

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: August 19, 2026

SUBJECT: Budget Amendment – Appropriate Restricted Fund Balance

PRESENTERS: Trina Rushing, Library Director

ATTACHMENTS: Yes

1. Budget Amendment
2. Envisionware Quote

SUMMARY OF REQUEST:

On January 6, 2025, the Board accepted a \$25,000 grant from the John Henry Eldred Jr. Foundation to support the Public Library's recovery efforts following Hurricane Helene. In partnership with the Association for Rural and Small Libraries (ARSL), the Foundation provides funding to help libraries strengthen services, expand programming, and continue serving as vital community resources during recovery efforts.

The grant will fund the purchase of a holds locker and programming supplies for the Green River Library. Although the project was originally expected to be completed in FY26, additional time was required to finalize the equipment contract, delaying the purchase until FY27.

Staff requests Board approval to appropriate the restricted fund balance associated with the grant and authorize the purchase. The project is fully funded by the grant, and no County funds are required.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached budget amendment appropriating restricted fund balance to support the purchase of a holds locker and programming supplies for the Green River Library.

SUGGESTED MOTION:

I move the Board approve the attached budget amendment as presented.

HENDERSON COUNTY BUDGET AMENDMENT REQUEST FORM



Department or Fund: **Library**

List Expense line increases, or decreases in Revenues, below:

Account Number	Account Name (from Munis)	Amount
115611-526000-9120	Dept Supplies & Materials	\$4,215
115611-539000-9120	Contracted Services	\$1,995
115611-551000-9120	Capital Outlay-Equipment	\$18,790
		\$25,000

List Expense line decreases, or increases in Revenues, below:

Account Number	Account Name (from Munis)	Amount
114990-401005-9120	Fund Bal Appr - Lib Donations	\$25,000
		\$25,000

Is this budget amendment in balance? (should equal zero) **\$0**

Justification: Please provide a brief justification for this budget amendment request.

This budget amendment appropriates restricted fund balance to support the purchase of locker systems and associated software for the Public Library. The purchase will be funded with proceeds from the John Henry Eldred Jr. Foundation Grant which was awarded in January 2025, following Hurricane Helene. Although the funds were anticipated to be expended in FY26, the project timeline extended into FY27 as additional time was needed to finalize the equipment contract. As a result, the purchase will now be completed in FY27. BOC approved 8.19.26.

Authorized by Department Head

8/19/2026

Date

Authorized by Budget Office

Date

Authorized by County Manager

Date

For Budget Use Only

Batch #

Amendment #

Bill To

Forrest Tate
 Henderson County Public Library
 301 North Washington Street
 Hendersonville NC 28739
 United States

TOTAL

\$21,740.13

Quote Expires: 10/22/2026

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Mullins, Pam
Quotation Title		Memo	
Holds Lockers - 1 Expansion			

Qty	Item / Description	Ship To	Unit Price	Amount
	020-CONTRACT1-US US CUSTOMER SUPPLEMENTAL CONTRACT INFORMATION <i>*This quotation/order confirmation/invoice is an exhibit of Contract # C011464</i> <i>*The contract service level is: Platinum</i> <i>*Quoted rates for Professional Services time for future projects or cost overruns is \$225 per hour for customers under maintenance.</i> <i>*Quoted rates for Professional Services travel time is \$900 per onsite trip</i> <i>*Quoted rates for Time and Materials support or Professional Services is \$250 per hour for customers not under Gold, Platinum or PlatinumPLUS maintenance.</i> <i>*Quoted rate for Expense day rates are: \$1,250 for the first day of any week and \$400 for additional days. These rates may apply to requests for extension of days onsite for any project and provide flat fees for travel and related expenses.</i> <i>*** Above prices do not include any applicable taxes ***</i>	Main		
1	CN:HLS [1st] ENVISIONWARE HOLDS LOCKER SERVICE SUBSCRIPTION FOR THE FIRST LOCKER SYSTEM System includes: - CloudNine Web Console Administration - Customizable Menu - Staff and Patron Activities - Base Analytics Service with standard reports - System hosted in Amazon Web Services - Interfaces with the Holds Locker Base2 control system # OPTIONS # Advanced Analytics Service - adds rich graphical dashboards, report customization, email report delivery	Main	\$1,995.00	\$1,995.00



Qty	Item / Description	Ship To	Unit Price	Amount
SUBTOTAL EnvisionWare Software				\$1,995.00
<i>SUBTOTAL for EnvisionWare Software</i>				
1	HL Base2 ENVISIONWARE LIBRARY HOLDS LOCKER BASE2 INDOOR/OUTDOOR* SYSTEM consisting of: - (3) standard lockers; (2) large lockers - Backlit branding panel - 21.5" Touch screen display 1920x1080 - Control system - Computer: Computer: N5095 quad core.4MB cache, 8GB RAM, 120SSD with Windows 10 LTSC 2021 - Receipt printer - 1D/2D Barcode Scanner; RFID Reader - (2) Security cameras; Digital Video Recorder - Internal Heater *! REQUIREMENTS !* Holds Locker Service Subscription (1 per Base2 unit) # OPTIONS # - Locker Expansion Cabinets (Maximum 15 expansion units (total 185 lockers) * Canopy for outdoor installation	Main	\$10,450.00	\$10,450.00
1	HL Exp2 ENVISIONWARE LIBRARY HOLDS LOCKER EXPANSION CABINET INDOOR/OUTDOOR SYSTEM consisting of: - 10 Standard lockers; 2 Large lockers - Backlit branding panel - Maximum 15 Expansion Cabinets - total 185 lockers. *! REQUIREMENTS !* Holds Locker Base2 System and Holds Locker Service Subscription Professional Services Installation and Configuration # OPTIONS # HL OPT2 Canopy for outdoor installation (1 per cabinet)	Main	\$3,700.00	\$3,700.00
SUBTOTAL Hardware				\$14,150.00
<i>SUBTOTAL for Hardware</i>				



Qty	Item / Description	Ship To	Unit Price	Amount
1	PS-FR-U Flat Rate Project ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES <i>EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.</i> <i>** This quote is based on a flat rate of \$2,925.00 dollars, inclusive of up to 9 hours of Professional Services. Any services requested beyond 9 hours will require a Change Order. **</i> <i>++ Travel Costs: The fixed project price excludes travel costs for onsite services, which will be billed separately.</i> ++		\$2,925.00	\$2,925.00
1	PS-EXPFF-U 1st Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.		\$1,250.00	\$1,250.00
	SUBTOTAL Services SUBTOTAL for EnvisionWare Professional Services			\$4,175.00

Subtotal \$20,320.00

Freight charges are estimated; actual charges will be billed.

Discount

This quotation excludes any tariffs and/or import duties unless otherwise specified.

Send your purchase order or email confirmation to:
EMAIL : orders@envisionware.com | **FAX :** +1 678.382.6501

Freight \$465.00

Tax \$955.13

PST-CA

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: _____ Date: _____

Total **\$21,740.13**

