

Milpitas Library Advisory Commission Budget Request

On April 19, 2014 the Milpitas LAC and the Milpitas Library will host their third essay writing contest for children in grades 4 through 12. The commission requests approval of this budget request for contest prizes and supplies.

12 Kindle Fire HDXs at \$249.04 each	\$2,988.48
200 water bottles (gift for each participant)	546.18
Supplies	<u>65.34</u>
TOTAL	\$3,600.00

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	102-2909	\$ 3,600	102-100-4203	\$ 3,600

Explain the reason for the budget change:

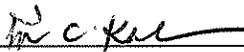
Background: The Library Advisory Commission has requested financial assistance of \$3,600 from the City for its annual essay writing contest. This is a special project of the Commission in cooperation with the Milpitas Public Library to promote awareness on the importance of the library and literacy in general. The financial assistance will be used to provide prizes, participants' gift, and event supplies. This year, the Library Advisory Commission is planning an on-the-spot essay writing contest to be held on April 19, 2014 at the Milpitas Public Library in celebration of National Library Week. The participants will write the essays at the event and be judged on the same day. The judges would include language arts teachers from Milpitas schools. The winners of the contest would be awarded Kindle Fire; each participant (200 maximum) would receive a water bottle. If the City Council approves this request, staff recommends that in lieu of using the Council's Community Promotion Budget, the financial assistance can be funded by the 2% Transient Occupancy Tax (TOT) Library Fund.

Fiscal Impact: The fiscal impact to the City is \$3,600. There is sufficient funding available in the 2% TOT Library Fund for this request.

Recommendation: Approve financial assistance in the amount of \$3,600 for the Milpitas Public Library essay writing contest and the related budget change form.

Check if City Council Approval required.

Meeting Date: February 4, 2014

Requested by:	Department Head: Steve McHarris	Date: January 29, 2014
Reviewed by:	Finance Director: 	Date: 1/29/14
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: