



Meeting Date: 05 / 06 / 08

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 *MR* Agenda Item No. **I-9**

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) _____

DATE: April 21, 2008

TO: City Council

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

SUBJECT: Special Budget Appropriation for the "My Place" Library Grant

RECOMMENDATION

That City Council recognize grant revenue from the California Council for the Humanities for the Oxnard Public Library and approve a special budget appropriation in the amount of \$1,000 for the "My Place" Library Grant.

DISCUSSION

On February 20, 2008, staff received notification of a \$1,000 grant award from the California Council for the Humanities to implement a ten-week digital photography document project for teens as part of the Oxnard Public Library's 2008 Summer Reading Program. The South Oxnard Branch Library at 4300 Saviers Road, Oxnard, is one of 21 libraries in California selected to participate in the program. The grant stipulates that the City match the award by at least an equivalent contribution of local funds or in-kind services.

FINANCIAL IMPACT

A new grant account will be established in Account No. 208-54XX-805 for \$1,000. Matching local funds and in-kind services amounting to \$4,120 will be taken out of a donation fund and the General Fund. There are sufficient funds in Account No. 571-5490-871-8209 Project LIBDON, gift money from the Oxnard Friends of the Library Foundation, for the \$2,000 match and in Account Nos. 101-5403-805-8001 and 101-5411-805-8001 for the \$2,120 in-kind services.

mmoar

Attachment #1 – Grant Award Letter
#2 – Request for Special Budget Appropriation

February 20, 2008

Ms. Renata Hundley
Librarian I
South Oxnard Branch Library
4300 Saviers Road
Oxnard, CA 93033-7129

Grant Number: MPL08-19

Dear Ms. Hundley:

Congratulations! I am pleased to inform you that the California Council for the Humanities has approved the South Oxnard Branch Library's [Oxnard Public Library system] application to participate in the **How I See It: My Place** library program.

In addition to a program outline and a package of equipment and supplies which will enable you to implement the project, the award carries a cash grant in the amount of **\$1,000.00** to be matched by at least an equivalent contribution of local funds or in-kind services. The grant period for the project is from **February 20, 2008** to **November 20, 2008**. Only expenditures made during this period will be funded by the grant.

This award packet should include the following documents:

- Award letter
- Grant Agreement
- Assurance as to Labor and Safety Standards Form
- Certification Document
- CIPA Guidelines and Certification Form A [if applicable]

Complete and sign the last page of the Grant Agreement, Assurance As to Labor and Safety Standards Form, Certification Document and CIPA Form A; make a copy for your own records; and return to the Council promptly to receive your grant funds. Please note that per State Library guidelines, participating libraries must complete and return the CIPA Certification Form A in order to be eligible to receive a laptop computer as part of the equipment package.

If you have any questions about the award documents, contact Lucy Nguyen, Grants Manager, at 415/391-1474 ext. 315 or at LNguyen@calhum.org. All correspondence with our offices should include the above grant number.

The Council will conduct a two-day orientation meeting in Los Angeles [May 8-10, 2008] to allow librarians to meet CCH staff and consultants, become familiar with the equipment and methods to be used in the project, and to exchange ideas and learn from one another. Equipment, materials and supplies will be distributed at or subsequent to this meeting. Details about the meeting will be forthcoming shortly. Attendance at this meeting is mandatory. Failure to attend the training session will result in revocation of

the award, make the library ineligible to receive the equipment package, and trigger a request for return of grant funds.

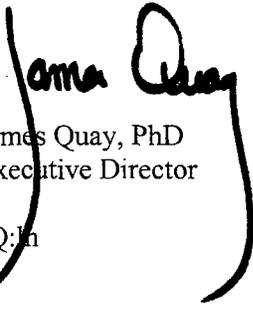
Any tangible results of grant activity (publicity materials, displays, presentations, website, etc.) must include the Council's *California Stories: How I See It* logo, with the Council's name fully visible, and bear the following acknowledgement: "This project is a program of the California Council for the Humanities' *California Stories: How I See It* campaign conducted in partnership with Califa. It is supported in part by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. For more information on the Council and the *California Stories* Initiative, visit www.californiastories.org."

Other program related documents for your use such as audience surveys, final report form, acknowledgement language, and online event calendar overview can be found in the CCH grantee toolbox at http://www.calhum.org/guidelines/grantee_toolbox.htm. This is a hidden URL for grantees only, and is not accessible by the general public.

If you have questions about the program or activities, contact Felicia Kelley, Senior Programs Manager, at (213) 623-5993 or fkelly@calhum.org.

On behalf of the Council I congratulate your receipt of the award. We look forward to a stimulating humanities project.

Sincerely,



James Quay, PhD
Executive Director

JQ:ln

CITY OF OXNARD

REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

April 8, 2008

Request is hereby made for an appropriation of total

\$ 1,000

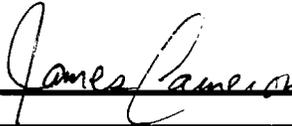
Reason for appropriation: Appropriate funds from the California Council for the Humanities to the Library Branch Services program

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>AMOUNT</u>
Grants (208)	How I See It: My Place Library Grant 208-54XX	
	532-7231 - State Grant Revenue	(1,000)
	805-8109 - Supplies-Other	400
	805-8209 - Services-Other-Prof./Contr.	400
	805-8216 - Services-Printing & Binding	150
	805-8343 - Training/Workshops/Meetings	<u>50</u>
	Net Estimated Change to General Fund Balance	<u><u>-0-</u></u>


Manager

REQUIRES CITY COUNCIL APPROVAL

DIRECTOR OF FINANCE



Disposition

Approved _____

Rejected _____

Transfer by Journal Voucher _____

City Manager

Attachment #2

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