

Finance and Properties Committee

December 1, 1988 4:00 p.m.

John Akin (chairperson), Richard Lockmiller, and James Seidl attended the meeting held in the Board Room. Staff attending: Carol Ballinger and James Kupish.

The Committee discussed the retention of Baker & Taylor as the principal book jobber. A request for information was sent to five library book jobbers. Based upon the information received, Baker & Taylor offered the best discounts and services. Enclosure #1 is a summary of the findings. The Committee concurred with the findings.

The Committee next discussed the cost of implementing the proposed reclassification study.

Recommendation:

1. The cost of implementing the proposed reclassification recommendations must be determined before 1/1/89 in order for the administrative staff to figure the 1989/90 budget. To project the reclassification costs, the following factors were assumed:

1. 3% cost of living increase
2. 17.44% IMRF and social security increase
3. 5% step increases for those staff who have not reach step F

Year	Current salary SS & IMRF	Proposed salary SS & IMRF	Difference 12 months
88/89	154,940	165,686	10,746
89/90	161,974	173,209	11,235
90/91	166,834	187,073	20,239 *
91/92	171,839	196,921	25,082 **
92/93	176,995	207,859	30,864 **

* step increases plus cost of living

** four of the eight employees will receive step increases

The proposed downgrades and two-tier pay scale can be implemented without affecting the proposed 1989/90 budget since they will lower the revenue required to operate the Library. There are several possible alternative methods to finance the proposed increases:

1. Monies have been budgeted in the tentative 1989/90 budget. \$18,000 was budgeted for additional positions in 1989/90.

2. Reduce the cost of living increase for the staff to pay for the reclassified positions.

3. Approve the recommendations with implementation based upon funding availability.

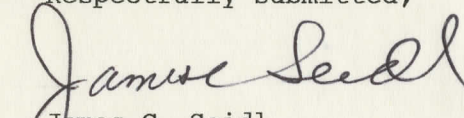
4. Advance selected positions based upon funding availability.

5. Advance all positions based upon funding availability. (If only 50% of the funds requires are available, the salaries will be advanced 50% in 89/90 and 50% in 90/91 if funds are available.)

If the Board approves the upgrades, Mr. Seidl will determine the costs associated and recommend ways to finance the cost. Any of the proposed methods to finance the upgrades can be used, however, the Board has the final determination as to when and if the upgrades will be implemented.

The Committee recommended approval of the proposed upgrades contingent upon the following: 1) funding must be available; and 2) the funds must not come from the material budget. The need to expand the material budget from its present 10% share of the entire budget is an important goal of the committee.

Respectfully submitted,


James C. Seidl
City Librarian