



Board Agenda Item 37

DATE: April 17, 2018

TO: Board of Supervisors

SUBMITTED BY: Kelley Worman-Landano, County Librarian

SUBJECT: Budget Transfer for Purchase of Fixed Asset

RECOMMENDED ACTION(S):

Approve and authorize the Clerk to the Board to execute Budget Transfer No. 20 (\$8,400) transferring appropriations within the Library Department Org 7511, from Account 7406 (Library Materials) to Account 8300 (Equipment) for the purchase of a meter machine.

There is no Net County Cost associated with the recommended action. The Library will use existing savings from the Department's FY 2017-18 Adopted Budget Services and Supplies account 7406 (Library Materials) to a purchase fixed asset. The Department is requesting to replace a broken iMeter machine in the Library Materials Collection division. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved by your Board, the Department will be unable to replace the broken meter, which will hamper the Library's ability to process mail and provide services to patrons.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action, which will allow the Library to transfer funds within the FY 2017-18 Adopted Budget Org 7511. Budget Transfer No. 20 is requested to transfer appropriations in the amount of \$8,400 from Account 7406 (Library Materials), to Account 8300 (Equipment) for the purchase of one iMeter machine (\$8,400). Maintenance costs will be included in future requested budgets.

DISCUSSION:

The Department will use existing Services and Supplies savings to replace a broken meter machine.

The iMeter machine is 10 years old, worked intermittently, and is a fully depreciated asset exceeding its useful lifespan. The machine broke in March 2018. Due to the age of this machine, a repair is not feasible. The replacement of this equipment will allow the Library to continue to process mail and provide services to patrons.

The iMeter machine allows the Library Materials Handling division to mail items throughout the county. The iMeter machine is scheduled for replacement in FY 2018-19; however, due to an increase in demand and the vendor's inability to repair, purchasing at the present time is necessary to continue to support patrons.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Budget Transfer No. 20

CAO ANALYST:

Samantha Buck