

SAN BENITO COUNTY

LIBRARY FACILITIES IMPACT FEE STUDY

FINAL

MARCH 21, 2016



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Executive Summary

The following report presents an analysis of the cost of library facilities to accommodate new development in San Benito County. The report provides the technical documentation to support the establishment of a countywide library facilities mitigation fee (or “impact fee”).

On September 12, 1960, both the Hollister Public Library and the San Benito County Free Library moved into the newly completed library building at 470 Fifth Street, the present site of San Benito County Free Library. This single library facility, built to serve a county population of 16,000, originally consisted of 8,800 square feet. In 1986, the facility was expanded to include a multi-purpose room, handicapped access, and public restrooms. In 2003 the roof of the library was replaced. Currently, the library occupies 11,230 sq. of a 15,570 sq. building where the County Office of Education also operates. In addition to the existing library facility, bookmobile services were restored in 2009 and presently continue to operate.

Fifty-five years later, the County Library’s role in the community has substantially increased with over 60% of the county’s diverse population possessing library cards. Statistically shown, the county has a 19% illiteracy rate. Today with the ever growing demands for access to information, a state-of-the-art library is more essential than ever to meet the information needs of the community.

Currently, the library faces many challenges. Due to limited funding resources, space and staffing is needed as well as upgrades and replacements in the areas of furnishings, flooring, equipment, technology, air-conditioning, heating, and plumbing. Also, to meet the current needs of the community, it is essential to provide dedicated spaces for group and individual study, including literacy and technology learning labs. The Library also needs adequately sized community meeting rooms.

Other challenges include:

- Located in an earthquake prone & declining downtown area;
- Lacks adequate parking and off-street parking lots; and,
- Suffers from inadequate electrical, ventilation & noise reduction capabilities.

The existing library facility and service levels are inadequate to accommodate both the present and future needs of the County and City population, who make up approximately 70% of library cardholders. Regardless, in this analysis fees are calculated at the existing standard to ensure that new development contributes it’s fair share to library facilities at the same rate that existing development has contributed thus far.

The County retained Willdan Financial Services to perform a nexus study in order to establish a library facilities impact fee. Impact fee programs in California must meet the requirements of the *Mitigation Fee Act* contained in *California Government Code §66000 et seq.* This report provides the necessary findings required by the Mitigation Fee Act for adoption of the library impact fee to be imposed on new development in the County. The fees described within this report can also be adopted by the cities of Hollister or San Juan Bautista, including an administrative fee, to capture the fair share contribution to library facilities from new development occurring within those cities.

The changing fiscal landscape in California during the past 30 years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- ♦ The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- ♦ Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- ♦ Steep reductions in federal and state assistance.

Faced with these trends, many cities, counties and special districts have had to adopt a policy of “growth pays its own way.” This policy has been accomplished primarily through the imposition of assessments, special taxes, and development impact fees, also known as public facilities fees. Assessments and special taxes require approval of property owners and are appropriate when the funded facilities are directly related to the developing property. Development impact fees, on the other hand, are an appropriate funding source for facilities that benefit all development jurisdiction-wide or within designated zones of benefit. Development fees need only a majority vote of the legislative body for adoption.

There are three approaches typically used to calculate facilities standards and allocate the costs of planned facilities to accommodate growth in compliance with the *Mitigation Fee Act* requirements.

The **existing inventory** approach is based on a facility standard derived from the County’s existing level of facilities and existing demand for services. This approach results in no facility deficiencies attributable to existing development. This approach is often used when a long-range plan for new facilities is not available. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth will be identified through the County’s annual capital improvement plan and budget process and/or completion of a new facility master plan. This approach is used to calculate the library facility impact fees in this report.

The **system plan** approach is based on a master facilities plan in situations where the needed facilities serve both existing and new development. This approach allocates existing and planned facilities across existing and new development to determine new development’s fair share of facility needs. This approach is used when it is not possible to differentiate the benefits of new facilities between new and existing development. Often the system plan is based on increasing facility standards, so the County must find non-impact fee revenue sources to fund existing development’s fair share of planned facilities. This approach is not used in this report.

The **planned facilities** approach allocates costs based on the ratio of planned facilities that serve new development to the increase in demand associated with new development. This approach is appropriate when specific planned facilities that only benefit new development can be identified, or when the specific share of facilities benefiting new development can be identified. Examples include street improvements to avoid deficient levels of service or a sewer trunk line extension to a previously undeveloped area. This approach is not used in this report.

Once adopted, it is important for any jurisdiction to update its impact fees periodically to ensure that the fee levels adequately recover new development’s fair share of planned facilities. It is recommended that fees be adjusted annually for inflation. Additionally, it is recommended that all assumptions be reviewed and updated every five years, or if significant changes to the project list or growth projections have occurred. While the Mitigation Fee Act does not specifically require that annual inflation adjustments, and five-year comprehensive updates be completed, these updates are recommended to coincide with the annual and five-year reporting requirements of the Act.

Table E.1 lists the administrative reporting requirements, and the relevant government code sections. Further detail regarding fee adjustments and updates is included in the *Program Implementation*, and *Inflationary Adjustments* sections of this report.

Table E.1: Administrative Requirements

CA Gov't Code Section	Timing	Reporting Requirements ¹	Recommended Fee Adjustment
66001.(d)	The fifth fiscal year following the first deposit into the account or fund, and every five years thereafter	(A) Identify the purpose to which the fee is to be put. (B) Demonstrate a reasonable relationship between the fee and the purpose for which it is charged. (C) Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements. (D) Designate the approximate dates on which supplemental funding is expected to be deposited into the appropriate account or fund.	Comprehensive Update
66006. (b)	Within 180 days after the last day of each fiscal year	(A) A brief description of the type of fee in the account or fund. (B) The amount of the fee. (C) The beginning and ending balance of the account or fund. (D) The amount of the fees collected and the interest earned. (E) An identification of each public improvement on which fees were expended including share funded by fees. (F) An identification of an approximate date by which the construction of the public improvement will commence. (G) A description of any potential interfund transfers. (H) The amount of refunds made (if any).	Inflationary Adjustment

¹ Edited for brevity. Refer to the government code for full description.

Maximum Justified Fee Schedule

Table E.2 summarizes the maximum justified library facilities impact fee for San Benito County calculated under the existing standard methodology. The following chapters will provide a detailed description of how the fee was calculated.

Table E.2: Maximum Justified Library Facilities Impact Fee

	Fee per Dwelling Unit	
<i>Residential</i>		
Single Family	\$	544
Multi-family		495

Source: Table 7, Willdan Financial Services.

Library Facilities Impact Fee Study

The following report presents an analysis of the cost of library facilities to accommodate new development within the San Benito County ('County'). The report provides the technical documentation for the County to establish a mitigation fee, also known as an impact fee for library facilities on new development.

Library Facilities Service Population

For the purposes of this study, only residents are assumed to be the primary users of libraries. Therefore, demand for library facilities in 2035 is based on the existing and projected residential population.

Estimates of existing residents in the County are based on the latest data available from the California Department of Finance. Future estimates of residents are based data from the *Association of Monterey Bay Area Governments (AMBAG) 2014 Regional Forecast*. **Table 1** below summarizes the estimates of total existing and projected service population for each city and the unincorporated areas in the County.

Table 1: Population and Employment Estimates and Projections

	2015	2035	Net Growth (2015 to 2035)
<u>Countywide</u>			
Population			
Hollister	37,068	45,397	8,329
San Juan Bautista	1,925	2,092	167
Unincorporated	18,940	33,843	14,903
Total	57,933	81,332	23,399

Source: CA Department of Finance, Table E-5, 2015; *Monterey Bay Area 2014 Regional Forecast*, Association of Monterey Bay Area Governments (AMBAG).

Occupant Densities

A key demographic assumption for the purpose of allocating library facilities costs across varying land uses is the number of persons per dwelling unit. This study uses data from the U.S. Census Bureau's 2013 *American Community Survey* to estimate current population densities for the County. The residential occupant density factors were developed from the *American Community Survey* tables B25033 and B25024.

A summary of the population per dwelling unity density estimates used in this study appears in **Table 2** below.

Table 2: Occupancy Density Assumptions

Residential

Single Family Unit	3.16	Persons per dwelling unit
Multi-family Unit	2.88	Persons per dwelling unit

Sources: US Census, 2009-2013 American Community Survey, Tables B25033 and B25024; Willdan Financial Services.

Existing Library Facilities

The amount of existing library facilities that the County owns will be used to inform the facility standards in this analysis. The County currently operates one library and one bookmobile, with over 103,000 items in its collections. **Table 3** summarizes the County's existing library facility inventory. Only facilities owned by the County are included in the inventory.

Table 3: Existing Library Facilities

Item	Amount	Units
Land	0.18	acres
Buildings	11,230	square feet
Collections	102,894	items
Bookmobiles	1	bookmobiles
Furniture and Equipment (Replacement Cost)	318,000	dollars
Total		

Sources: San Benito County; Appendix Table A.1; Willdan Financial Services.

Planned Facilities

Table 4 summarizes the planned library facility needed to serve the County through 2035. The County plans to construct a 25,000 square foot library to serve all residents of the County. The County provided the unit cost estimate of \$450 per square foot. In all, the project is estimated to cost approximately \$11.3 million. These figures are consistent with the County Library's needs assessment submitted to the California State Library in 2015.

Table 4: Planned Library Facilities

	Quantity	Unit Cost	Total Value
<i>Planned Facilities</i>			
Building (sq. ft.)	25,000	\$ 450	\$ 11,250,000
Total Value of Planned Facilities			\$ 11,250,000

Source: San Benito County.

Facility Standards

Table 5 displays the calculation of the existing standard for library facilities. The existing standard represents the facility standard that currently exists in the County. The amount of existing facilities is divided by the existing service population for each type of facility included in the inventory. The resulting standards are identified per 1,000 capita in this table in for the purpose of clarity. Charging fees at the existing standard ensures that new development will contribute to new facilities at the same level that existing development has contributed so far.

Table 5: Existing Library Facility Standards

Item	A	Units	B	C = A / (B / 1,000)
	Total Existing Facilities		Existing Service Population	Existing Standard per 1,000 Capita
Land	0.18	acres	57,933	0.0031
Buildings	11,230	square feet	57,933	193.84
Collections	102,894	items	57,933	1,776.09
Bookmobiles	1	bookmobiles	57,933	0.02
Furniture and Equipment	318,000	dollars	57,933	5,489.10
Total				

¹ Replacement cost. See Appendix Table A.1.

Sources: Tables 1 and 3, Willdan Financial Services.

Cost Allocation

Table 6 shows the calculation of the existing standard cost per capita. This value is calculated multiplying the unit cost of each facility type, by the facility standards identified in Table 5. Since Table 5 identified standards per 1,000 capita, the resulting standards are divided by 1,000 to determine the cost per capita.

Table 6: Library Facilities Cost Per Capita - Existing Standard

Facility Type	A	B	C = A x B		D = C / 1,000
	Unit Cost	Facility Standard per 1,000 Capita	Cost per 1,000 Capita	Cost per 1,000 Capita	Cost per Capita
Acres	\$ 152,000	0.0031	\$ 472	\$ 472	\$ 0.47
Building Square Feet	450	193.84	87,230	87,230	87.23
Collections	40	1,776.09	71,043	71,043	71.04
Bookmobile	250,000	0.02	4,315	4,315	4.32
Furniture and Equipment (Dollars)	1	5,489.10	5,489	5,489	5.49
Total					\$ 168.55

Sources: San Benito County; Tables 4 and 5, Willdan Financial; Services.

Maximum Justified Impact Fee

Table 7 displays the library facilities fee schedule. The library facilities impact fee per dwelling unit is equal to the total cost per capita from calculated in Table 6, multiplied by the average population density by type of unit shown in Table 2. The total fee includes an impact fee program administrative charge of two percent (2.0%). The administrative charge funds legal, accounting, administrative support, revenue collection, revenue and cost accounting, and mandated public reporting costs associated with the fee program.

Table 7: Library Facilities Fee - Existing Standard

Land Use	A	B	C=AxB		D	E=C+D
	Cost Per Capita	Density	Base Fee	Admin Charge ¹	Total Fee	
<i>Residential</i>						
Single Family	\$ 168.55	3.16	\$ 533	\$ 11	\$ 544	
Multi-family	168.55	2.88	485	10	495	

¹Administrative charge of 2.0 percent

Sources: Tables 2 and 6, Willdan Financial Services.

Projected Impact Fee Revenue

The impact fees in this analysis are calculated to maintain the existing standard of library facilities. Since the planned facility represents a higher standard than currently exists, impact fee revenue will not fully fund the planned facilities and non-fee funding will be needed to realize the new library. **Table 8** shows the projected fee revenue and the non-fee funding needed to fully fund the planned facility through 2035. After accounting for the projected future impact fee revenue, approximately \$7.3 million in non-fee funding will be needed to complete the planned library facilities.

The County can use **any other funding source** other than impact fees to fund the balance of the planned library facility. Potential sources of revenue include, but are not limited to, existing or new general fund revenues, existing or new taxes, special assessments, grants and donations.

Table 8: Revenue Projection - Existing Standard

Cost per Capita	\$ 168.55
Growth in Service Population (2015 - 2035)	<u>23,399</u>
Fee Revenue	\$ 3,944,000
Cost of Planned Facilities	<u>11,250,000</u>
Non-Fee Revenue to Be Identified	\$ (7,306,000)

Sources: Tables 1 and 6.

Program Implementation

The library facilities impact fee can be collected at time of building permit issuance. The County Board of Supervisors has the authority to adopt the fee in the unincorporated areas. The cities of Hollister and San Juan Bautista have the authority to adopt the fees within city limits. In addition, to implement the fee the County, in cooperation with the cities, should:

- Identify funding sources to complement impact fee revenues to fund planned facilities;
- Maintain an annual Capital Improvement Program budget or another accounting mechanism to indicate where fees are being expended to accommodate growth;
- Maintain records on use of the administrative charge to justify the amount;
- Comply with the annual and five-year reporting requirements of *Government Code* Section 66001 and 66006¹; and
- Identify appropriate inflation indexes in the fee ordinance and allow an automatic inflation adjustment to the fee annually.

Typically, an inflation index can be based on the County's recent capital project experience or from any reputable published source, such as the Construction Cost Index of the Engineering News Record. The County may also elect use separate indexes for land and construction. Calculating the land index may require use of a property appraiser every several years. To calculate the fee increase, total planned facility costs represented by land or construction, as appropriate, should weight each index.

Inflationary Adjustments

¹ See Table E.1.

The County can keep its impact fee program up to date by periodically adjusting the fees for inflation. Such adjustments should be completed regularly to ensure that new development will fully fund its share of needed facilities.

There are no inflation indices that are specific to San Benito County. We recommend that the following indices be used for adjusting fees for inflation:

- ◆ Buildings, Improvements – Engineering News Record’s Building Cost Index (BCI) – San Francisco, CA
- ◆ Collections, Equipment – Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U) – for the West Urban Region, Size B/C

Due to the highly variable nature of land costs, there is no particular index that captures fluctuations in land values. We recommend that the County adjust land values based on comparable data from recent land transactions within the County.

While fee updates using inflation indices are appropriate for periodic updates to ensure that fee revenues keep up with increases in the costs of public facilities, the County will also need to conduct more extensive updates of the fee documentation and calculation (such as this study) when significant new data on growth forecasts and/or facility plans become available. Note that decreases in index value will result in decreases to fee amounts.

The steps necessary to annually update fees for inflation are explained below:

1. For each facility type (land, buildings, collections), identify the percent change in facility value since the last update, based on changes in each inflation index or for each type of land.
2. Modify the unit cost of each facility type in Table 6 by the percent change identified in Step 1.
3. Recalculate the cost per capita in Table 6 for each facility type using the adjusted unit costs identified in Step 2.
4. Update the fee schedule by multiplying the cost per capita calculated in Step 3 by the density factors listed in Table 2.2 to determine the fee for each land use.

Mitigation Fee Act Findings

Impact fees are assessed and typically paid when a building permit is issued for a new development project by the local agency responsible for regulating land use (cities and counties). To guide the imposition of facilities fees, the California State Legislature adopted the Mitigation Fee Act with Assembly Bill 1600 in 1987 and subsequent amendments. The Mitigation Fee Act, contained in California Government Code §§66000 – 66025, establishes requirements on local agencies for the imposition and administration of fees. The Mitigation Fee Act requires local agencies to document five statutory findings when adopting fees.

The five findings required by the Mitigation Fee Act to adopt the library facilities impact fee are presented below and supported by this nexus study (code references are to the California Government Code). The findings presented here are suggested findings only. The County may adopt findings presented here, or may choose to adopt updated or different findings.

Purpose of Fee

For the first finding the County must:

- ◆ *Identify the purpose of the fee.* (§66001(a)(1))

County policy is that new development will not burden the existing service population with the cost of facilities required to accommodate growth. The purpose of the library facilities impact fee is to implement this policy by providing a funding source from new development for the library

facilities needed to serve that development. The fees advance a legitimate interest by enabling the County to provide library facilities for new development.

Use of Fee Revenues

For the second finding the agency must:

- ♦ *Identify the use to which the fees will be put. If the use is financing facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in §65403 or §66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the facilities for which the fees are charged. (§66001(a)(2)).*

The library facilities impact fee would be available to fund new and expanded library facilities to accommodate new development. The facilities needed to accommodate new development are preliminarily identified in this report and are consistent with the County's policies and standards. The facilities include, but are not limited to: land acquisition, library building construction, equipment and computer purchases necessary for library functions, collection acquisition, and all capital project-related planning, design, engineering, environmental, and management costs.

Benefit Relationship

For the third finding the agency must:

- ♦ *Determine the reasonable relationship between the fees' use and the type of development project on which the fees are imposed. (§66001(a)(3))*

The County will restrict fee revenue to uses described above under the "Use of Fee Revenues" finding. The County will keep fee revenue in a segregated account. Facilities funded by the fee will serve new development based on the recommendations of the County and action by the County. Over the 20-year planning horizon the County will use non-fee revenues to fund existing development's fair share of new or expanded facilities. This approach ensures a reasonable relationship between the use of fee revenue and new residential development that will pay the fees.

Burden Relationship

For the fourth finding the agency must:

- ♦ *Determine the reasonable relationship between the need for the public facilities and the types of development on which the fees are imposed. (§66001(a)(4))*

Service population provides an indicator of the demand for library facilities needed to accommodate growth. Service population is calculated based on the number of residents associated with residential development.

The need for the fee is based on the library facilities standards identified in this report. These standards determine the facilities needed to support the 2035 service population. New development's fair share of planned facilities is based on projected new residential service population by 2035.

Proportionality

For the fifth finding the agency must:

- ♦ *Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed. (§66001(b))*

This reasonable relationship between the library facilities impact fee for a specific development project and the cost of the facilities attributable to that project is based on the estimated size of the service population that the project will accommodate. The library facilities impact fee schedule

when applied based on the type and number of dwelling units in a development project results in a total fee that reflects the estimated service population of the project. Larger development projects will generate a higher service population and pay a higher fee than smaller projects. Thus, the application of the fee schedule to a specific project ensures a reasonable relationship between the fee and the cost of the facilities attributable to that project.

Appendix

Appendix Table A.1: Furniture and Equipment Inventory

Department	Description	Estimated Cost
County Librarian's Office	2 metal frame grey chairs	\$ 190
County Librarian's Office	1 executive chair	200
County Librarian's Office	1 wood frame/ glass top 2 drawer filing cabinet	300
County Librarian's Office	1 wood & metal frame glass top desk	600
County Librarian's Office	1 Wooden chair	75
Staff Break Room	1 Wood Supply Cabinet	130
Staff Break Room	1 Wood 3 drawer filing cabinet	130
Staff Break Room	6 metal frame green vinyl chairs	500
Staff Break Room	6 wood chairs	150
Staff Break Room	1 Couch	500
Staff Break Room	1 Rolling display/glass cabinet	200
Staff Break Room	1 Metal wood/laminate table	200
Staff Break Room	2 Wood Chairs w/green covering	200
Staff Break Room	1 3-drawer tiline cabinet	100
Back Staff Workroom	2 metal desks	1,000
Back Staff Workroom	2 wooden desks	1,000
Back Staff Workroom	6 chairs w/burgundy covering	600
Back Staff Workroom	1 Metal laminate table	240
Back Staff Workroom	4 metal 4 drawer filing cabinets	700
Back Staff Workroom	1 metal 3 drawer filing cabinet	220
Back Staff Workroom	2 metal desks	300
Back Staff Workroom	4 3-drawer metal filing cabinets	
Back Staff Workroom	wood 2 drawer filing cabinet	100
Back Staff Workroom	1 wood book shelf	50
Back of library/Storage Area	Furniture	
Back of library/Storage Area	1 metal 2 shelf book case	175
Back of library/Storage Area	5 metal 4 drawer filing cabinets	1,300
Back of library/Storage Area	1 metal desk	300
Back of library/Storage Area	1 metal storage unit	100
Back of library/Storage Area	1 standard chair	85
Back of library/Storage Area	1 wooden display table/bookselves	200
Back of library/Storage Area	1 wooden desk	150
Back of library/Storage Area	2 wooden stools	125
Children's Area	Gateway E2300 Child's Lab #4	1,500
Children's Area	Gateway E2300 Job Central #1	1,500
Children's Area	Gateway E2300 Job Central #2	1,500
Children's Area	Gateway E2300 Job Central #113	1,500
Children's Area	Gateway E2300 Unassigned	1,500
Children's Area	HP COMPAX DX7840 Child's Lab #1	1,500
Children's Area	HP COMPAX DX7840 Child's Lab #2	1,500
Children's Area	AWE LEARNING STATION	2,200
Children's Area	AWE LEARNING STATION	1,500
Children's Area	DELL OPTIPLEX 745 LIT LAB 1	1,500
Children's Area	DELL OPTIPLEX 745 LIT LAB 2	1,500
Children's Area	DELL OPTIPLEX 745 LIT LAB 3	1,500
Children's Area	Albion TFT LCD Monitor	250
Children's Area	IBM ThinkVision Monitor Child's Lab #4	250

Source: San Benito County Library Inventory Sheet FY 12-13.

Appendix Table A.1: Furniture and Equipment Inventory

Department	Description	Estimated Cost
Children's Area	YundajImago Quest L70S Monllor	\$ 250
Children's Area	Yundai Image Quest L70S M011itor	250
Children's Area	Galeway 700G Job Cenlral #3	250
Children's Area	Samsung 51 0N - Unassigned	250
Children's Area	HP Compaq Monitor- Child's lab #1	250
Children's Area	HP Compaq Monitor- Child's lab #2	250
Children's Area	HP Compaq Monitor - Childs lab #3	250
Children's Area	Dell Monllor IUeracy Lab#!	260
Children's Area	Dell Monllol Literacy Lab #2	250
Children's Area	Dell Monilor Literacy Lab #3	250
Children's Area	Lexmark laserjet E120	200
Computer Lab	Dell Optiplex 745 WS 1	1,500
Computer Lab	Dell Optiplex 745 WS 2	1,500
Computer Lab	Dell Optiplex 745 WS 3	1,500
Computer Lab	Dell Optiplex 745 WS 4	1,500
Computer Lab	Dell Optiplex 745 WS 5	1,500
Computer Lab	Dell Optiplex 745 WS 6	1,500
Computer Lab	Dell Optiplex 745 WS 7	1,500
Computer Lab	Dell Optiplex 745 WS 8	1,500
Computer Lab	Dell Optiplex 745 WS 9	1,500
Young Adult/Computer Catalog Area	1 Study Carrel	240
Young Adult/Computer Catalog Area	1 Round Wooden Workstalion Table	400
Young Adult/Computer Catalog Area	1 Wooden Podium/d isplay shelf	300
Young Adult/Computer Catalog Area	1 Rolling Bookshelf	160
Young Adult/Computer Catalog Area	1 Wooden Chair	90
Young Adult/Computer Catalog Area	8 Chairs w/blue cloth covering	500
Young Adult/Computer Catalog Area	2 round wooden tables w/blue top	300
Front Magazine Area	1 wooden chair	25
Front Magazine Area	1 Wooden Study Desk	180
Front Magazine Area	1 burgundy covered chair	90
Front Magazine Area	2 Sofa chairs	480
Front Magazine Area	1 Couch w/blue cloth covering	500
Front Magazine Area	1 End table wood w/black top	240
Front Magazine Area	1 display table wood/laminate	120
Front Magazine Area	2 Chairs w/green cloth covering	260
Front Magazine Area	2 Mini Gondalas	300
Front Magazine Area	1 wooden coffe tabble	75
Spanish Area	1 round wooden table w/blue lop	200
Spanish Area	1 square wooden !able w/blue top	200
Spanish Area	4 wooden chairs w/blue cloth	600
Spanish Area	2 child size wooden square tables	400
Spanish Area	4 child chairs wburgandy covering	400
Spanish Area	1 Story time Vinyl Book/pillow	500
Spanish Area	1 Story time couch w/vinyl seats	1,000
Back of Library	8 chairs w/blue cloth covering	700
Back of Library	1 Wooden Study/Reading table	160
Back of Libra ry	2 Round wooden tables w/blue top	280

Source: San Benito County Library Inventory Sheet FY12-13.

Appendix Table A.1: Furniture and Equipment Inventory

Department	Description	Estimated Cost
Back of Library	6 Wooden Chairs	\$ 500
Back of Library	1 mini gondola	50
Back of Library	Study Desk	100
Back of Library	2 mult-colored display rack/shelves	600
Barbara Memorial Room	1 Round child sized wooden table	200
Barbara Memorial Room	10 Child sized wooden chairs	700
Barbara Memorial Room	9 plastic tables	700
Barbara Memorial Room	3 regular size wooden chairs	270
Barbara Memorial Room	1 Giant Dry Eraser Board	300
Barbara Memorial Room	1 Sandwich Display Board	200
Barbara Memorial Room	31 Seat Cushions	110
Barbara Memorial Room	9 Burgundy Plastic Chairs	600
Barbara Memorial Room	25 Black Metal/Plastic Chairs	2,300
Front Lobby	1 Information Kiosk	600
Front Lobby	1 Garbage Can/Container	300
Front Lobby	2 Plastic Storage Bins	400
Front Lobby	1 Magazine/Display Rack	250
Front Staff Workroom	2 Metal Desks	600
Front Staff Workroom	5 wood desks	2,700
Front Staff Workroom	wooden filing cabinets-2 drawer	75
Front Staff Workroom	metal brown 4 drawer filing cabinets	120
Front Staff Workroom	Metal Key Box / Filing cabinet	120
Front Staff Workroom	1 3-drawer filing cabinet	75
Front Staff Workroom	1 metal table	50
Front Staff Workroom	SENTRY SAFE	375
Front Staff Workroom	Wooden printer supply cabinet	160
Front Staff Workroom	burgundy covered chair	50
Front Staff Workroom	black office chairs	150
Front Staff Workroom	wooden 3 shelf bookcase	50
Childrens Area	1 Couch	600
Childrens Area	4 Wood Stools- Child Size	50
Childrens Area	8 Wood Chairs w/blue cloth covering	640
Childrens Area	2 Wood/Laminate tables- Blue top	300
Childrens Area	1 Chair w brown cloth covering	80
Childrens Area	5 Adjustable height metal- wood tables	600
Childrens Area	5 Gondolas	1,500
Childrens Area	2 Rolling book shelf	500
Childrens Area	2 Wood round tables	250
Childrens Area	14 Wood Chairs	1,040
Childrens Area	1 Metal frame display/ book rack	180
Childrens Area	5 chairs w/burgundy- cloth covering	1,000
Main Computer Lab	1 wooden study carrel	75
Main Computer Lab	8 Wood Chairs	800
Main Computer Lab	5 wood chairs w/blue cloth covering	450
Main Computer Lab	1 round wood table with blue top	150
Main Computer Lab	1 wooden table/desk	120

Source: San Benito County Library Inventory Sheet FY12-13.

Appendix Table A.1: Furniture and Equipment Inventory

Department	Description	Estimated Cost
Main Computer Lab	3 Adjustable workstation tables metal	\$ 450
Main Computer Lab	6 study tables	960
Main Computer Lab	8 Wood Chairs	550
Circulation Desk	2 wooden 3 shelf bookcases	750
Circulation Desk	2 chairs w/purple cloth covering	160
Circulation Desk	3 Wood chalm w/blue cloth covering	360
Circulation Desk	4 wood laminate desks	200
Circulation Desk	1 Wooden/Laminate Bookbin	500
Circulation Desk	2 wooden Stand alone mini-podiums	360
Circulation Desk	1 Wooden chair w/brown cloth covering	120
Young Adult/Computer Catalog Area	2 Wooden bookshelves	400
Young Adult/Computer Catalog Area	3 Gondolas	1,800
Young Adult/Computer Catalog Area	2 metal filing cabinets 4 drawer	750
Main Computer Lab	NEC LCD Monitor WS 1	400
Main Computer Lab	NEC LCD Monitor WS 2	400
Main Computer Lab	NEC LCD Monitor WS 3	400
Main Computer Lab	NEC LCD Monitor WS 4	400
Main Computer Lab	NEC LCD Monitor WS 5	400
Main Computer Lab	NEC LCD Monitor WS 6	400
Main Computer Lab	NEC LCD Monitor WS 7	400
Main Computer Lab	Dell LCD Monitor WS 8	300
Circulation Desk	DELL OPTIPLEX 270 Station 1	1,400
Circulation Desk	OPTIPLEX 780 Circ Station 2	1,400
Circulation Desk	OPTIPLEX 780 Circ Station 3	1,400
Circulation Desk	HP/COMPAQ DC7100	1,900
Circulation Desk	DELL OPTIPLEX 270	800
Circulation Desk	Dell LCD Monitor Circ Station 1	300
Circulation Desk	HP LCD Monitor Circ Station 2	300
Circulation Desk	Dell LCD Monitor Cir; Stat3	300
Circulation Desk	Dell LCD Monitor Ref Station	300
Circulation Desk	HP Color Laserjet	1,200
Circulation Desk	HP Laserjet 2035 N	2,500
Circulation Desk	LG "48" LCD TV	700
Circulation Desk	Envisionwara coin lower	200
Circulation Desk	2 Epson paper receipt printers	250
Front Magazine Area	DELL OPTIPLEX 275 PC	800
Front Magazine Area	NEC LCD Monitor	500
Barbara Memorial Room	Sony "46" LCD TV, DVD, VHS Player	1,800
Young Adult Computer Area	DELL OPTIPLEX 270	800
Young Adult Computer Area	DELL OPTIPLEX 270	800
Young Adult Computer Area	DELL OPTIPLEX 270	800
Young Adult Computer Area	DELL OPTIPLEX 270	800
Young Adult Computer Area	DELL LCD Monitor	350
Young Adult Computer Area	DELL LCD Monitor	350
Young Adult Computer Area	DELL LCD Monitor	350
Young Adult Computer Area	DELL LCD Monitor	350
Front Staff Workroom	DELL OPTIPLEX 745	1,500
Front Staff Workroom	DELL OPTIPLEX 745	1,500

Source: San Benito County Library Inventory Sheet FY12-13.

Appendix Table A.1: Furniture and Equipment Inventory

Department	Description	Estimated Cost
Front Staff Workroom	DELL OPTIPLEX 745	\$ 1,500
Front Staff Workroom	DELL OPTIPLEX 745	1,500
Front Staff Workroom	DELL LAPTOP D630	2,500
Front Staff Workroom	Dell LCD Monitor	300
Front Staff Workroom	Dell LCD Monitor	300
Front Staff Workroom	Dell LCD Monitor	300
Front Staff Workroom	Canon fax machine	
Front Staff Workroom	HP LASERJET 4050 TN	120
Front Staff Workroom	DELL OPTIPLEX 745	1,500
Front Staff Workroom	Dell LCD Monitor	300
Front Staff Workroom	Dell LCD Monitor	300
County Librarian's Office	DELL OPTIPLEX 620	1,500
County Librarian's Office	Dell LCD Monitor	300
County Librarian's Office	NEC PROJECTOR	1,250
County Librarian's Office	Dell Optiplex 780	1,500
County Librarian's Office	HP LASERJET 1200 SE	400
County Librarian's Office	2 snowball USB microphones	1,450
Staff Break Room	GE Refrigerator	600
Staff Break Room	SONY TRINTRON COLOR TV	300
Staff Break Room	TOSHIBA OVD PLAYER	100
Staff Break Room	EZPRO BOO PROJECTOR	1,000
Back Staff Workroom	VERIZON WIRELESS PC 5700 CARD	50
Back Staff Workroom	1LARGE BOOK TRUCK YELLOW	200
Back Staff Workroom	15 BOOK TRUCKS YELLOW	3,400
Back Staff Workroom	3 BOOK TRUCKS YELLOW/ TAN	8
Back Staff Workroom	9 BOOK TRUCKS TAN	1,000
Back Staff Workroom	Laminating machine	1,300
Back Staff Workroom	DELL OPTIPLEX 270	800
Back Staff Workroom	DELL OPTIPLEX 746	1,500
Back Staff Workroom	DELL OPTIPLEX 746	1,500
Back Staff Workroom	DELL OPTIPLEX 746	1,500
Back Staff Workroom	DEU OPTIPLEX 270	800
Back Staff Workroom	DELL OPTIPLEX 620	2,500
Back Staff Workroom	DELL OPTIPLEX 270	800
Back Staff Workroom	DELL OPTIPLEX 745	1,500
Back Staff Workroom	DELL LAPTOP D630	2,500
Back Staff Workroom	DELL LAPTOP 0630	2,500
Back Staff Workroom	DELL LAPTOP 0630	2,500
Back Staff Workroom	DELL LAPTOP E6500	2,500
Back Staff Workroom	HP PAVILION LAPTOP DV4-1400	2,500
Back Staff Workroom	HP PAVILION LAPTOP DV4-1400	2,500
Back Staff Workroom	HP PAVILION LAPTOP DV4-1400	2,500
Back Staff Workroom	AWE Early Literacy Laptop 1	2,600
Back Staff Workroom	AWE Early Literacy Laptop 2	2,600
Back Staff Workroom	AWE Early Literacy Laptop 3	2,600
Back Staff Workroom	AWE Early Literacy Laptop 4	2,600
Back Staff Workroom	AWE Early Literacy Printer 1	50
Back Staff Workroom	AWE Early Literacy Printer 2	50

Source: San Benito County Library Inventory Sheet FY12-13.

Appendix Table A.1: Furniture and Equipment Inventory

Department	Description	Estimated Cost
Back Staff Workroom	AWE Early Literacy Printer 3	\$ 50
Back Staff Workroom	1 IBM TYPEWRITER	300
Back Staff Workroom	AWE Early Literacy Printer 4	50
Back Staff Workroom	AWE Early Literacy Printer 5	50
Back Staff Workroom	Dell DATASERVER 2950	4,800
Back Staff Workroom	Dell DATASERVER 2950	3,800
Back Staff Workroom	DELL DATASERVER	2,500
Back Staff Workroom	DELL MONITOR 551	300
Back Staff Workroom	LEXMARK LASJET PRINTER	150
Back Staff Workroom	LEXMARK LASJET PRINTER	150
Back Staff Workroom	HP LASERJET 3000 ON	3,200
Back Staff Workroom	HP OFFICE JET PRO 6500A	800
Bookmobile, Utility	I-HP PAVILION DV4-1400 LAPTOP	2,500
Bookmobile, Utility	HP,20SS ON LASERJETPRINTER	400
Bookmobile, Utility	1/ERIZON WIRLESS PC STSO CARD	50
Bookmobile, Utility	INPATH HAND SCANNER	150
Bookmobile, Utility	UNKSYS ROUTER	225
Bookmobile, Utility	CITIZEN PRINTER	225
Family Learning Bus Mathews Specialty	Learning Bus	22,500
RFID library self-check system		57,000
Electrical work, network wiring, network drops		48,000
Total		\$ 318,458

Source: San Benito County Library Inventory Sheet FY12-13.

Supporting Agencies

Friends of the San Benito County Free Library was organized as a 501c3 non-profit group in February of 1980. The Friends are an all-volunteer association without paid staff and a nine member board of directors. They meet monthly and assist greatly with fund-raising activities. These funds are used to support library programs, and services. The Library and Friends work in collaboration with local community & national organizations that are listed below.

- First 5 of San Benito County
- California State Library, LSTA & Literacy Services
- Community Foundation for San Benito County
- Monterey Peninsula Foundation
- Women's Club of Hollister
- Hollister School District
- San Benito County Fair Board
- Farm Bureau of San Benito County
- San Benito County Arts Council
- Superior Court of San Benito County & Probation Department
- Gavilan College
- VITA Tax Assistance/IRS State Office & CSWD
- City of Hollister and Junior Giants