



Meeting Date: 06/19/07

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input 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 *HR* Agenda Item No. I-12

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *SW* Other (Specify) N/A

DATE: June 8, 2007

TO: City Council

FROM: Barbara J. Murray, Library Director *[Signature]*
Library Department

SUBJECT: Appropriation of Anticipated Library Department Revenues

RECOMMENDATION

That City Council approve the appropriation of anticipated excess revenues in the amount of \$75,000 from the Library's Document Processing Fees as follows:

- a. \$53,000 to the Library Circulation Services Program for postage, supplies, and professional services;
- b. \$10,000 to the Library Information/Reference Services Program for electronic database subscriptions; and
- c. \$12,000 to the Library Literacy Outreach Program for anticipated overexpenditure in personnel expenses.

DISCUSSION

The Oxnard Public Library has budgeted Document Processing (passport acceptance) Fees of \$63,000 for FY 2006-07. Staff is projecting an additional \$75,000 in revenues, beyond the \$63,000 budgeted, and is requesting that the \$75,000 be appropriated as follows:

- \$12,000 for postage due to an increase in passport application mailings and postage costs
- \$15,000 for the library's centennial celebration expenses and \$2,000 for stanchions for the Main Library and the South Oxnard Branch Library for orderly customer access to the checkout desks
- \$24,000 for repainting walls in the public areas of the 15-year-old Main Library
- \$10,000 for electronic database subscriptions as many publishers no longer produce manuals and other densely-printed materials in print format
- \$12,000 for overexpenditure in Direct Labor-Regular in the Literacy Outreach Program due to a shortage of grant funds from the California State Library

FINANCIAL IMPACT

This special budget request will appropriate the projected \$75,000 in Document Processing Fees from Account No. 101-5402-557-7432 and increase appropriations in the following accounts:

Appropriation of Anticipated Library Department Revenues

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- \$12,000 in 101-5402-805-8101
- \$17,000 in 101-5402-805-8109
- \$24,000 in 101-5402-805-8209
- \$10,000 in 101-5403-805-8115
- \$12,000 in 208-5459-805-8001 Project 775425

mnoar

Attachment #1 – Special Budget Appropriation

CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

June 19, 2007

Request is hereby made for an appropriation of total

\$ 75,000

Reason for appropriation:

To appropriate funds from the Library Department's revenue budget and transfer those funds to the Library's Circulation Services, Library Information/Reference Services, and Literacy Outreach Programs for FY 2006-2007.

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>AMOUNT</u>
General (101)	Library Circulation Services 101-5402-	
	567-7432 - Document Processing Fees	(75,000)
	805-8101 - Postage	12,000
	805-8109 - Supplies - Other	17,000
	805-8209 - Services- Other Professional	24,000
	808-8733 - Transfers to Other Funds	12,000
	Library Info/Reference Services 101-5403-	
	805-8115 - Databases	10,000
	Net Estimated Change to General Fund Balance	<u>-0-</u>
Grants (208)	Library Literacy Service Grant - 07 208-5459- (775425)	
	711-7901 - Transfer from General Fund	(12,000)
	805-8001 - Direct Labor - Regular	12,000
	Net Estimated Change to Grants Fund Balance	<u>-0-</u>

Barbara J. Murray

 Manager

REQUIRES CITY COUNCIL APPROVAL

DIRECTOR OF FINANCE

Susan Weirich

Disposition	Approved _____
	Rejected _____
Transfer by Journal Voucher _____	_____
	City Manager

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ATTACHMENT NO. 1
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