



**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

---

**MEETING DATE:** May 14, 2024

**TO:** Board of Supervisors

**FROM:** Nick Wilczek, County Librarian

**SUBJECT:** Resolution approving the capital asset purchase of a desk for the Youth Services Circulation Desk at the Grass Valley Library, including installation in the amount of \$6,351 for the Nevada County Library System and directing the Auditor Controller to amend the FY23/24 Library Budget (4/5 affirmative vote required)

**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:** The capital asset purchase will be purchased from the Library Fiscal Year 2023-2024 budget. A budget amendment has been included to move available funds from the office supply category to the capital asset furniture and fixtures budget line item.

**BACKGROUND:**

Nevada County Library intends to purchase a new Youth Services circulation desk for the Grass Valley Library. The new circulation desk will replace the current one, which is broken and no longer functional. The Youth Services area of the Grass Valley Library houses children's library materials and is where most of the Youth Services programs take place. It is the site of a popular and well-attended program, Stay and Play, which typically brings 70 children and caregivers to the library each Thursday. Patrons attending this program often return and check out many books, which has increased the need for space for materials being returned and checked out. Benefits of the new desk include cord management and additional space to process returns and to check out materials for library patrons. The addition of cord management is a necessary safety upgrade for the Youth Services section of the library, as in the current set up, cords are outside of the desk where patrons can reach them. The current desk has space under which children can crawl; the new desk extends to the floor without a gap. Additionally, the new desk provides much-needed storage space for circulation supplies and materials.

Pappas Construction has worked with the County on other custom projects and has been recommended by Purchasing. We have received a quote for \$6,351 (inclusive of installation and tax). This quote is within the budget for the 2023-2024 fiscal year and an amendment is included to move funds from office supplies into the capital asset furniture and fixtures category. Therefore, the resolution before you seeks approval for the capital asset purchase of this Youth Services Circulation Desk, ensuring the Grass Valley Library is better equipped to serve the needs of our community now and in the future.

**Item Initiated and Approved by:** Nick Wilczek, County Librarian