



CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

November 3, 2016

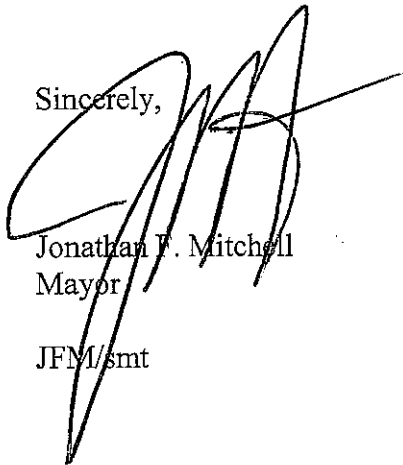
City Council President Linda Morad
Honorable Members of the City Council
133 William Street
New Bedford, MA 02740

Dear Council President Morad and Honorable Members of the City Council:

I am submitting for your approval an ORDER that the sum of **TWENTY THOUSAND DOLLARS (\$20,000.00)** now standing to the credit of the account from **LIBRARY SALARIES AND WAGES** be and the same is hereby transferred and appropriated to as follows:

LIBRARY CAPITAL OUTLAY..... \$20,000.00

Sincerely,



Jonathan F. Mitchell
Mayor

JFM/smt



CITY OF NEW BEDFORD

CITY COUNCIL

November 10, 2016

ORDERED: That the sum of **TWENTY THOUSAND DOLLARS (\$20,000.00)** now standing to the credit of the account from **LIBRARY SALARIES AND WAGES** be and the same is hereby transferred and appropriated to as follows:

LIBRARY CAPITAL OUTLAY..... \$20,000.00

To be certified and approved by the Department Head



New Bedford Free Public Library
Olivia Melo, Director

CITY OF NEW BEDFORD
Jonathan F. Mitchell, Mayor

To: Jonathan F. Mitchell, Mayor

From: Olivia Melo, Library Director

Date: October 28, 2016

RE: Transfer of Funds

I'm writing to request a transfer of funds from the Salaries and Wages account in the amount of \$20,000 to the Capital Outlay accounts of Computer Equipment for \$10,000 and Office Equipment for \$10,000.

Due to the professional and variable time employee vacancies, we have this surplus which will assist in covering the cost for the purchase of new computers, digital microfilm readers, scanner, tables and chairs for the newly created research and learning lab at the Main library.

The rug replacement project has allowed us to reconfigure the floor plan where the microfilm readers and cabinets were placed. By moving them, an area where patrons can have easier access to digital education, research tools and microfilm access has been created. To continue with the updating of the area, the purchase of workstations, study desks and equipment is necessary.

Thank you for your attention to my request.

Cc: Auditor's Office

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