

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: May 5, 1998  
AGENDA ITEM NO.: 17

DEPARTMENT: Administration

BY: Janet Hogan

PHONE: 966-3222

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:

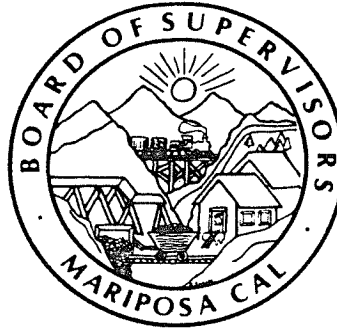
LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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

<b>COSTS:</b> ( ) Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ 2,640 C. Required Additional Funding \$ D. Internal Transfers \$ <b>SOURCE:</b> ( <input checked="" type="checkbox"/> ) 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: Liability Set Aside Balance in Reserve for Contingencies ,if approved:		<b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: Letter to School District Response from School District      
<b>CLERKS USE ONLY:</b> Res. No. <u>98-160</u> Ord. No. _____ Vote - Ayes: <u>5</u> Noes: _____ Absent: _____ Abstained: _____ <input checked="" type="checkbox"/> 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		<b>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</b> This item on agenda as: <input checked="" type="checkbox"/> Recommended ____ Not Recommended ____ For Policy Determination ____ Submitted with Comment ____ Returned for Further Action Comment: _____  CAO's Initials: <u>JH</u>

# Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY  
District 2.....DOUG BALMAIN  
District 3.....ROBERT C. STEWART  
District 4.....GARRY R. PARKER  
District 5.....BOB PICKARD



**JANET HOGAN**  
County Administrative Officer

**MARGIE WILLIAMS**  
Clerk of the Board

P.O. Box 784  
MARIPOSA, CALIFORNIA 95338  
(209) 966-3222  
1-800-736-1252

FAX (209) 966-5147

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

cc: Patti  
Maurie

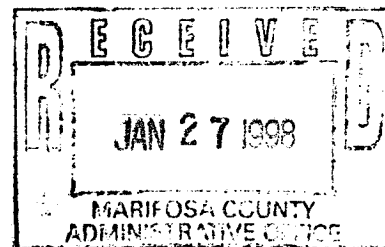
**MARIPOSA COUNTY OFFICE OF EDUCATION  
MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT**

P.O. Box 8 Mariposa, California 95338 ■ (209) 742-0250 FAX (209) 966-4549



WILLIAM F. PETTUS Ph.D.  
Superintendent of Schools

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,

A handwritten signature in cursive script, appearing to read "W. Pettus".

William F. Pettus, Ph.D.  
Superintendent