

**CITY OF SAN ANTONIO  
LIBRARY DEPARTMENT  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Ramiro S. Salazar, Library Director

**SUBJECT:** ORDINANCE AMENDING A GRANT FROM THE TEXAS STATE LIBRARY  
AND ARCHIVES COMMISSION

**DATE:** August 11, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance amends the grant from the Texas State Library and Archives Commission entitled Interlibrary Loan Services - Federal Grant 2005, contract #771-05045, to accept additional funds in the amount of \$5,378.00. The funds are awarded to support personnel costs for temporary staff for the remainder of the contract year and to cover unanticipated operating expenses. The temporary staff increase has been authorized by the funding agency to address a backlog of requests resulting from increased demand and staff turnover. The amended grant will be budgeted at \$263,457.00. The grant was accepted on September 23, 2004 by Ordinance # 99759.

Staff recommends approval of this Ordinance.

**BACKGROUND INFORMATION**

Since 1972, the Texas State Library and Archives Commission has awarded annual grants to the San Antonio Interlibrary Loan Center. This program provides Interlibrary Loan services to multi-type libraries in a 21-county area that includes Bexar County. San Antonio Public Library serves as the Major Resource Center for this service area. Bexar County area library patrons benefit from a centralized Interlibrary Loan service. Prior grants received from the Interlibrary Loan program from FY2000 through FY2005 have ranged from \$210,106.00 to \$258,079.00.

This supplement to the original grant amount has been authorized to relieve a continuing processing backlog which is due to staff turnover and increased number of requests. The additional funds will also cover higher than budgeted costs in Health Benefits Assessments and Retirement Expense.

## **POLICY ANALYSIS**

This action is consistent with City Council direction to apply for appropriate State/Federal Grant Funds to enhance services for local residents. This action is also consistent with previous amendments of this annual grant to accept additional grant funds. City Council has accepted Texas State Library and Archives Commission grants since 1972.

## **FISCAL IMPACT**

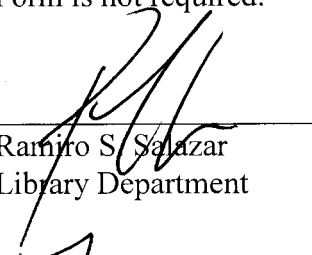

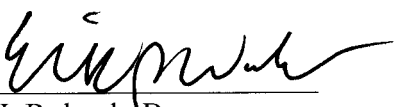
This amended grant is for state fiscal year 2005 and will not exceed \$263,457.00.00. The grant provides one hundred percent of personnel, fringe benefits and operating costs associated with the grant. Indirect costs have been provided for and will be paid to the City for administration of the grant as per the City's Indirect Cost Plan. Staffing remains at the current level of six (6) employees, including four (4) full-time and two (2) part-time employees. Temporary staffing will be two (2) employees, including one (1) full-time and one (1) part-time employee.

## **COORDINATION**

This item has been coordinated with the Finance Department which will be responsible for revising the budget appropriations. Staff of the Finance Department concurs with this recommendation.

## **SUPPLEMENTARY COMMENTS**

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

  
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Ramiro S. Salazar  
Library Department  
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Frances A. Gonzalez  
Assistant City Manager  
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J. Rolando Bono  
City Manager

INTERLIBRARY LOAN SERVICES – FEDERAL GRANT  
Order No. 14000000021  
9/1/04 – 8/31/05

B U D G E T

GRANT FROM TEXAS STATE  
LIBRARY AND ARCHIVES  
COMMISSION

BUDGET APPROPRIATIONS				
Cost Elements		Current Budget	+/-	Revised Budget
4501110	Grants State – Oper	258,079		
5101010	Regular Salaries	138,450	1,992	140,442
5103005	FICA & Medicare Expense	10,991	900	11,891
5103010	Life Insurance	188		188
5103035	Personal Leave Buyback	3,975		3,975
5103055	Car Expense Allowance	600		600
5105010	Retirement Exp	14,228	1,400	15,628
5203050	Membership Dues and Licenses	2,100		2,100
5203060	Binding & Printing	250		250
5204070	Rental of Field Equipment	520		520
5205010	Mail; and Parcel Post	24,750		24,750
5207010	Travel – Official	600		600
5302010	Office Supplies	7,400	500	7,900
5304075	Computer Software	4,750		4,750
5403010	Phone & Fax Services	5,000	-1,107	3,893
5405020	Workers Comp Assess	860		860
5405040	Health Benefits Assessments	22,608	1,404	24,012
5406520	Other Expenditures	100		100
5406530	Indirect Costs	20,709	289	20,998
		258,079	5,378	263,457