MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
DEPARTMENT: Administration
ACTION FORM
BY: Janet Hogan

DATE: May 5, 1998
PHONE: 966-3222
AGENDA ITEM NO.: 17

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ☑ No ☐)

Authorize expenditure of funds from the Liability Insurance Set Aside in an amount not to exceed $2,640 to replace shelving lost during the relocation of the El Portal Library.

When shelves, furnishings and books were returned from temporary storage upon the completion of the new El Portal Library, five shelving units were not among the items. The School District conducted a search, but the shelving was not located. County Counsel has indicated that the Liability Set Aside is an appropriate funding source to replace the shelving.

The lowest bid obtained is for $2,634.03 for six shelving units. While this is an additional unit from the five that were lost, the linear feet of shelving is equivalent to what was previously used.

Correspondence with the School District is attached.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Some books at the El Portal Library will remain in boxes on the floor making them inaccessible to patrons.

COSTS: ( ) Not Applicable
A. Budgeted Current FY $
B. Total Anticipated Costs $ 2,640
C. Required Additional Funding $
D. Internal Transfers $

SOURCE: ( ☑ ) 4/5ths Vote Required $
A. Unanticipated Revenues $
B. Reserve for Contingencies $
C. Source Description: Liability Set Aside

Balance in Reserve for Contingencies, if approved:

CLERKS USE ONLY:
Res. No. 98-60
Vote - Ayes: 5
Absent: 

Approved ( ) Denied
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office
Date: 

ATTEST:

MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

BY: Deputy

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Letter to School District
Response from School District

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Submitted with Comment
☐ Returned for Further Action

Comment: 

CAO’s Initials: 

Action Form Revised 5/92
December 22, 1997

Dr. William Pettus, Superintendent
Mariposa County Unified School District
Post Office Box 8
Mariposa, California 95338

Dear Dr. Pettus:

County Librarian Maurie Hoekstra has brought to our attention that five double-faced shelving units formerly at the El Portal Library cannot be located. Apparently, the shelving was put into storage when the Library was moved to temporary quarters and could not be located when the time came to occupy the new facility.

We seek your assistance in locating the shelving and installing it in the new library. If it truly cannot be found, we will need a written statement from the School District to support an insurance claim and to adjust our fixed asset inventory.

The shelving units are sand color and each has a Mariposa County property tag. The tag numbers are 7279, 7280, 7281, 7282 and 7283. If you need a more detailed physical description, please contact Maurie at 966-2140.

If you have any other questions or wish to discuss this matter with me, please do not hesitate to call at 966-3222.

Sincerely,

Janet Hogan
County Administrative Officer

cc: Patti Reilly, District One Supervisor
    Jeff Green, County Counsel/Risk Manager
    Maurie Hoekstra, County Librarian
January 26, 1998

Janet Hogan
County Administrative Officer
P. O. Box 784
Mariposa, CA 95338

Dear Ms. Hogan:

Thank you for your letter of December 22, 1997, concerning shelving units which you believe were located at the El Portal Library.

Since receiving your letter, a search was made to locate the shelves in question. Unfortunately, they were not located, nor does staff remember seeing them at that site. All items which were placed in storage during the renovation of El Portal Elementary School have been placed back into the library and classrooms. Shelving at the school site has been checked for the Mariposa County property tag; however, as stated earlier, the shelving was not located.

Please let me know if you require additional information, and accept our apology for any actions on our part which may have resulted in the loss of these items.

Sincerely,

[Signature]

William F. Pettus, Ph.D.
Superintendent