



City of Maricopa

Legislation Text

File #: PUR 13-15, **Version:** 1

The Mayor and City Council shall discuss and possibly take action on approving a contingency request to fund the purchase of the Maricopa Public Library self-checkout machine from Gaylord Bros. in the amount not to exceed \$24,000 from General Fund, Non-Departmental, Contingency Funds (10010000-99000) to General Fund, Library, Computer Equipment/Software (10033135-67744). Discussion and Action.

A Library self-checkout machine allows customers to check out books and audio visual materials without staff assistance. The library continues to experience high volumes of customers with no increased staffing. As such, self-checkout machines helps alleviate the need for additional circulation desk staff. Additionally, the life span of a self-checkout machine can be up to 10 years.

The need for a self-checkout machine was identified during the FY13-14 CIP budget process. In order to move the project forward, a \$13,000 contingency was approved by City Council on March 19, 2013 with the intent of utilizing FY12-13 funding. Subsequent to Council approval, it was determined that the machine ordered was not compatible with the current library security system. Staff determined that a compatible machine could be ordered, utilizing additional FY12-13 budgetary savings, for an additional \$11,000.

In order to properly charge the cost to the FY12-13 operating budget, delivery of the machine should have been June 30, 2013, or prior. Despite communications to the vendor, the machine was delivered in July thus requiring the purchase to be charged to FY13-14. This resulted in \$24,000 in budgetary savings in FY12-13 but requires payment from FY13-14 with no corresponding budget. Staff is requesting the contingency transfer to not affect the current fiscal year Community Services budget.

This item is being presented by Jennifer Campbell, Director of Community Services.

Staff recommends that Council approve a contingency request to fund the purchase of the Maricopa Public Library self-checkout machine from Gaylord Bros. in the amount not to exceed \$24,000.