



COUNTY OF HUMBOLDT

For the meeting of: 8/19/2025

File #: 25-935

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Appropriation Transfer for Library Budget, 1500-621, in the Amount of \$15,990 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Appropriation Transfer (Attachment 1) to establish the fixed asset line, 8986, Equipment in fiscal year (FY) 2025-26 in the amount of \$15,990 in the Library Budget, 1500621. (4/5 Vote Required)

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The library's microfilm readers are a vital resource for Humboldt County researchers. The library has received grant funding from the Humboldt Library Foundation to replace the two broken microfilm readers.

In FY 2024-25, the purchase of microfilm readers was approved for purchase by the Board at the June 10, 2025 Board meeting. Due to delays in the purchase of the microfilm, this request is to carry forward the previously approved fixed asset to the FY 2025-26 budget. This budget adjustment must come before your Board to establish the fixed asset line.

SOURCE OF FUNDING:

Library Fund (1500), Humboldt Library Foundation

FINANCIAL IMPACT:

<i>Expenditures (1500-621)</i>	FY25-26
<i>Budgeted Expenses</i>	<u>\$15,990</u>
<i>Total Expenditures</i>	<u>\$15,990</u>

**Projected amounts are estimates and are subject to change.*

<i>Funding Sources (1500-621)</i>	FY24-25
<i>Grants - Local</i>	\$15,990

Total Funding Sources	<u>\$15,990</u>
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**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The attached appropriation transfer, in the amount of \$15,990 will move sufficient appropriations in FY 2025-26 to the Equipment line in fixed assets from the Office Expense line in fund 1500, budget unit 621 - Library to secure the microfilm purchase. There are sufficient appropriations available in the Office Expense line for this budget adjustment.

STAFFING IMPACT:

N/A

OTHER AGENCY INVOLVEMENT:

Information Technology
Humboldt Library Foundation

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could elect to decline the budget transfer. However, this is not recommended as it would deny the public access to useful research tools.

ATTACHMENTS:

1. Request for Budget Transfer Form
2. Total Imaging Solutions Quote
3. Grant Award Letter from Humboldt Library Foundation

PREVIOUS ACTION/REFERRAL:

Meeting of: June, 10, 2025
File No.: 25-744