



DATE: June 27, 2023

TO: Mayor and City Council

FROM: Acting Director of Library Services

SUBJECT: Adopt a Resolution Authorizing the City Manager to Transfer Up to \$59,801.50 from Fund 230 to Fund 730 to Reimburse the Information Technology (IT) Department for the CENIC Upgrade Work at the Weekes Branch Library (Weekes Branch)

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to transfer up to \$59,801.50 from Fund 230 to Fund 730 to reimburse IT for the CENIC Upgrade at the Weekes Branch

SUMMARY

The IT department and Library department (Library) partnered on an infrastructure upgrade project at the Weekes Branch to improve internet connectivity. The upgraded service qualified for a Corporation for education Network Initiatives in California (CENIC) discount available to libraries. Because the Library did not have funding for this, IT provided the initial costs for the install of the upgraded system (\$59,801.50) with the agreement of being reimbursed.

After the installation was completed, the Library received a grant from the California State Library (State Library) to cover the costs of the system. Library would now like to reimburse IT for the funds they provided in the installation process. This budget transfer is a cross-departmental transfer and requires Council approval. With Council approval, staff will transfer up to \$59,801.50 from Fund 230 (State Grants) to Fund 730 (Information Technology Fund) to reimburse IT for the CENIC upgrade work at the Weekes Branch.

BACKGROUND AND DISCUSSION

The IT and Library department partnered on an infrastructure upgrade project at the Weekes Branch to improve internet connectivity. The upgraded service qualified for a CENIC discount available to libraries. IT fronted the costs for the install of the upgraded system. The costs were split between three POs (2102099, 2102100, and 2102252) totaling \$59,801.50.

The work at the Weekes Branch was completed in FY22 and, upon completion, the Library applied for a technology grant through Califa and the State Library to recoup some of the costs from the install. The State Library and Califa ended up awarding the Library a grant that covered the full cost of install. This award was received earlier this fiscal year, and was deposited into one of the Library projects in Fund 230 that was setup for state library awards (L0020). Funding up to \$250,000 from the State Library was pre-approved by Council for FY23 in [Resolution 22-078](#).

The Library would now like to reimburse IT for the funds they provided in the installation process. The fund to be reimbursed in IT is Fund 730 (730-30-0001-17200-62120). Since the monies are currently in Fund 230 (230-35-0000-00000-62265-L0020), this budget transfer goes between funds and requires Council approval. With Council approval, staff will transfer up to \$59,801.50 from Fund 230 to Fund 730 to reimburse IT for the CENIC upgrade work at the Weekes Branch.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not directly relate to one of the Council's Strategic Initiatives.

FISCAL IMPACT

There is no negative impact to the General Fund from processing this transfer of existing funding.

Prepared by: Brad Olson, Management Analyst II

Recommended by: Lindsey Vien, Acting Director of Library Services

Approved by:



Kelly McAdoo, City Manager