order to have a consistent look a sole source purchase is requested.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This item was not budgeted in the capital asset equipment line. However, there are sufficient funds available in Office Supplies-Furn & Fixture and Salaries and Wages account for a budget adjustment.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The current shelves and tables in the Napa County Library have reached capacity and are no longer able to display all collections. Therefore many items are stored and are not readily available to the public
Is the general fund affected?	No
Future fiscal impact:	No additional expenditure would be required beyond this fiscal year.
Consequences if not approved:	The Library would have to reduce books and media available to the public, current shelving and tables would remain at full capacity.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Approval of this agenda item will allow the Library to purchase additional shelving and table space to meet growing needs.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan