

E-7

TOWN/VILLAGE OF HARRISON  
INTER-OFFICE MEMORANDUM

To: Ronald Belmont, Supervisor and Members of the Town Board

From: Maureen MacKenzie, Comptroller

Re: Town Board Meeting of February 16, 2012

Date: February 10, 2012

RECEIVED  
2012 FEB 10 PM 3:10  
TOWN CLERK  
HARRISON, N.Y.

The following budget transfers require a Town Board Resolution:

**Budget Year 2011**

Increase:

002-7410-100-0407  
Library Special Services           \$13,757

Decrease:

002-7410-100-0102  
Library Salaries                   \$13,757

To transfer available funds in the Library Salaries Budget Line to the Library Special Services Budget line to cover the cost of the invoice from H3 Hardy Collaboration/Architecture LLC.

In October 2011, H3 Hardy Collaboration Architecture completed a ten-week study for the Harrison Public Library to review the existing physical and programmatic conditions of the Main Library Branch. The purpose of the study was to provide recommendations of how best to reconfigure, renovate, or expand the library to serve the goals of the trustees and director, and to best serve the needs of the patrons. Called a programming and planning study, the result is the creation of a spatial program that outlines alternatives for reconfiguring the library for better use.

**Budget Year 2012**

Increase:

001-1420-100-0407  
Law Special Service               \$4,151

Decrease:

001-1420-100-4430  
Law General Liability Self Insurance   \$4,151

To transfer funds from Law General Liability Self Insurance line to the Law Special Services Budget line to cover the cost of a space saving shelving system for record boxes and a two drawer vertical file cabinet for the office.