

Finance and Properties Committee Meeting

January 26, 1989

The meeting was called to order at 4:07 p.m. by Chairperson John Akin. Members present: Akin, Gaumer, Lockmiller, and Ohlsen. Staff present: Seidl. The purpose of the meeting was to review the 1989/90 budget proposal.

Mr. Seidl explained that the Library anticipates spending \$2,095,163, or 99% of its 1988/89 budget. Projected revenues for 1988/89 have increased 1% from \$2,274,536 to \$2,305,910. The library should have a beginning fund balance of \$210,747 on May 1, 1989.

Next Mr. Seidl addressed the proposed budget for fiscal year 1989/90. Personnel costs will increase 5%, primarily because of a 14% increase in social security and pension (IMRF) costs and a 41% increase in health insurance rates. Proposed new costs in the 1989/90 budget include \$8,880 for an additional 1/2 time circulation clerk and \$10,000 for the cost of upgrades recommended by the reclassification study.

Contractual services increased 19% because of the lease/purchase of the circulation computer, higher electricity rates, increased staff training, and the cost of a security guard.

Commodities increased only 2%, with office supplies having the largest increase. Materials to maintain the building decreased to reflect the 1988/89 cost of carpet for the children's room.

Other charges increased 105% to fund the proposed pay increase. Monies to the general fund increased 11%, covering the cost of city services (accounting, personnel, and purchasing).

Capital outlay, which was greatly reduced in 1988/89 to balance the budget, increased 140%. Previous budgets were \$38,600 in 1986/87 and \$24,720 in 1987/88. Proposed capital purchases for 1989/90 include replacement typewriters, a washer/dryer, circulation computer terminals for Adult Services and Reference Department, a FAX machine (50% funded by a state grant), a desktop publishing computer system, and videocassette players. Please consult form #7 of the budget for more complete information.

Books and audio-visual materials increased 4% for 1989/90. The Library will also spend \$9,000 of the Cantoni funds and has applied for a \$24,500 grant for business materials. If this grant is funded, the materials budget will increase 16% over 1988/89.

The proposed budget includes spending \$10,000 of the Buckenridge Trust Fund

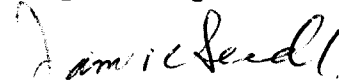
reduce large backlogs of material if this system is purchased. The present apple system operates one check-out station.

The committee expressed concern about the need for an additional circulation clerk. Mr. Seidl explained that he had asked for the position in last year's budget but it was removed due to limited funds. Documentation justifying the position will be sent to the committee members.

A desktop publishing computer will help meet the library's requirement to expand public relations without expanding staffing in this area. It will also be used as a word processor for the Assistant City Librarian.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



James C. Seidl
City Librarian