

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
LIBRARY DEPARTMENT**

CONSENT AGENDA
ITEM NO. **27**

TO: Mayor and City Council

FROM: Aubrey George, Interim Library Director

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez; Legal; Finance; Office of Management and Budget;
Information Technology Services Department; Human Resources; File

SUBJECT: ORDINANCE ACCEPTING FUNDS AND AUTHORIZING PERSONNEL
FROM THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
FOR THE PROVISION OF INTERLIBRARY LOAN OPERATIONS IN STATE
FY 2003/2004

DATE: September 4, 2003

SUMMARY AND RECOMMENDATIONS

This Ordinance authorizes the City Manager to accept a grant in the amount of \$239,342.00 from the Texas State Library and Archives Commission. This Ordinance also authorizes the City Manager to appropriate funds and to authorize a personnel complement for this grant. Funds will be used for operation of the San Antonio Interlibrary Loan Center. San Antonio Public Library is the designated Major Resource Center of 21 contiguous counties, including Bexar County. The City of San Antonio has received annual grants under this program since 1972. Benefit to the Bexar County area library patrons is a centralized Interlibrary Loan service with access to libraries across the United States. Council authorization to apply for this grant was received on June 12, 2003 by Ordinance # 97753.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This grant will be for state fiscal year 2004, beginning September 1, 2003 and ending August 31, 2004. Funds from this grant will be used to provide Interlibrary Loan services and consulting to public, special, and academic libraries in the Alamo Area Library System service area, comprised of 21 counties including Bexar County. The San Antonio Public Library serves as the Major Resource Center of this area and, in this capacity, is eligible for this grant.

POLICY ANALYSIS

This action is consistent with City Council direction to accept State/Federal Grant Funds to enhance services for local residents. Benefit to Bexar County residents is a centralized Interlibrary Loan service with access to libraries across the United States.

FISCAL IMPACT

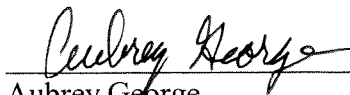
This grant, totaling \$239,342.00, provides one hundred percent of personnel, fringe benefits, and operating costs associated with the grant. Indirect costs have been provided for and will be paid to the City for administration of the grant, as per the City's Indirect Cost Plan.

COORDINATION

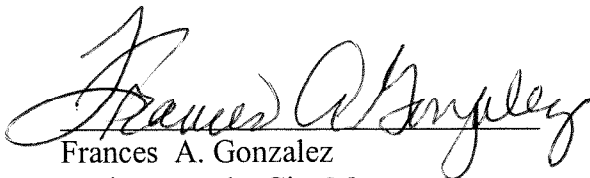
This item has been coordinated with the Finance Department, Office of Management and Budget, and the Human Resources Department. Staff of these Departments concur with this recommendation.

SUPPLEMENTARY COMMENTS

This action requires no disclosure under the City's Ethics Ordinance. The Discretionary Contracts Disclosure Form is not required.



Aubrey George
Interim Library Director



Frances A. Gonzalez
Assistant to the City Manager

Approved:



Terry M. Brechtel
City Manager

INTERLIBRARY LOAN SERVICES – FEDERAL GRANT

Fund No. 26 Project

9/1/03 – 8/31/04

B U D G E T

INDEX NO.	ESTIMATED REVENUES	OBJECT CODE	AMOUNT
-----------	--------------------	----------------	--------

GRANT FROM TEXAS STATE
LIBRARY AND ARCHIVES
COMMISSION

BUDGET APPROPRIATIONS

Regular Salaries and Wages	01-010	\$125,866
Social Security	01-030	\$ 8,372
TMRS	01-040	\$ 12,399
Flexible Benefits	01-050	\$ 21,269
Life Insurance	01-051	\$ 279
Worker's Disability Comp.	01-060	\$ 1,680
Personal Leave Buyback	01-072	\$ 3,000
Communications (Telephone)	02-110	\$ 4,500
Mail & Parcel Post	02-113	\$ 29,000
Rental of Equipment	02-119	\$ 900
Travel – Official	02-124	\$ 400
Car Expense Allowance	02-130	\$ 300
Main. & Rep., Mach & Equip.	02-142	\$ 50
Automatic Data Processing	02-172	\$ 2,500
Membership Dues & Licenses	02-178	\$ 1,992
Binding, Print. & Repro.	02-181	\$ 600
Office Supplies	03-210	\$ 7,400
Indirect Cost	04-280	\$ 18,737
Lost Books	04-288	\$ 50

TOTAL EXPENDITURES

\$239,342

Fund Index No.

Activity No. 04-01-15

PERSONNEL COMPLEMENT

- 1 Librarian III
- 2 Library Assistant II
- 1 Library Clerk
- 1 Library Clerk PT