



DATE: November 6, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Library Department

SUBJECT: **APPROVAL OF BUDGET TRANSFERS TO FUND THE MISSION BRANCH LIBRARY CARPETING/FLOORING PROJECT**

SYNOPSIS

Staff recommends that the City Council approve budget transfers in the amount of \$40,000 from various Library Department personnel budgets and \$20,000 from the City Building Service Fund to the Library Department Operations Fund for the Mission Branch Carpeting/Flooring Project.

BACKGROUND

The Mission Branch Library opened in September 1999 as part of the Police/Library Facilities project. For the past 14 years the Mission Branch Library has provided programs and service to the residents of Oceanside that live in the eastern part of the City. The Branch has had over 2.5 million visitors during this 14 year period and is annually responsible for 45 percent of the Library's total circulation.

ANALYSIS

The Mission Branch Library is in desperate need of new carpet and flooring and the Library Department is working with Building Maintenance to fund the project. Given the current budgeting practices for deferred maintenance projects, it will take more than two years to set aside enough funds to re-carpet the Branch. The Building Maintenance Department has indicated that \$20,000 would be available in FY 2013/14 for this project. The Library Department has one-time anticipated salary savings in the amount of \$40,000 due to the retirements of several long time employees who were at the top of the salary scale. Newly hired staff is being paid at lower salary steps, resulting in this saving in the FY 2013/14 budget.

Bids for the new flooring for Mission Branch range from \$46,000 to \$58,000. Staff will be working with a vendor that can give us the best price and provide quality service.

In addition to replacing the flooring, this would be the ideal time to replace the old mismatched shelving that is currently in the Children's Room and scattered throughout the building. The Oceanside Public Library Foundation has pledged \$31,000 which is enough to complete the shelving project started in 2010. Staff will not be asking the

Council to allocate funding for shelving. Staff would also like to update the worn out customer service desks to match our marketplace service model. The cost of these desks is estimated at \$10,000 and funding would come out of the \$40,000 in salary savings.

Providing staff can secure all the funding in a timely manner, we would begin planning for this project to take place in March 2014.

FISCAL IMPACT

The total cost of this project is \$60,000. \$20,000 will be allocated from The City Building Service 851 Fund Restricted – AD 52 Interior balance (851.3100.0034) and \$40,000 will come from various Library Department personnel budgets as listed below.

Use of City Building 851 restricted funds	851.3100.0034	\$20,000
Transfer from	851.6900.0101	\$20,000
Transfer to	350356101.6800.0851	\$20,000
Transfer from Library Department Fund	350358101.5105	\$23,000
Transfer from Library Department Fund	350356101.5105	\$ 4,500
Transfer from Library Department Fund	350350101.5105	\$12,500
Appropriate to Library Department Fund	350356101.5320	\$60,000

COMMISSION OR COMMITTEE REPORT

At its meeting on October 28, 2013, the Library Board of Trustees approved the use of one time salary savings in the amount of \$40,000 to fund this project.

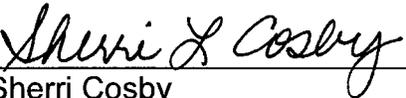
CITY ATTORNEY'S ANALYSIS

City Attorney's analysis does not apply.

RECOMMENDATION

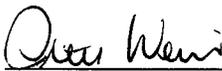
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PREPARED BY:



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SUBMITTED BY:



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City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Doug Eddow, Real Estate Division Manager

Michael Blazenski, Interim Financial Services Director



