21	**AGENDA ITEM** **ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**
	Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

11/17/2026

BCC MEETING DATE

TO: **Joy Andrews, County Administrator** **DATE:** **September 10, 2026**

FROM: **Debra Gibson, Director, Library** **PHONE:** **904 827-6926**

SUBJECT OR TITLE: **Acceptance of donation of new furnishings for the Main Library from the Friends of the Main Library and the creation of an asset inventory record.**

AGENDA TYPE: **Consent Agenda, Resolution**

BACKGROUND INFORMATION:

The Friends of the Main Library have funded the purchase of additional furnishings for the Main Library. This contribution includes two new tables, three chair dollies, and 28 meeting room chairs. The total value of the new furnishings is $6,107.14, which includes all items, delivery, and installation. The attached vendor quote outlines all the donated furnishings for the purpose of creating asset inventory records.

1. IS FUNDING REQUIRED? No **2. IF YES, INDICATE IF BUDGETED.** No

IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:

INDICATE FUNDING SOURCE:

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to adopt Resolution 2026-_____, accepting the donation of furnishings for the Main Library, and thereby the creation of an asset inventory record.

For Administration Use Only:
Legal: Jalisa Ferguson 10/30/2026 **OMB: ARM 10/30/2026** **Admin: Brad Bradley 11/5/2026**

RESOLUTION 2026 - ____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ACCEPTING THE DONATION OF LIBRARY FURNISHINGS FOR THE MAIN LIBRARY, AND THEREBY CREATING THE CORRESPONDING INVENTORY ASSET RECORDS.

WHEREAS, the St. Johns County Public Library System programs and activities operate through the General Fund; and

WHEREAS, the individual Friends of the Library groups support and enhance local library services, collections, and facilities through their community engagement and fundraising efforts; and

WHEREAS, the Friends of the Main Library have worked tirelessly to raise funds to update and enhance the library's public reading area ; and

WHEREAS, the Friends have agreed to purchase and donate furnishings valued at $6,107.14 to the Main Library reading area, to create a more vibrant and welcoming environment for library patrons.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, that:

1. The above recitals are hereby adopted as legislative findings of fact and incorporated herein.
2. The Board of County Commissioners approves the acceptance of the donation of furnishings for the Main Library.
3. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 17th day of November 2026.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: _____
Chair

ATTEST: Brandon J. Patty,
Clerk of the Circuit Court and County Comptroller

By: _____
Deputy Clerk

ST. JOHNS COUNTY
PUBLIC LIBRARY SYSTEM
6670 US 1 South
St. Augustine, Florida 32086

INTEROFFICE MEMORANDUM

TO: DEBRA GIBSON, LIBRARY DIRECTOR
FROM: NICOLE JEBBIA, BRANCH MANAGER
DATE: SEPTEMBER 8, 2026
SUBJECT: MAIN LIBRARY FURNITURE

The Main Friends of the Library have generously funded the purchase of additional furnishings for the St. Johns County Main Library. This contribution includes two new tables, three chair dollies, and twenty-eight meeting room chairs. These items supplement the new furniture the Friends of the Library purchased for the Library at the end of 2025.

The new furniture has created a more welcoming space, making seating limited at certain times during the day at the branch. The Friends of the Library are providing this additional furniture to help meet the growing demand and enhance the comfort and usability of our shared spaces.

The total cost of the new furnishings is $6,107.14, which includes all items, delivery, and installation.



QUOTATION: 26MLH-810069/C

St. Johns County Public Library System: Strive & Pillar

Created: 8/13/2026 | Revised: 9/8/2026 | Valid Through: 10/8/2026

St. Johns County Public Library System: Strive & Pillar

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 26MLH-810069/C

CREATED 8/13/2026 | REVISED 9/8/2026 **| Valid Through 10/8/2026**

PRODUCT TOTALS	$5,257.14
See Quote Detail Summary	$850.00
GRAND TOTAL	**$6,107.14**

Contract Information:
OT0045036A Florida State of (56120000-24-NY-ACS)

Requested Delivery Date: To be Determined

Sold To
To be Determined

End User
St. Johns County Public Library System
6670 US 1 South
Saint Augustine, FL 32086
P. (904) 827-6925

Ship To
To be Determined

Installation
To be Determined

Announcement:
KI will honor the stated prices detailed in this quote for 30 days of issue date. The corresponding purchase order must be received before the expiration date reflected in this quote. In the event laws, regulations, tariffs, or other mandates directly or indirectly increase KI's costs related to materials or operations, **KI reserves the right to include an applicable price adjustment and/or surcharge to open quotes or orders with ship dates more than 60 days out from receipt of purchase order.** If KI elects to the right to revise an order, KI will give the customer the option to accept the price adjustment and/or surcharge or cancel the order.

Client Notes:
All fabrics, finishes, laminates and trims need to be specified to place order.
Changes in fabrics, finishes and quantities may affect pricing.

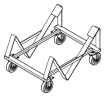
Sales Team:

Allison Brown
Sales Specialist
allison.brown@ki.com

Morgan Hepp
Inside Sales Specialist
Morgan.Hepp@ki.com

QUOTATION

CREATED	**8/13/2026**
VALID THROUGH	**10/8/2026**
Prepared By	Morgan Hepp
Quote Filename	St. Johns County Public Library System: Strive & Pillar - 26MLH-810069/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
1.1	**SCDA.BL**	Strive Chair Transport Dolly	3		$265.50	**$796.50**	
	TOP SELLER						
		Price Description: Delivered/Open Market **Lead Time: 6 - 8 Weeks; Ships from GREEN BAY, WI** **Please Note: Leadtime calculated on 9/8/2026 and is subject to change.**					
1.2	**SLNAP**	Strive Four-Leg Armless Chair,Poly	28		$120.60	**$3,376.80**	
	TOP SELLER	Frame Color		Espresso Metallic	/EX		
		Glide Option		Plastic glides	/P		
		Poly Seat & Back Color		Honey Bee	/PHY		
		Price Description: Delivered/Open Market **Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI** **Please Note: Leadtime calculated on 9/8/2026 and is subject to change.**					
1.3	**PLSR42-74P**	Pillar Table,Post Leg,Square,42",29"H,74P Edge	2		$541.92	**$1,083.84**	
		Edge Color		Kensington Maple edge	/EKM		
		Grommet/PowerUp Option		No grommets, power, wire management/No cutouts	/NNN		
		Leg Finish		Espresso Metallic	/EX		
		Casters/Glides		Casters	/CST		
		Modesty Panel		No modesty panel	/NMP		
		Laminate		Laminate Grade 1	LAMG1		
		Laminate Finish		Grade 1 KI standard laminates	LAMGRD1STD		
		Grade 1 KI standard laminates		KENSINGTON MAPLE 10776-60	/LKM		
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI** **Please Note: Leadtime calculated on 9/8/2026 and is subject to change.**					
					Workgroup Product Subtotal	**$5,257.14**	

Quote Summary

Product SubTotal:	**$5,257.14**
This project is exempt from surcharges because of one or more applied contracts.	**$0.00**
Installation:	**$850.00**
Estimated Sales Tax:	**See Notes**
Quote Total:	**$6,107.14**

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

Shipping Location	MFG Lead Time Range
BONDUEL, WI	4 - 6 Weeks
GREEN BAY, WI	6 - 8 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Morgan Hepp
Market Code: 9=9=State/Local Gov't

Opportunity #: 810069

Quote Filename: St. Johns County Public Library System: Strive & Pillar - 26MLH-810069

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
   KI
   1330 Bellevue Street
   Green Bay, WI 54302

2. The following items must be included on all purchase orders:
   - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
   - Ship To Information: complete legal name, address, contact name, contact phone number
   - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
   - Issue Date: date the purchase order was issued
   - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
   - Purchase Order Total: total of all items and services included on the purchase order
   - Authorization: signature of authorized purchasing agent or buying entity
   - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
     - Quantity of each item
     - Complete model number, including all finish and option information (by line item)
     - Net purchase price (by line item)
     - Extended net purchase price (all line items)
     - Any additional applicable charges (ex: installation and/or delivery charges)
     - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.

4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.