



Administrative Report
September 5, 2024

Personnel

Aaron Stout has returned to work at the library after a two-year hiatus in the Philippines. Aaron will be working as a library clerk.

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 **(\$82,000)**.

527-5800 Repair & Maint. Office Equip: Estimate expenses exceeding budget by **(\$237.03)** This amount 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. The current overage is **(\$79,965.28)** and will increase proportionate to the calls to building maintenance in September.

The overage in 527-2100 Employee Benefits will cover the excess expense in 527-1500 Seasonal Employees.

Policy

Volunteer Policy is not specifically on the agenda.

I have posted links to the volunteer policy from several public libraries and would like some input prior to drafting a policy for our library.

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

The GIFT van with the Library wrap is completed. The van should be at the library so Trustees can view it. The final GIFT contract will need to be ratified in the meeting.

The ceiling replacement project is completed.

The garage project is slated to begin next Monday, September 9.

Broadway landscape remodel is still in process.

Broadway, Capitol & Park fencing – There was some input from City Council and the Mayor's office on this project that will be discussed at the meeting.

Electrical Switch Gear upgrade – Final installation is scheduled for September 18-20. The library will be closed in accordance with Board directive from previous meeting.

Executive Session

The executive session is scheduled to begin the evaluation of the Library Director. Evaluation forms are emailed to your board email addresses.