

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
LIBRARY**

CONSENT AGENDA

ITEM NO. 11

TO: Mayor and City Council

FROM: Aubrey George, Acting 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: AUTHORIZATION TO MAKE APPLICATION TO THE TEXAS STATE
LIBRARY AND ARCHIVES COMMISSION FOR THE PROVISION OF
INTERLIBRARY LOAN OPERATIONS IN STATE FY 2004/2005

DATE: May 13, 2004

SUMMARY AND RECOMMENDATIONS

This Ordinance authorizes the City Manager to make application for Federal assistance provided through the Texas State Library and Archives Commission in an amount not to exceed \$258,262.00. If approved, these funds will be used for the operation of the San Antonio Interlibrary Loan Center. San Antonio Public Library is the designated Major Resource Center of 21 contiguous counties, including Bexar. Funds will be used to provide salaries and all support costs. San Antonio Public Library 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.

It is anticipated that in August 2004 Council action will be requested to accept the grant.

Staff recommends approval of this Ordinance.

BACKGROUND INFORMATION

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. Prior grants received for the Interlibrary Loan program from FY00 through FY04 have ranged from \$210,106.00 to \$239,342.00. Funding increases approximately 3% - 8% each year based on operating costs as projected by the Texas State Library And Archives Commission.

This grant is for state fiscal year 2005, beginning September 1, 2004 and ending August 31, 2005.

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

Application is being made for \$258,262.00, which is based on past program costs and information provided by Texas State Library and Archives Commission. Final appropriations will be made by the Texas State Legislature and the Texas State Library and Archives Commission. Indirect costs have been budgeted and will be paid to the City for administration of the grant, as per the City's Indirect Cost Plan. Staffing remains at the current level of five (5), which includes four (4) full-time employees and one (1) part-time employee.

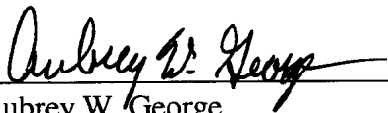
COORDINATION

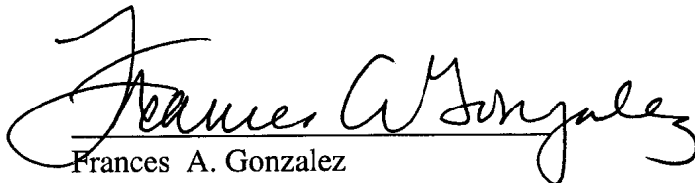
This item has been coordinated with the Finance Department, Office of Management and Budget, and the Human Resources Department. Staff of these Departments concur with this recommendation.

SUPPLEMENTARY COMMENTS

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

SIGNATURES


Aubrey W. George
Acting Library Director


Frances A. Gonzalez
Assistant City Manager

Approved:


+ Terry M. Brechtel
City Manager

BUDGET

Applicant/Legal Entity: City of San Antonio
 (Official name of city, county, nonprofit, or university)

Library name: San Antonio Public Library

Budget Categories	Grant Funds	Other Funding Sources	Total Costs
Personnel	\$134,323.	\$	\$134,323.
Fringe Benefits	48,159.		48,159.
Travel	1,200.		1,200.
Equipment/Property	0		0
Supplies	7,500.		7,500.
Contractual Services	7,350.		7,350.
Other	40,200.		40,200.
Total Direct Charges	\$238,732.	\$	\$238,732.
Indirect Charges Rate: <u>14.54 %</u> Base: <u>salary</u>	19,530.		19,530.
TOTALS	\$258,262.	\$	\$258,262.

Note: Amounts should be rounded to the nearest dollar.

Applicant's Capitalization Level: \$1,500.
 (certified by signature of Fiscal staff below)

Signature of Fiscal staff

Date

4/25/04