



# BUDGET AMENDMENT REQUEST

Date 2/4/2020

No. \_\_\_\_\_

## INCREASE

Account No.	Division	Description	Budget Current	Change	Proposed Budget
001-366930	Gen. Fund Revenue	Contributions from Friends of the Library	\$0	\$2,956.68	\$2,956.68
001-366900	Gen. Fund Revenue	Contributions & Donations	\$0	\$2,062.50	\$2,062.50
001051-46431	Library	Special Purpose Equipment	\$0	\$5,019.18	\$5,019.18

## DECREASE

Account No.	Division	Description	Budget Current	Change	Proposed Budget

**Explanation:**

To purchase a StoryWalk that will go in the James E. Grey Preserve. The cost is \$5,019.18. \$2,956.68 will be funded by a donation from the Friends of the Library. The remaining portion will be funded by donations received in the prior fiscal year.

Requested by: Name Crystal Jeast Title Finance Director

Approved by: Assistant Finance Director \_\_\_\_\_

Finance Director \_\_\_\_\_

City Manager \_\_\_\_\_

Council Action Required  Yes  No If "Yes", Date Approved \_\_\_\_\_

# A unique opportunity for Friends of the Library and our community residents.

## Story Walk

Earlier this year, the Friends of the New Port Richey Library (FOL) voted to host a StoryWalk® as part of the 100th year anniversary of our city library. This family-based, unique project is described below and will be installed in the James E. Grey Preserve. The target date is Spring of 2020, just in time for the New Port Richey Public Library's centennial celebration.

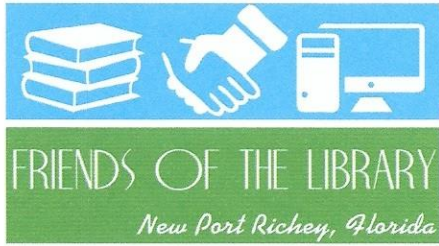
StoryWalk® is an innovative and delightful way for children — and adults! — to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are attached to wooden or aluminum posts, which are installed along an outdoor path. The NPR Public Library will rotate new books on a quarterly basis. There will be 16-18 weather-proof posts installed with each mini-podium representing one to two pages of the book. We will have a ribbon cutting when the project is completed and volunteers will be on hand to answer questions and show families through the installation. Families can walk through the James E. Grey Preserve trails and visit page after page of the story.

After some consideration, the FOL has decided to make this even more inclusive of our city residents. We are opening up a sponsorship for each post. These sponsorships will be for the lifetime of the installation and cost a one-time donation of \$200.00. The donors name/s will be included on the post as a way of thanking them for their support. These sponsorships are going quickly. If you are interested, or know of someone who would be interested, please have them contact us below.



Contact: [libraryfriendsnpr@gmail.com](mailto:libraryfriendsnpr@gmail.com) or Barbara Hacker (727)364-4005

The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.



501(c)3

**Friends of the New Port Richey Library**  
P.O. Box 1731,  
New Port Richey, FL 34656

Email: [LibraryFriendsNPR@gmail.com](mailto:LibraryFriendsNPR@gmail.com)

1/6/20

To: City of New Port Richey  
Finance Department

Re: Story Walk Project

Dear Finance Director,

In recognition of the Library's Early Literacy Initiative, the Friends of the New Port Richey Library offers financial support by the way of a \$2,956.68 donation to be specifically used in the Story Walk Project. The funds are enclosed in this letter. We look forward to our joint venture and the installation of the Story Walk in March.

Sincerely,


Bonnie Martin, President

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"We have 3 types of FRIENDS in life: FRIENDS for a reason, FRIENDS for a season and FRIENDS for life" ... unknown

DATE 1/8/2020

© DELUKE WALLET OR DUPLICATE

PAY TO City of New Port Richey \$ 2956<sup>68</sup>  
THE ORDER OF Two thousand nine hundred fifty six and <sup>68</sup>/<sub>100</sub> DOLLARS  Security Features  
Includes  
Details on Back.



ACH RT 061000104

Barbara Hacker

MEMO To be used for "Story Walk Project" Bonum m... <sup>MP</sup>

⑆063102152⑆1000247573602⑆0098

SPECIALTY BLUE



S12824 COUNTY ROAD U  
 STRUM, WI 54770  
 (715)214-5862  
 ruth@bdexhibits.com

# Estimate

**ADDRESS**

New Port Richey Public Library  
 5939 Main Street  
 New Port Richey, Florida  
 34652

**SHIP TO**

34652

**ESTIMATE #** BD13997  
**DATE** 11/25/2019  
**EXPIRATION DATE** 12/26/2019

**REP**  
 SB

**REF #**  
 Jessica Meredith

**ACTIVITY**

**QTY**                      **RATE**                      **AMOUNT**

ALUMINUM POST MOUNTED FRAMES

**SWPWP182445B**

STORYWALK ALUMINUM FRAME FOR PANEL 18H X 24W X 1/4" THICK, 5/16" GAP,  
 BOTTOM REMOVABLE RAIL WITH RIVNUT CONSTRUCTION, AND (1) 3X3X60" POST  
 W/PLATE, 45 DEGREE ANGLE, IN GROUND INSTALLATION, INCLUDES (2) PCS  
 ACRYLIC, BLACK TEXTURE POWDERCOAT  
 [SWPWP182445B]

17                      302.82                      5,147.94

**DISCOUNT**

DISCOUNT FOR ITEMS ABOVE

17                      -30.28                      -514.76

**S&H**

ESTIMATED SHIPPING AND HANDLING - NO SPECIAL SERVICES INCLUDED -  
 DELIVERY TO COMMERCIAL ADDRESSES ONLY

1                      476.00                      476.00

IF SPECIAL SERVICES SUCH AS LIFTGATE OR DELIVERY APPTS ARE NEEDED, WE  
 ARE UNABLE TO EXPEDITE TRANSIT AND CANNOT GUARANTEE A REQUESTED  
 DELIVERY DATE

**SW-FRT**

ALL OR SOME OF THE FOLLOWING ACCESSORIAL SERVICES MAY APPLY  
 DEPENDING ON DELIVERY ADDRESS:

- LIMITED ACCESS CHARGE
- LIFTGATE SERVICE
- RESIDENTIAL DELIVERY - TRUCK SHIPMENT
- NOTIFY BEFORE DELIVERY

1                      0.00                      0.00

DELIVERY CAPABILITIES MUST BE VERIFIED AT TIME OF ORDER

**SW-TERMS**

TERMS ARE 50% DOWN PAYMENT WITH SIGNED ESTIMATE, BALANCE NET 10  
 DAYS AFTER SHIPPING  
 ALTERNATIVE TERMS MAY BE AVAILABLE THROUGH DISCUSSION WITH BDID  
 MANAGEMENT

1                      0.00                      0.00

REMIT PAYMENT TO: BARKING DOG INTERPRETIVE DESIGN INC., S12824 COUNTY ROAD U, STRUM WI 54770 | REMIT PAYMENT TO:  
 BARKING DOG INTERPRETIVE DESIGN INC., S12824 COUNTY ROAD U, STRUM WI 54770

ACTIVITY	QTY	RATE	AMOUNT
<b>SW-NOTE</b>	1	0.00	0.00
PAGE DISPLAY SUGGESTION: USE 10 MIL HOT LAMINATE TO ENCLOSE THE BOOK PAGE OR PRINTED PAGE WHICH HAS BEEN BACKED WITH COLORED PLASTIC BACKER. THERE SHOULD BE 1/8" EDGE OF LAMINATE SURROUNDING ALL 4 SIDES OF THE STOCK. PAGES SHOULD BE PLACED BETWEEN THE 2 SHEETS OF ACRYLIC, THEN INSTALLED INTO THE FRAME. DURING SEASONS WITH HIGH HUMIDITY OR RAIN, CONDENSATION OR MOISTURE MAY OCCUR BETWEEN ACRYLIC SHEETS.			

FOR QUESTIONS REGARDING ESTIMATES CONTACT RUTH AT  
 ruth@bdexhibits.com

TOTAL

**\$5,109.18**

TO PLACE YOUR ORDER SEND A COPY OF THIS SIGNED ESTIMATE  
 TO kim@bdexhibits.com

Accepted By

Accepted Date

Purchase Division Form  
(02/05)

Subj: SOLE SOURCE JUSTIFICATION REQUIREMENT(S)

From: (Dept.) Library (51) Date: January 23, 2020  
To: \_\_\_\_\_

Ref: (a) Requisition# \_\_\_\_\_

Contractor: Barking Dog Exhibits

Item: Aluminum Post Mounted Frames and Accessories for Grey Preserve Story Walk Est. Cost: \$5,109.18

Required Delivery Date: A.S.A.P.

In accordance with reference (a) the following is submitted. (Continue on reverse if necessary.)

a. A brief description of the intended use or application.

This will be display cases to go along the trails in Grey Preserve. Each display will have educational information and a story to follow along the trail.

\_\_\_\_\_  
\_\_\_\_\_

b. Description of the critical or unique features (patent, copyright, proprietary, etc.) which show no other item or source can satisfy the City's need.

The company is the only one to make sturdy weather proof outdoor display cases made out of aluminum. Other companies are made of plywood and basic plexiglass. The displays will be throughout the park and exposed to weather, animals, people and need to hold up and require minimal upkeep

\_\_\_\_\_  
\_\_\_\_\_


c. Describe the alternatives reviewed, which led to the conclusion that only this particular source of product can meet the requirement.

After reviewing several other companies, Barking Dog Exhibits is the only company who makes the display frames/cases with an aluminum frame which is necessary due to the location of the exhibits.

\_\_\_\_\_  
\_\_\_\_\_

The above information must be certified as to the accuracy of the facts and representations contained in the request.

Andrea Tigart  
DEPARTMENT HEAD

  
CITY MANAGER

The above facts have been reviewed and approved for sole source procurement and the anticipated cost to the City will be fair and reasonable.