



## Legislation Text

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**File #:** 23-0767, **Version:** 1

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Library Department is recommending the Board:

- 1) Approve the retroactive addition of one computer to the Fiscal Year 2022-23 Fixed Asset List totaling \$7,450; and
- 2) Decrease Furniture and Shelving currently on the Fiscal Year 2022-23 Fixed Asset List from \$50,000 to \$42,550.

**FUNDING:** CSA10 78%, General Fund 15%, Library Revenue 7%.

### **DISCUSSION / BACKGROUND**

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 IT reviewed and approved the proposed computer. After 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 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.

### **ALTERNATIVES**

The Board could decide not to add the computer to the fixed asset list, however, the Library would be unable to pay the vendor for the computer or would be required to return the computer, leaving the Library without a computer to run the automated materials handling unit.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

The proposed additional fixed asset item results in no increase to Net General Fund cost due to savings in Fixed Assets. A budget amendment is not needed to fund the computer purchase.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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