



Bryce Lovell
Library Director

Date: May 3, 2023

To: Tiffany Schmid, Interim Chief Administrative Officer

From: Bryce Lovell, Director of Library Services

Subject: Retroactive Fixed Asset Computer – Legistar Item 23-0767

The purpose of this memorandum is to provide an explanation for the retroactive nature of the additional Fixed Asset Computer with Tech Logic Corporation.

In July, 2022, the IT Department found the computer running the El Dorado Hills Library's automated materials handling (AMH) unit was a Windows 7 device. Windows 7 devices are a security risk and are no longer supported by Microsoft. IT directed the Library to replace the computer with a Windows 10 device as soon as possible. The Library was required to purchase the computer from Tech Logic, the AMH vendor, otherwise it would not be supported by Tech Logic. Library staff obtained a quote from Tech Logic and an IT ticket was created for IT review and approval. Upon approval from IT, a Non-Competitive Purchase Request was submitted to Procurement and Contracts for review and approval. Procurement and Contracts approved the request and the Library submitted a requisition on January 27, 2023. A purchase order (PO) was generated on February 1, 2023.

The computer was ordered utilizing the PO with budgeted appropriations under object 4462, Equipment Computer. Staff coded payment of the invoice as it was listed on the PO and began the payment process. Once the invoice reached the Auditor's Office approval step and it was reviewed on May 1, 2023, they reached out to Library fiscal staff stating it needed to be coded as a fixed asset. It was determined that the computer needed to be listed under object 6042- Fixed Asset - Computer.

Therefore, the Library Department is requesting to add one (1) computer to the Library Department's Fiscal Year (FY) 2022-23 Fixed Asset List under 6042 - Computer Equipment \$7,450 and decrease Furniture and Shelving currently on the FY 2022-23 Fixed Asset List under 6040 from \$50,000 to \$42,550. A budget transfer is not required due to realized savings from the furniture and shelving allocation.

We are bringing this before your Board for approval and to adjust the Fiscal Year 2022-23 Fixed Asset List due to the determination of the computer purchase being a fixed asset.