



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 12/6/2022

File ID #: 22-2145

TO: Board of Supervisors
FROM: Anthony Halstead - Director of Library Services and Community Outreach
REPORT BY: Michelle Carreon - Staff Services Analyst
SUBJECT: Purchase of Library Furniture

RECOMMENDATION

Director of Library Services and Community Outreach requests approval for the following actions related to the purchase of capital assets for three library locations:

1. Establish capital assets totaling \$99,360 for library furniture;
2. Approval of a Budget Adjustment increasing appropriations in the Library Fund Equipment expense accounts (2020001-55400, 2020002-55400, 2020003-55400) offset by use of available fund balance (4/5 vote required); and
3. A waiver of competitive bidding requirements and sole source award to Ross McDonald Co. Inc. pursuant to County Ordinance Code 2.36.090.

EXECUTIVE SUMMARY

Today's action will establish a capital asset for the purchase of library displays and gondolas at the Napa Main, American Canyon, and Yountville library locations.

Due to the expansion of collections and various types of media available to the community, the County needs to reconfigure current furniture and purchase additional displays and gondolas.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The current shelves and tables in the library locations have reached capacity and are no longer able to display all collections in an efficient manner. Therefore additional units and reconfigurations of current furniture is being requested.
Is the general fund affected?	No
Future fiscal impact:	None
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 and not displayed in an efficient manner.
County Strategic Plan pillar addressed:	Collaborative and Engaged Community

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

On July 12, 2016, the Board of Supervisors approved Ross McDonald Co. Inc. as a sole source provider of furniture for the library. Ross McDonald Co. Inc. has added and reconfigured the library's furniture collection throughout the years based on the needs of the library locations.

Approval of today's requested action will allow the library to purchase displays and gondolas to be used to expand library locations "Library of Things" collection, as well as increase overall materials display space. Collections have expanded to include items such as puzzles, games and musical instruments which require reconfiguration of our current furniture and purchase of new displays and gondolas.