



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/16/2017

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Danis Kreimeier - Director
Library
REPORT BY: Danielle Clayton, Staff Services Analyst II - 253-4819
SUBJECT: Removal of fixed assets from Library inventory

RECOMMENDATION

County Executive Officer/Purchasing Agent and Director of Library Services and Community Outreach request authorization and approval to remove fixed assets totaling \$35,864.68 in value, from the Library's fixed asset inventory.

EXECUTIVE SUMMARY

The Napa County Library System previously removed obsolete and unusable equipment that was identified as fixed assets. Today's action will allow for the orderly removal of fixed assets from the Library's fixed asset inventory.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Over time the Library System has disposed of obsolete equipment in accordance with surplus property policy. According to an audit conducted by the Napa County Auditor Controller's Office, six of the surplus items previously sent by the Library to surplus equipment, still exist on the Library's fixed asset inventory. Today's action will allow for the proper removal of the following equipment from the Library's fixed asset inventory list:

<u>Asset ID</u>	<u>Description</u>	<u>Transfer Date</u>
27023	Tattle Tape Detection	8/29/13
26980	Theft Security/Detection System	8/29/13
27177	Point of Sale Register	5/21/14
27176	Point of Sale Register	5/21/14
27175	Point of Sale Register	5/21/14
27174	Point of Sale Register	5/21/14

The tattle tape detection and theft security detection system were disposed of in favor of creating a system that worked across branches, and were sent to Surplus on the date listed.. The point of sale registers were actually computer hard drives that were identified as needing to be upgraded and were sent to Information Technology on the date listed.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Carlos Solorio