



MEETING DATE: 1/03/05  
ITEM NO. 3

## COUNCIL AGENDA REPORT

DATE: DECEMBER 20, 2004  
TO: MAYOR AND TOWN COUNCIL  
FROM: DEBRA J. FIGONE, TOWN MANAGER *Pamela Jacobs*  
SUBJECT: REPLACEMENT OF LIBRARY PC'S AND CATALOG SERVER

### RECOMMENDATION:

1. Authorize early replacement of the library PC's and catalog server used for the library's online catalog.
2. Authorize Management Information Fund budget adjustment in the amount of \$76,000 to account 6685-60534.

### BACKGROUND:

The library's catalog server and PCs were acquired in early 2001 with CIP dollars as part of the library's major automation upgrade project. Beginning in fiscal year 2002/03, quarterly charges to the Library budget has set aside replacement funding in the Town's Management Information Fund to replace the equipment in July, 2005.

### DISCUSSION:

The library has recently experienced a number of hardware and software crashes due to aged equipment and high usage of available resources. The PCs are no longer under warranty. The catalog server has become outmoded and the library has learned from the software vendor that the latest release of catalog software cannot be loaded on the current server. The public access PC's will be replaced with thin client technology which will allow for greater security and centralized administration.

### CONCLUSION:

Replacement of library PC's and the library's Catalog server needs to be completed approximately

PREPARED BY: Peggy Conaway, Library Director

A handwritten signature in cursive script, reading "Peggy Conaway".

Reviewed by: \_\_\_\_\_ Assistant Town Manager *ok* Town Attorney \_\_\_\_\_ Clerk Administrator  
\_\_\_\_\_ Finance \_\_\_\_\_ Community Development

Revised: 12/21/04 3:12 pm

PAGE 2

MAYOR AND TOWN COUNCIL

SUBJECT: Replacement of Library Staff Computers and Catalog Server

*December 20, 2004*

six months ahead of schedule. Sufficient money exists in the Management Information Fund to allow early replacement of the failing and outmoded computers, and staff recommends that work be completed.

ENVIRONMENTAL ASSESSMENT:

Is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

Upon approval by Town Council, the Management Information budget will be adjusted to appropriate \$76,000 from fund balance to account 6685-60534 for replacement of Library PC's and a Catalog server. Adequate funds are available in the Town's Management Information Fund.