



Administrative Report
October 8, 2025

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

Budget

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

One Hundred percent of the fiscal year has passed.

The following is a breakdown of expenses as of September 30, 2025. There may be some adjustments made to these numbers as year-end processes take place.

PERSONNEL

527-1100 Administrative Salaries Budgeted amount \$1,564,765. Expended amount \$1,383,600.48.

527-1500 Seasonal Employees Budgeted amount \$164,988.00. Expended amount \$261,994.50

527-1600 Overtime Budgeted amount \$9,876.00. Expended amount \$8,614.44

527-Employee Benefits Budgeted amount \$794,807.00. Expended amount \$676,018.45

Personnel Total Amount Budgeted: \$2,534,436. Total amount expended: \$2,330,177.87

Personnel Balance: \$204,258.13

527-3103 Postage Budgeted \$1,200.00. Expended \$1,313.18.	Balance (113.18)
527-3400 Minor Equipment Budgeted \$0.00. Expended \$931.00.	Balance (\$931)
527-4400 Advertising Budgeted \$20,000 Expended \$40,396.25	Balance (\$20,396.25)
527-5000 Custodial Cleaning Budgeted \$9,790.00. Expended \$10,324.93	Balance (534.93)
527-5202 County Landfill Fees Budgeted \$1,056 Expended \$1,512.00	Balance (\$456.00)
527-5800 Rep & Maint Office Equip Budgeted \$8713.00 Expended \$9,796.92	Balance (\$1083.92)
527-5802 Computer Equipment Budgeted \$5,778.00 Expended \$6,238.77	Balance (\$460.77)
527-6356 OCLC Budgeted \$8900.00. Expended \$17,545.63	Balance (\$8,645.63)
527-6400 Mnt. Work Ord Trans Budgeted \$20,000.00. Expended \$32,585.02	Balance (\$12,585.02)
527-6500 Grant Expenditures Budgeted \$0.00 Expended \$250.00	Balance \$250.00
527-6900 Miscellaneous Budgeted \$500.00. Expended \$4,028.95	Balance (\$3,528.95)
527-6901 Cash Over/Short Budgeted \$0.00 Expended \$29.59	Balance (\$29.59)
527-6915 City Employee Events Budgeted \$500.00 Expended \$1,128.93	Balance (\$628.92)
527-6932 Credit Card Fees Budgeted \$3800.00 Expended \$3850.85	Balance (\$50.85)

Overall budget used is 69% If we remove capital expenses and contingency amounts from the budget, then 93.3% of the budget has been expended.

Staff Reports--Posted online

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

Policy Concerns

There are a number of library card holders listing no phone or email, therefore the library staff have no way for the collection agency to contact them or to remind them of overdue items. I am requesting changes to be made to the circulation policy requiring contact information. (see Circulation policy posted on the board page.)

Patron code of Conduct appeal. Listed each month in case a patron comes to the meeting to request they be allowed to re-enter the library.

Projects

Decodable Books Collection is in progress.

FY2026 Budget Discussion

Will be discussing next year's budget and staff reductions that are occurring on October 1, 2025. Impact on programming, and library operations as well as plans going forward.

Annual Meeting

Trustees will elect officers for the coming year, establish a regular meeting date, and review policies, by-laws and procedures as needed.

Review next board meeting date

Next proposed board meeting date is scheduled for October 9, 2025.