

Finance and Properties Committee

Meeting, August 8, 1985

Minutes

Present were Sharon Alpi, John Mueller, Mark Sorensen, and Edith Rossiter, Chair. Also present were Marshall Susler, President, ex officio, and Robert Dumas, City Librarian.

The meeting was called to order at 4:45 p.m. in the Board Room by Mrs. Rossiter.

The first item was a consideration of the bids for an offset printer. Three bids for this equipment including plate makers and stabilizers were received, namely, bids from A. B. Dick; Gestetner; and Multigraph.

The low bid submitted was from A. B. Dick. Mr. Dumas reported that although it met all specifications in most respects except the capacity of delivery tray he was not recommending it because the model offered has a direct feed rather than register board/conveyer and registration would probably not be as good as the other models bid. The AB Dick model also lacks a double-sheet detector and it is expected that if double sheets were fed that they would separate in process and create problems. Mr. Dumas therefore suggested that consideration be limited to the equipment offered in the other two bids.

Gestetner was the lower of the two and met bid specifications. Multilith offered two options: one higher priced than Gestetner and one lower. The lower priced unit lacked a chain delivery system (which could be added at another time) and had a delivery capacity of 500 sheets. The higher priced unit had chain delivery system and 5000 sheet capacity. Mr. Dumas said that his recommendation of the Gestetner machine was somewhat qualified because it would be the first one sold in the area and he worried that maintenance therefore might be a problem. Mrs. Rossiter informed that based upon her experience in the office machine business a complete parts kit would probably cost considerably more than the profit resulting from a single sale and this could mean, in the event of repairs needed, a long wait while parts were ordered and received. She suggested because of this, and the long time standing and reputation of the Multigraph Company in the offset business that if funds could be managed that we award the bid for the printer and allied equipment to Multigraph. After discussion including discussion of the desirability of any purchase and contracting out the library's printing needs, it was decided to recommend to the Board awarding the contract to Multigraph.

The next item considered was the application for the Illinois Per Capita Grant. Copies of draft pages were distributed

that dealt with reports that must accompany the application. Included were the Library's standing vis-a-vis various elements in the Avenues to Excellence and results of several surveys that are intended to reflect performance in certain areas: percentage of population registered as borrowers; reference and title fill rates, etc. Also included were explanations of how last year's grant was expended and a catalog of anticipated expenditures of the grant being applied for. Mr. Dumas noted that there was almost a 100% increase in the grant for this year which he had been informed is \$1.00 per capita or \$93,939. Since the Library had only budgeted \$50,000, consistent with the grants of the past few years, it will be necessary to adopt a resolution to City Council requesting a supplemental appropriation of \$43,939.

Mr. Dumas also noted that it is required that discussion of Avenues to Excellence by the Board is required. Although there has been discussion from time to time of these standards and these standards clearly have had impact on the decision to emphasize certain activities during the coming year, there is no formal discussion recorded in the minutes. Therefore, he proposed to discuss these standards and the library's performance - both in meeting or failing to meet them - at the next meeting. Mr. Susler said he proposed that the Avenues document would be discussed in detail at Board meetings in this year.

The Committee adjourned at 5:45 p.m.

