



Administrative Report
February 6, 2025

Personnel

Aleisha, Barbara and Sharon did interviews for the Technician position. One candidate was hired. The position has been readvertised with the anticipation of hiring one additional part-time technician.

Beth has almost decided on how to fill the 19.5 hour position to assist with programs.

Draft Minutes--Posted at www.ifpl.org/board

Budget

The summary and detail reports are posted to the board page.

The City financial report is now in a new format, similar to the old report. November's report is posted.

Staff Reports--Posted online

Policies to be reviewed. (Action item)

A small change in the Circulation Policy regarding use of foreign passports and Consulate cards being allowed. This change will just codify what staff has been doing.

Meeting Room Policy. Recommended change is to require the person making the reservation to be present at the meeting for which the room is reserved.

Trustee or Councilmember Concerns--Unaware of any. Some may be raised at the meeting.

Mae Neuber Foundation for the Idaho Falls Public Library request (Action Item)

Aleisha would like to use MNF money to create a Decodable Books collection. Some of the books would checkout and some would not checkout, but remain in the created space for parents and children to use in the library. I am proposing that if this project is approved, that the board chair send the letter of request explaining this project supplements the library budget and does not supplant any funds from the City.

Construction Projects

Addition of a bench advertising GIFT at the north end of the parking lot. In progress

The garage project is in process, will hopefully be completed by the end of this month.

Custodial Closet/Laundry facility is in progress. Needs ratification & acceptance in amount of \$22,800.

Broadway landscape and the fencing is in process.