



Administrative Report
June 2, 2025

Draft Minutes—Are posted at www.ifpl.org/board

Budget

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

Sixty-Seven percent of the fiscal year has passed.

The following areas of the budget are of concern.

527-1500 Seasonal Employees Current usage is 84.1%. 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 62.6%. 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 budgeted amount 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 79.2%. 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.

527-5801 Software Expense Currently at 86.4%. It is not anticipated that the budgeted amount will be exceeded. Our payment of \$38,843.19 to SirsiDynix for our library software maintenance makes up the bulk of this amount and has been paid.

527-6356 OCLC Currently at 92.8% due to clerical error, last year's bill was not received/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 121.3% 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. Overage to come out of the contingency fund.

527-6915 City Employee Events Currently at 225.8% This is a new line item that we use to track expenses for employee and board events. Will cover with contingency and will budget more for future years.

Overall budget used is 46.8% 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.

Projects

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

Broadway landscape and the fencing. An RFQ will be issued for a landscape architect.

Decodable Books Collection.

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. Budget will be posted to the ifpl.org\board page.

Discussion of next board meeting

Next board meeting is scheduled for August 7, 2025.