

FINANCE AND PROPERTIES COMMITTEE

August 2, 1989 3:30 p.m.

Chairperson Dan Gaumer called the meeting to order at 3:37 p.m. Members present: Mr. Gaumer, Jerrodean Martin, Barbara Ohlsen, and Jim Seidl. Staff present: Jim Kupish. The lack of a quorum prevented voting on topics discussed.

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The first topic for discussion was the 1990/91 tax levy request. The Board must submit a tax levy request to the City Council after the September 21, 1989 Board meeting. The levy represents 85% of the library's funding. Mr. Seidl was instructed to prepare a rough draft budget showing projected expenditures and revenue estimates. Increases and decreases for each line item will be explained. Expenses generated by the Long Range Plan will also be noted. A copy of the 1990/91 budget proposal is attached.

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The next agenda item was a review of the Illinois Unemployment Insurance Act of 1989. Jerry Bauer, City of Decatur Risk Manager, recommended that the library consider using an employment agency for the seven temporary page positions to reduce our unemployment insurance risk. The temporary pages each work 15 hours per week and are paid \$5.57 per hour. Social security and worker's compensation add an additional \$.65 per hour, for a total cost of \$6.22 per hour.

The committee discussed 1) continuing with the present method; 2) using an employment agency; 3) using an employment agency for new temporary pages. It was the committee's opinion that we should try an employment agency for new temporary pages with the cost per hour not to exceed \$6.22 per hour.

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The next agenda item was the library's elevator maintenance contracts. Mr. Seidl is collecting information on the cost of maintaining service contracts for the library's two elevators to ensure competitive pricing. However, the two contracts have different renewal dates. Mr. Seidl proposed that the library not sign a new contract for the passenger elevator, but wait until the freight elevator contract is due in January 1991. The contracts will be reviewed at that time.

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the Credit Bureau since the amount collected was less than the cost of the service.

Transworld Systems, Inc. offers a collection service but the library would have to pay, for example, \$7.50 for each patron turned over. Transworld guarantees 100% profit on our investment.

Example: \$7.50 X 100 patrons = \$750

Transworld will collect \$1,500.

Transworld is more aggressive in trying to collect the money within the first 90 days. However, they cannot block the patron's credit like the Credit Bureau does. The Committee was of the opinion that the Decatur Credit Bureau is still the best option, but that the Library should raise the amount from \$30 to \$50 before an account is turned over. The Credit Bureau charges 50% of accounts collected under \$50 and 33% for accounts over \$50.

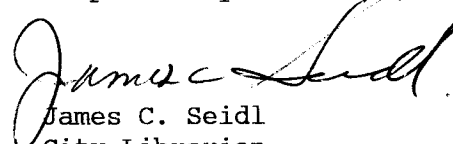
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The final topic was an update on the use of a private security firm versus an off-duty policeman to provide security for the library. Mrs. Martin noted that the Personnel, Policy, and Public Relations Committee approved the use of an off-duty policeman last year, but wanted an evaluation of the program. An evaluation will be made and provided to the Board. Mr. Seidl reported that a security firm should cost around \$7 or \$8 per hour, compared to \$12 for an off-duty policeman. The committee will discuss this item after additional information is available.

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The meeting was adjourned at 5:00 p.m.

Respectfully submitted,


James C. Seidl
City Librarian