



Meeting Date: 06 / 03 / 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-14**
 Reviewed By: City Manager *MRB* City Attorney *D* Finance *J.C* Other (Specify) N/A

DATE: May 15, 2008

TO: City Council

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

SUBJECT: Appropriation of Anticipated Library Department Revenues

RECOMMENDATION

That City Council approve the appropriation of anticipated excess revenues in the amount of \$30,000 from the Library's Document Processing Fees to the Library Circulation Services Program for postage overexpenditure, to purchase staff computers, and to appraise and clean a mural behind the Circulation Desk at the Main Library, 251 South A Street, Oxnard.

DISCUSSION

The Oxnard Public Library has budgeted Document Processing (passport acceptance) Fees of \$63,000 for FY 2007-08. Staff is projecting an additional \$30,000 in revenues, beyond the \$63,000 budgeted, and is requesting that the additional \$30,000 be appropriated as follows:

- \$7,500 for postage due to an increase in passport application mailings and postage costs
- \$5,000 to replace two non-functioning staff computers at the Main Library's Circulation Work Area
- \$17,500 for appraisal and cleaning of the Jessie Arms Botke mural located behind the Main Library's Circulation Desk

FINANCIAL IMPACT

This special budget request will appropriate the projected \$30,000 in Document Processing Revenue Fees from Account No. 101-5402-557-7432 and increase appropriations in the following accounts:

- \$7,500 in 101-5402-805-8101
- \$5,000 in 101-5402-805-8132
- \$17,500 in 101-5402-805-8209

mmoar
Attachment #1 – Special Budget Appropriation

CITY OF OXNARD

REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

May 15, 2008

Request is hereby made for an appropriation of total

\$ 30,000

Reason for appropriation: Appropriate funds from the Library Department's revenue budget and transfer those funds to Library Circulation Services for FY 2007-08.

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>AMOUNT</u>
General (101)	Document Processing Fees 101-5402-	
	557-7432 - Document Processing Fees	(30,000)
	805-8101 - Postage	7,500
	805-8132 - Minor Equipment Office	5,000
	805-8209 - Services-Other Prof/Contract	<u>17,500</u>
	Net Estimated Change to General Fund Balance	<u><u>-0-</u></u>

Richard J. Murray

Manager

REQUIRES CITY COUNCIL APPROVAL

DIRECTOR OF FINANCE

James Cannon

Disposition

Approved _____

Rejected _____

Transfer by Journal Voucher _____

City Manager

Attachment #1

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