



Meeting Date: 06 / 13 / 06

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: May Roque *May Roque* Agenda Item No. 0-4  
 Reviewed By: City Manager *[Signature]* City Attorney *Gillis/Kimball* PK Finance *[Signature]* Other (Specify) \_\_\_\_\_

DATE: June 1, 2006

TO: City Council

FROM: Barbara J. Murray, Library Director *Barbara J. Murray*  
Library Department

SUBJECT: Midyear Budget Requests for the Library Department

**RECOMMENDATION**

That City Council:

1. Approve the appropriation of funds in the amount of \$52,600 from the Library's Revenue and Expense Budgets to the Library's Literacy Outreach Program for ongoing personnel and supply costs.
2. Approve the appropriation of funds in the amount of \$67,700 from the General Fund Operating Reserve to the Library Information/Reference Services, Library Support Services, and Library Branch Services Programs for electronic databases, periodical subscriptions, and material processing costs.
3. Approve the appropriation of funds in the amount of \$10,028 from the General Fund Operating Reserve to the Library Circulation Services Program for the annual maintenance cost of the self check-in book return system.

**DISCUSSION**

1. **Literacy Outreach Program:** The Oxnard Public Library's ("Library") Literacy Outreach Program began in 2000 when library staff applied for and received grant funding from the California State Library for a maximum of five years. FY 2005-06 is the first year that funding was not guaranteed by the California State Library, but Library was still eligible to apply for grant funds on a competitive basis. Due to success stories of participants in the program, Library committed to continue this service to the community. The FY 2005-06 budget for the Literacy Program is \$122,634, of which \$42,034 came from the California State Library and \$28,000 is ongoing support from passport acceptance revenues. Staff is requesting that the balance of \$52,600 be appropriated from projected Library revenues and approved General Fund appropriations in the Library Information/Reference Services Program.

2. **Electronic databases, periodical subscriptions, and materials processing:** Library is requesting that an additional \$67,700 from the General Fund Operating Reserve be appropriated as follows: \$15,000 for electronic databases and periodical subscriptions and \$52,700 for materials processing.

Electronic databases and periodical subscriptions: As technology is shifting from the printed word to electronic format, publishers are increasingly converting manuals and other densely-printed materials to electronic databases. Many materials and resources are now available only in electronic format, albeit at a higher cost than print, giving Library no alternative. Licenses for electronic databases and periodical subscriptions have increased 20% over the past year and are anticipated to increase 20% each year over the next four years, at an anticipated cost of \$15,000. Library cannot continue to sustain the increasing cost of these items without erosion of funding for other materials.

Materials processing: For more than 10 years, the Library Reference Materials budget has been used to pay not only for the cost of materials purchased but also for the cataloging and processing of these materials in order for them to be ready for borrowing after delivery. Approval of this request will separate the cataloging charges from the Library Reference Materials budget at a cost of \$52,700 annually, enabling Library to purchase more needed materials for the community.

3. **Self check-in book return system maintenance:** The self check-in book return system was installed at the Main Library in February 2004. The City purchased the equipment due to staff injuries associated with the constant motion of bending to reach into return bins, processing returned items, and placing them on book trucks. Since the book return system's installation, staff injuries associated with handling of returned items have been eliminated. The self check-in book return system processes items returned by customers through a conveyor belt and automatically sorts them according to classification into ergonomic bins for further processing by staff. The system also gives customers receipts for their returned items. The free maintenance on the equipment expired after the first year. Maintenance cost for the book return system and ergonomic bins is \$10,028 annually.

## FINANCIAL IMPACT

**Literacy Outreach program:** This special budget request will appropriate the \$52,600 as follows:

1. \$40,000 (out of approved \$56,000) in revenues from Account No. 101-5402-581-7519 and increase appropriations in Account No. 208-5459-805-8001 Project 775420;
2. \$4,892 from Expense Account No. 101-5403-805-8132 and increase appropriations in Account No. 208-5459-805-8001 Project 775420; and
3. \$7,708 from Expense Account No. 101-5403-805-8606 and increase appropriations in Account Nos. 208-5459-805-8001 and -8102 Project 775420.

Impact on the General Fund Revenue is \$40,000 annually.

**Electronic databases, periodical subscriptions, and materials processing:** This special budget request will appropriate \$67,700 annually from the General Fund Operating Reserve and increase appropriations as follows:

1. \$10,000 in Account No. 101-5403-805-8111;
2. \$52,700 in Account No. 101-5404-805-8209; and
3. \$5,000 in Account No. 101-5411-805-8111.

**Self check-in book return system maintenance:** This special budget request will appropriate \$10,028 annually from the General Fund Operating Reserve and increase appropriations in the same amount in Account No. 101-5402-805-8303.

At the present time, there is \$18,811,138 in the General Fund Operating Reserve. Pending City Council approval of this action, the General Fund Operating Reserve will be as shown on the General Fund Operating Reserve Summary (Attachment #2).

mmoar

Attachment #1 – Special Budget Appropriation  
#2 – General Fund Operating Reserve Summary

# CITY OF OXNARD

## REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

June 13, 2006

Request is hereby made for an appropriation of total . . . . . \$ 117,728

Reason for appropriation: To appropriate funds from the General Fund Operating Reserve and Library expense budgets to Library Operating Programs and transfer funds to the Literacy Outreach Program.

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>AMOUNT</u>
General (101)	Library Circulation Services	
	101-5402-	
	805-8303 - Mtncs Svcs-Office Equipment	10,028
	808-8733 - Tranf to other Funds-Match	52,600
	Information Reference Services	
	101-5403-	
	805-8111 - Subscriptions/Publications	10,000
	805-8132 - Minor Equipment Office	(4,892)
	805-8606 - Capital Outlay-New	(7,708)
	Library Support Services	
101-5404-		
805-8209 - Svcs-Other Prof/Contract	52,700	
Library Branch Services		
101-5411-		
805-8111 - Subscriptions/Publications	<u>5,000</u>	
Net Estimated Change to General Fund Operating Reserve	<u><u>(117,728)</u></u>	
Library Grants (208)	Library Literacy Service	
	208-5459- (775420)	
	711-7901-Transfer from General Funds	(52,600)
	805-8001 - Direct Labor-Regular	46,242
	805-8102 - Supplies-Office	<u>6,358</u>
Net Estimated change to Library Grants Fund Balance	<u><u>-0-</u></u>	

*Barbara J. Murray*  
\_\_\_\_\_  
Manager

REQUIRES CITY COUNCIL APPROVAL

DIRECTOR OF FINANCE

*Murray*  
\_\_\_\_\_

Disposition

Approved \_\_\_\_\_

Rejected \_\_\_\_\_

Transfer by Journal Voucher \_\_\_\_\_

**000150**

City Manager

**CITY OF OXNARD**  
**2005-2006 PROJECTED GENERAL FUND OPERATING RESERVE**  
**ESTIMATED**  
**06/06/2006**

Operating Reserve

<b>Fund Balance June 30, 2005</b>	
Reserved	4,201,090
Unreserved	19,197,335
<b>Total Fund Balance</b>	<b>23,398,425</b>

2005-2006 Estimated Revenues & Transfers	104,500,135
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<b>Est Revenue Adjustments</b>	
BLD Consulting Agreement (1)	267,462
Dev Permit Center Fee\Civic Center (2)	74,500
Police Services (Parking Fines) (3)	288,073
Constructions Services (4)	200,000

	830,035
Net Adjusted Revenues	105,330,170

2005-2006 Appropriations	(104,500,135)
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<b>Appropriation Adjustments</b>	
BLD Consulting Agreement (1)	(267,462)
Dev Permit Center Fee\Civic Center (2)	(74,500)
Human Resources (3)	(25,000)
Graffiti Task Force Outreach (3)	(100,000)
Equipment Mtnc - Fuel/Parts (3)	(261,227)
Police Services (3)	(288,073)
Constructions Services (4)	(200,000)
Mobile Satellite City Hall (4)	(17,980)
Rainbow House (4)	(18,000)
Library Services (4)	(117,728)

	(1,369,970)
Net Adjusted 2005-2006 Appropriations	(105,870,105)

	(539,935)
Net Change to Operating Reserve	(539,935)

Reserved	4,201,060
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Operating Reserve For Contingencies (18%)	18,810,024
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Reserve Balance	1,114
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Subtotal of available reserve	18,811,138
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Pending Council Action of June 13, 2006	(153,708)
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Estimated Available Operating Reserve 6-30-2006	18,657,430
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- (1) Council Action 07/26/05
- (2) Council Action 11/22/05
- (3) Council Action 06/06/06
- (4) Pending Council Action 06/13/06

**000151**

**ATTACHMENT # 2**  
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