| 22 | **AGENDA ITEM**<br>**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 15, 2026**

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

**SUBJECT OR TITLE:** **Acceptance of donation of new shelving for the Bartram Trail Library from their Friends of the Library and the creation of an asset inventory record.**

**AGENDA TYPE:** **Consent Agenda, Resolution**

**BACKGROUND INFORMATION:**

The Friends of the Bartram Trail Library have funded the purchase of additional shelving for the Bartram Trail Library. This contribution includes two four double-sided mobile shelving units which will be used to house print materials awaiting self-service holds pick-up by Bartram library patrons. The total value of the new furnishings is $12,784.33, which includes all items, delivery, and installation. The attached vendor quote outlines all the shelving details 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 mobile shelving for the Bartram Trail Library, and thereby the creation of an asset inventory record.

**For Administration Use Only:**
**Legal: Jalisa Ferguson 9/18/2026** **OMB: ARM 9/21/2026** **Admin: Brad Bradley 9/21/2026**

**RESOLUTION 2026 - ____**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ACCEPTING THE DONATION OF LIBRARY SHELVING FOR THE BARTRAM TRAIL 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 Bartram Trail Library have worked tirelessly to raise funds to update and enhance the library's public spaces ; and

**WHEREAS**, the Friends have agreed to purchase and donate furnishings valued at $12,784.33 to the Bartram Trail Library, to create a more efficient area for self-service holds pick-up of library materials.

**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 Bartram Trail 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:** JULIE BARTLEY, BRANCH MANAGER

**DATE:** SEPTEMBER 15, 2026

**SUBJECT:** BARTRAM TRAIL LIBRARY SHELVING UNITS

The Bartram Trail Friends of the Library have generously funded the purchase of additional shelving units for the St. Johns County Bartram Trail Library. This contribution includes four double-sided mobile shelving units. These items will be used to house print materials in our main lobby area, so that staff assistance is no longer required to collect items on hold. This shelving is not a replacement for existing fixtures, but will serve an entirely new purpose, developing the goals of the 2024-2028 SJC Long Range Plan. The objectives of these goals include encouraging self-service by library users and creating service delivery models that reflect current trends.

With local service population growth comes an increased demand for materials on hold. The Friends of the Library are providing this additional shelving to enhance workflow for staff and improve wait times for patrons, making items on hold more accessible within the branch.

The total cost of the new furnishings is $12,784.33, which includes all items, delivery, and installation.

**Library Furniture International**
**797 Glenn Ave**
**Wheeling, IL 60090**
**P. 847 564 9497**
**E. info@library.furniture**

**Issued By:** Dustin Walker Woods
**Email:** Dustin@Library.Furniture
**Phone:** 515-291-6244

**Quote #:** 6390 - a

**Date Issued:** 09/02/26

**Contract:** n/a

**Terms:** 50% Deposit; Balance Due Upon Substantial Completion*

**Bill-to:** Bartram Trail Branch
60 Davis Pond Blvd
Fruit Cove, FL 32259

**Contact:** Julie Bartley
**Email:** jbartley@sjcfl.us
**Phone:** 904-827-6961

**Ship-to:** Bartram Trail Branch
60 Davis Pond Blvd
Fruit Cove, FL 32259

**Contact:** Julie Bartley
**Email:** jbartley@sjcfl.us
**Phone:** 904-827-6961

| Line # | Tag | Colors/Finishes | Quantity | Description | Unit Net | Ext Net |
|---|---|---|---|---|---|---|
| | | | | | $ | $ |
| 1 | A-1 | Case Color: Matrix Blue<br>PVC Edge Color: Graphite<br>Top of Shelf Color: Silver Alloy 8866-58 | 4 | Benchmark Bookstore HPL Shelving Double Faced<br>Starter 37"W x 33"D x 60"H<br>6 adjustable, 2 top and 2 base shelves. HPL back. To have Naper style end panels (half arch on top of end panels.) | 2,465.26 | 9,861.02 |



| | |
|---|---|
| Product Total: | 9,861.02 |
| Freight, Delivery: | 2,923.31 |
| **Total; Supplied, Delivered:** | **$12,784.33** |

**Quote is valid for 30 days from date of issue**

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

Library Furniture International
797 Glenn Ave
Wheeling, IL 60090
P. 847 564 9497
E. info@library.furniture

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**Phone:** 904-827-6961

| Line # | Tag | Colors/Finishes | Quantity | Description | Unit Net | Ext Net |
|---|---|---|---|---|---|---|
| | | | | | $ | $ |

**Signed:** Julie Bartley

**Name:** Julie Bartley

**Title:** Branch Manager, Bartram Trail Library

**Date:** 9/15/26