



MEMORANDUM



TO: Paul Ziehler, City Administrative Officer

FROM: Michael Koszalka, Library Director

DATE: December 21, 2009 *MK*

TOPIC: Request to transfer funds

At its meeting on September 23, 2009, the Library Board voted unanimously to approve the transfer of \$10,000 from a salary account to a capital account to cover the cost of scanning software.

As you know, the purchase of this scanning software was a co-operative venture with other City Departments (Finance/Information Services). The library had purchased a scanner, and we were very eager to develop procedures that would allow us to begin an on-going document scanning project. When we were asked to participate in a joint purchase of software that provides easy cataloging and retrieval of documents, we agreed to submit the request to the Library Board of Trustees for consideration

The library has funds remaining in 2009 salary accounts as a result of retirements and several vacant positions that have not yet been filled. I am requesting your approval to transfer \$10,000 from one of the salary accounts (100-3505-555-11.01) into a capital account (100-3501-555-70.01) to cover the library's portion of the scanning software purchase.

Thank you for your consideration.

JN