



Administrative Report
April 3, 2025

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

Budget

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

Forty-one percent of the fiscal year has passed.

The following areas of the budget are of concern.

527-1500 Seasonal Employees Current usage is 60.7%. Additional seasonal employees (pages and a few LTAs) have been hired in the last month to cover the summer season and fill some vacancies. It appears expenditures will exceed the budgeted amount. The overages should be covered by transferring funds from the 527-1100 Administrative Salaries (All full-time employees) and from the 527-2100 Employee Benefits line items.

527-1600 Overtime Current usage is 58.8%. This budget category is used to pay employees who empty the book drop on holidays and those on call to cover call-out time when other employees call out sick. Any overages will also be covered for the line items mentioned above.

527-4400 Advertising Currently at 201.6%. This account is over due to paying for the entire GIFT advertising contract up front. Overage will be covered from line item 527-6955 Contingency.

527-5000 Custodial Cleaning Current usage is 77.3%. Unsure if custodial supplies have been ordered in bulk or if we will be over budget. Will continue to monitor this line item.

527-5202 County Landfill Fees Current usage is 143.2%. The County raised the fee after budget was set. Overage will come from 527-6955 Contingency.

527-6356 OCLC Currently at 92.8% Due to clerical error, last year's bill was not submitted until after October 1, 2024. OCLC also raised the rate they charge us from \$5,000 per year to \$8258.15 per year. Overage to come from 527-6955 Contingency.

527-6400 Maint Work Order Transfer Currently at 90.9% Overage due to City now charging the library wages as well as parts for maintenance. There is no way to predict what this amount will eventually total due to the age of the building. Will continue to monitor. Overage to come out of contingency fund.

527-6915 City Employee Events Currently at 217% This is a new line item that we use to track expenses for employee events. Will cover with contingency and will budget more for future years.

Overall budget used is 35.1% so we are doing well with the entire budget.

Staff Reports--Posted online

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

Presentation of Awards for Hal Peterson

Suggestion has been made to allow Hal to keep the old Apple I-Pad he has used for a long time. City Attorney suggested that if the board wish to do so, they could motion to award it to him in appreciation of his work with the library.

Construction Projects

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

The contractor's part of the garage project will be finished this Saturday!

Custodial Closet/Laundry facility is done!

Broadway landscape and the fencing is in process.

Parking lot was scheduled to begin renovation in April. Waiting to hear on schedule.

FY2026 Budget Discussion

Will be discussing next year's budget and strategy such as asking for more revenue or using fund balance and other issues.

Discussion of next board meeting

I will be out of town watching my granddaughter on the 1st of May. It would be beneficial budget preparation wise if we could meet on the 15th of May.