

Report No:	RFN11-09-06
File No:	
Report Date:	20 September 2011
Decision Required	

REPORT

Report to: Corporate Services Committee
Meeting Date: 29 September 2011
Subject: Library Management System Carry Forward – RFN11-09-06
Report Author: Murray Staite, Corporate Services Manager

1. Purpose

- 1.1 To consider a request from the Libraries Manager for unspent funds to be carried over from the 2010/2011 year to the 2011/2012 year.

2. Background/Discussion

- 2.1 At its meeting of 28 July 2011 the Community Services Committee received a request from the Libraries Manager (Appendix A) to carry over unspent funds of \$35,000 from the 2010/2011 year to the 2011/2012 year

The following resolution was passed.

***“Moved Crs Bryant/Wilkins
CS11-07-16***

THAT the Community Services Committee:

- 1 Receives the Libraries Manager’s report (RCS11-07-04) be received by the Community Services Committee; and***
- 2 Approves the request to transfer unspent Library Management System funds totalling \$35,000 from the 2010/11 year to the 2011/12 year, to allow these funds to be expended during 2011/12 as noted in the report and that this request goes before the Corporate Services Committee for approval.***

CARRIED”

3. Funding

- 3.1 It is anticipated that the carry forward will be funded by unspent funds from the 2010/2011 year.

4. Options

- 4.1 Option 1
Decline the request to transfer the unspent monies. This option would mean that the project would be unable to proceed.
- Option 2
- 4.2 Accept the recommendation of the Community Services Committee which would allow the project to proceed as planned

5. Significance

- 5.1 This is not a significant issue in terms of Council's Significance Policy.

6. Recommendation

- 6.1 That the Corporate Services Committee accepts the recommendation of the Community Services Committee.

7. Draft Resolution

That the Corporate Services Committee:

- a) receives the Library Systems Carry forward report RFN11-09-06; and**
- b) authorises the carry forward to the 2011/2012 year of the \$35,000 for the Library Management System.**

Appendix A – Extract from Libraries Manager's Report to Community Services Committee on 28 July 2011

APPENDIX A

7. LIBRARY MANAGEMENT SYSTEM

- 7.1 In May 2011 we signed a contract with the Kōtui consortium for the supply of a new Library Management System (LMS). Planning for the consortium, selection of the system and negotiation with the system supplier has all taken longer than was originally anticipated. We had expected that we would migrate to the new LMS before June 2011 but our migration will now take place in November 2011.
- 7.2 According to the terms of our contract with Kōtui a portion of the contracted price is due just prior to migration with the remainder to be paid after a three month guarantee period following migration to the new system. Funding for the upgrade of the LMS has been allowed for in the 2010/11 and 2011/12 computer services budgets. We had anticipated that the initial payment to Kōtui would need to be made in the 2010/11 financial year but the scheduling delays have meant that these funds have not yet been required and all payments will need to be made in the 2011/12 financial year.
- 7.3 I am requesting that approval is given for the unspent funds of \$35,000 to be transferred to the 2011/12 budget as there are insufficient funds in the existing 2011/12 to cover the full costs of the project.