



Administrative Report  
June 6, 2024

**Personnel**

Temporary seasonal help has been hired for the summer.

**Budget**

Total expenses are on track to not exceed revenues (including budgeted fund balance) for the year.

Categories expected to exceed the amount budgeted include:

527-1500 Seasonal Employees: Estimating expenses will exceed budgeted amount by **(\$75,000)**.

527-4200 Professional Services: Will exceed due to additional architect fees for projects added this year.

527-5202 County Landfill Fees: Expenses exceed budget by **(\$936)**. **(Landfill fees were increased by the County, I was unaware of this increase when setting last year's budget.)**

527-5800 Repair & Maint. Office Equip: Estimate expenses exceeding budget by **\$3,180**. **This includes toner and repair for copy machines.**

**527-6400 Maint Work Order Transfer: The City is now charging us wages for building maintenance personnel working on our building. I was not informed of this change until last month. We did not budget for this added expense nor did the City give us additional revenue to cover the added cost. I have no idea how much the total cost for the year will be, but anticipate the cost will be covered by our contingency fund.**

**It is anticipated that the overage in 527-2100 Employee Benefits will cover the extra money needed to cover the excess expense in 527-1500 Seasonal Employees.**

FY2025 Budget is on the agenda for consideration. I will have final numbers at the board meeting. I am meeting with the Mayor and finance team on Thursday afternoon prior to the board meeting to finalize the budget. I anticipate a few changes.

Idaho Code 18-154 implementation is on the agenda for final consideration. Mary Lund, Kristen Hall, and I met with the City Attorney and discussed this issue. The recommendations from that meeting will be shared with the board. There are also staff recommendations for implementation that will also be presented.

Cub Scout Pack Sponsorship is on the agenda to see if the library would like to sponsor/host a Cub Scout Pack here at the library. It is anticipated that the library would ask a service club to pay the fees associated with the Pack and the library would donate the meeting space and possible initial leaders. The sponsorship is being proposed as a way to attract people not currently using the library.

## **Policy**

### **Circulation Policy**

The Circulation Policy is on this month's agenda for discussion and possible amendment. There is a small change referring to accounts being sent to a collection agency and also stating that the library will not add fees to accounts sent to a collection agency, but that the agency may add fees as allowed by law. The policy change also encourages patrons to avoid being sent to the collection agency by returning their items on time.

There is an addition stating lost items still belong to the library, even after being paid for, and must be returned to the library if found. This line is added to discourage patrons from "losing" rare and valuable books and then paying the historical price for the book and keeping it.

There is also a change to the Circulation Schedule that shows Book Club in a Bag circulating for six weeks with no renewals.

### **Volunteer Policy**

Staff is seeking input to draft a volunteer policy for the library. Staff met with HR and Legal to discuss what the City would like to see in a policy. Staff will present those issues along with needs of the library and possible scenarios for the board to consider prior to instructing staff on creation of a policy to be discussed and adopted at the September meeting.

### **Construction Projects**

Cost for the ceiling replacement between the fish pond and the admin office is \$32,400.

Architectural cost for the custodial closet expansion on the third floor will not exceed \$4,970.

We finally have a building permit to remodel the garage, so hopefully that project will be going to bid in the next few weeks.