

Finance and Properties Committee Meeting

February 5, 1986

Minutes

The Finance and Properties Committee was convened at 4:35 p.m. in the Board Room by the Chairperson, Edith Rossiter. Present were Sharon Alpi, Edith Rossiter, Chair, and Robert Dumas, City Librarian. Also present was James Seidl, Assistant City Librarian.

The first matter on the agenda was a review of bids submitted to supply the Library with a personal computer based on specifications drawn up by Mr. Seidl who had consulted with a computer specialist in the office of the Regional Superintendent of Schools and with the head of data processing at the City, as well as others. There were six bids received, of which two failed to meet specifications. Three proposals from two vendors were competitive: Compumat proposed a Zenith 200AT with an Epson 185 for \$6,598; Inacomp proposed (1) an IBM AT with a Data products 8010 printer for \$6,588, or (2) a Compaq 286 computer with a Data products 8010 printer for \$6,295. After discussing the proposals with Ed Long, head of the City Data Processing department, Mr. Dumas recommended the Inacomp proposal for the IBM based on the reputation and strength of IBM, the relative financial weakness of Compaq, equipment at the City and maintenance contractual arrangements between the City and Inacomp will likely permit the Library to share in an advantageous maintenance agreement after expiration of the 1-year warranty. The Committee after discussion agreed with the recommendation and instructed that a motion to accept the Inacomp bid of \$6,588 for the IBM be prepared.

The Committee then discussed bids received in response to the Library's RFP for a telephone/intercommunication system for the main Library. Bids were received from five vendors, only one of whom Advanced Business Communications, Inc. responded in accordance with instructions to bidders in the RFP. It bid \$10,773. Schuerman Radio, Inc. bid \$11,874. These were the high bids and were not recommended by Mr. Dumas on this account. The three remaining bids were for \$5,514.93 from Galt Communications in Monticello; \$8,085 from AT and T Information Systems; and \$8,577 from Executone, a division of Centel, Inc. The Executone made no reference to bid specifications and merely quoted a price. The Galt Communications bid made a number of positive references to specifications but did not refer either positively or negatively to certain highly desirable or necessary features such as call queuing on busy lines. The AT & T bid while not addressing each individual specification did assert that "All requirements... can be made with little or slight variation". After discussion during

which it was noted that the continuing existence of AT & T is not in question as it might be for a small local company and that in terms of warranty and continued maintenance this is important, that the quality of AT & T equipment and service is well known, and that a commitment to meet all requirements is most important. The Committee then agreed to accept the proposal of AT & T for its Merlin System at a cost of \$8,085.42 installed and that a motion for Board action be prepared.

Mr. Dumas then reviewed the Budget for the Committee. He noted the importance of unexpended funds somewhat in excess of the needs for Library operation in a new fiscal year before tax moneys were received: under Illinois law, the amount of the September levy cannot exceed the amount appropriated in the last appropriation ordinance. This means - if the Library budget is to grow in response to use and inflation - that each year there must be sufficient funds in addition to tax funds to allow the appropriation to grow. There are only two sources of such funds: self generated income and unexpended moneys from the previous appropriated budget. It is necessary therefore that expenditures never completely exhaust the appropriation.

The new draft budget in most lines is either the same as the current projected expenditures or about 4% larger to account for inflation. The regular salaries account is up 12% because (1) a new professional position, Assistant Home Reading Department Head, is contemplated (2) there is a provision of 5% in-grade increments for a large number of Staff and (3) there is provision for a 4.5% across the board COL increase on May 1, 1986. The additional professional position is justified as being the first new professional position in the department in more than twenty years, during which time the acquisitions program has grown by 22%, circulation has grown by more than 40%, and service contacts have increased by more than 200%.

A second large expenditure contemplates the purchase of a compact station wagon to be used for delivery to hospitals and nursing homes and to be used by other library staff for attendance at out of town meetings and workshops and for various other errands when the van is in use (as it is daily until 1:00 p.m.).

The third item accounting for a growth in the size of the budget is the proposed affiliation with OCLC, a bibliographical utility. This affiliation was implicit in the decision reached nearly two years ago to acquire a standalone computer and to commence retrospective conversion and expansion of the bibliographical records of the data base with a view to closing the card catalog and converting to an on-line electronic catalog when adequate software became available, estimated at five to eight years. To expand those records will require additional staff or affiliation with OCLC. In Mr. Dumas' view the less expensive, more satisfactory

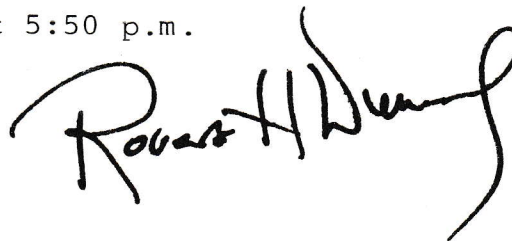
option is affiliation with OCLC. This generally has been the solution to cataloging efficiencies in other libraries as well: Decatur Public is the only Library of its size in the State without OCLC and amongst other central Illinois libraries, Champaign, Urbana, Bloomington, Springfield are all currently members. The annual costs are currently nearly 20,000. It is proposed in the current budget that these costs be funded from the Illinois per capita grant.

After extended discussion particularly relating to OCLC the Committee directed the City Librarian to draw up a motion to accept the proposed budget for Board consideration.

Mr. Dumas then sought instruction on the current budget. He noted that the purchase of the CLSI Acquisition module as proposed in the budget, to be funded from the Capital Funds account, had not proved desirable and he had deferred action on the purchase of the work station for OCLC until that affiliation had been approved by the Committee for the new budget. He would now like the Committee's endorsement to proceed with that purchase in this fiscal year. It will be a necessary purchase and it is not presently in the proposed budget. The Committee approved the purchase of the Work Station from the Capital Fund during the current year.

Mr. Dumas also noted that the Interface between CLSI and OCLC which was contemplated from the Breckenridge fund for Fiscal 1986/1987 could, if the Committee desired, be accommodated within the current budget, inasmuch as staffing will not permit the expenditure of the Breckenridge Fund for book acquisition this year as originally hoped. The Committee instructed Mr. Dumas to make the Interface purchase out of current Breckenridge funds.

The Committee adjourned at 5:50 p.m.

A handwritten signature in black ink, appearing to read "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping flourish at the end.