



AGENDA ITEM NO.  
**C-6**

# COUNTY OF HUMBOLDT

For the meeting of: April 15, 2014

Date: March 26, 2014  
To: Board of Supervisors  
From: Victor Zazueta, County Librarian  
Subject: Appropriation Transfer to fund Library telephone system upgrades

RECOMMENDATION(S):

That the Board of Supervisors approves the attached appropriation transfer to enable Voice over Internet Protocol (VoIP) telephone service at the Eureka Main Library and the Arcata and Fortuna Branch Libraries.

SOURCE OF FUNDING:

Humboldt County Library Funds

DISCUSSION:

The private branch exchange (PBX) system currently used at the Eureka Main Library was purchased in the mid-1990s when the library was under construction and it uses analog technology. A PBX is a business telephone system that provides for multiple inbound and outbound telephone lines, and it allows for call routing inside an organization, provides voicemail, and call management features. One of the main benefits of a PBX is that it eliminated the need for a separate telephone line for each telephone user at the Eureka Main Library. The current system is now presenting maintenance and reliability issues and it has become imperative that the County Library transition to newer technology such as a VoIP system. The County Library has known since 2009 that the existing telephone system required replacement and in FY 2013-14 an application was made to the Universal Service Administrative Company (USAC) that administers the Federal E-rate program to approve a discount to support the Humboldt County Library transitioning to VoIP.

Prepared by \_\_\_\_\_ W. Love

CAO Approval

*Chef Dilligben*

REVIEW:

Auditor *MM*

County Counsel \_\_\_\_\_

Personnel \_\_\_\_\_

Risk Manager \_\_\_\_\_

Other \_\_\_\_\_

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Buss*

Ayes *Buss, Fennell, Behn, Lablaco, Sundberg*

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *April 15, 2014*

By: *Tracy Danne*

Kathy Hayes, Clerk of the Board

The federal E-rate program provides discounts of up to 90 percent to help public schools and public libraries receive affordable telecommunications and internet access. One of the eligible programs for discounts in the E-rate program is VoIP and after applying in 2013 for discounted services for this newer technology in January 2014 the County Library was notified that it had received a commitment from USAC that discounts had been approved for the County Library's transition to VoIP. However, to enable the Eureka Main Library to make this transition additional cabling upgrade inside the Eureka Main Library is required to accommodate the technology, and cabling is not covered under the E-rate program and therefore must be paid for from the County Library's resources. To accomplish this cabling upgrade the County Library has had to re-evaluate its planned expenditures in 2014 and seeks to redirect approved appropriations to this necessary Capital Improvement Project that is of a higher priority.

FINANCIAL IMPACT:

The County Library is requesting that \$42,000 be approved for use towards the necessary cabling for the planned replacement of the current PBX system with VoIP. In addition, the County Library plans to also replace the existing analog telephone systems at the Arcata branch and the Fortuna branch with VoIP technology.

The attached appropriation transfer will decrease 2317 Office Equipment by \$15,000, 3257 Transfer to Other Funds by \$27,000 and 1100 Salaries and Wages by \$3,000, offsetting the increase of \$45,000 in 8998 Building Modification.

The requested action supports the Board's Strategic Framework by providing for and maintaining infrastructure and managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

County Communications

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the appropriation transfer. This is not recommended because Library staff has evaluated the alternatives and upgrading the telephone system is the most needed Capital Improvement Project at this time.

ATTACHMENTS:

Appropriation Transfer Request

APR 03 2014

# A \_\_\_\_\_

CAO

DEPARTMENT: Library - 1500

DEPARTMENT #: 621

DATE: 3/21/2014

1.) The reason for this budget transfer request is:

- Transfer within expenditure/revenue category (with Auditor Approval)
- Transfer between expenditure/revenue category (with CAO & Auditor Approval)
- Increase/decrease Intrafund Transfer account (with Board Approval)\*
- Transfer to or from Contingencies (with Board Approval)\*
- Increase/decrease budget unit appropriation (with Board approval)\*
- Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)
- Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)\*

2.) TRANSFER FROM:

| <u>Orgkey</u> | <u>Account Number</u> | <u>Account Name</u>         | <u>Amount</u> |
|---------------|-----------------------|-----------------------------|---------------|
| 1500621       | 1100                  | Salaries & Wages            | \$ 3,000.00   |
| 1500621       | 2317                  | Office Expense - Equipment  | \$ 15,000.00  |
| 1500621       | 3257                  | Contribution to Other Funds | \$ 27,000.00  |

TRANSFER TO:

| <u>Orgkey</u> | <u>Account Number</u> | <u>Account Name</u>    | <u>Amount</u> |
|---------------|-----------------------|------------------------|---------------|
| 1500621       | 8998                  | Building Modifications | \$ 45,000.00  |
|               |                       |                        |               |
|               |                       |                        |               |
|               |                       |                        |               |

To Fund VOIP telephone service at Eureka Main Library

4.) Department Authorization:

(signed) *[Signature]*

5.) Account balances verified by Auditor-Controller

Date 4/4/14 (signed) *[Signature]*

6.)  /Approved  /Not approved  /Recommended  /Not recommended

County Administrative Officer:

Date 4/4/14 (signed) *[Signature]*

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.

\* Requires copy of Board Order to be attached