



Administrative Report
October 8, 2025

Draft Minutes—No minutes for last month due to lack of a quorum, October minutes posted.

Budget

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

Twenty percent of the fiscal year has passed.

The following is a breakdown of expenses that exceed twenty percent.

527-3200 Library Material-Budgeted 55.84%

Budgeted amount is \$500,000. Encumbered amount is \$217,596.47 Encumbered amount means we have created purchase orders that total this amount. In this case we use a blanket purchase order that we tie invoices to throughout the year. Total spent so far this year is the actual amount of \$61,600.87.

527-4800 Dues & Subscriptions 50.00%

Budgeted \$4,300 Expended amount is \$1,400 for Beth & Aleisha's Kiwanis membership.

527-5202 County Landfill Fees 147.2%

Budgeted \$1,512 Expended amount \$2,232.00. County raided landfill fees, again.

527-5900 Repair & Mtnc Ground 70.1%

Budgeted \$20,000 Expended: \$835. Encumbered: \$13,183.96. Anticipated snow removal cost.

527-7200 Buildings 24%

Budgeted \$25,000 Encumbered amount \$6,000 is for 2 heat pumps.

Overall budget spent/encumbered is 22.11%

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

Policy Concerns

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. This month a patron will appeal their suspension for spitting on a unhoused person and request a return of his library privileges. Staff will have written recommendation to be distributed at the meeting.

Circulation Policy – Clarify nonresident definitions concerning trusts and LLCs
Staff needs guidance on determining property owner status for property held in LLCs and trusts.

Bulletin Board Policy is on the agenda for review by the library board at this meeting.
A link to the policy with updated recommendations is on the board page.

Projects

Decodable Books Collection is in progress.

FY2026 Budget Discussion

Will appear on the agenda throughout the year to allow the trustees to make adjustments as needed. I do not anticipate any change requested at this month's meeting.

Review next board meeting date

Next regular meeting is set for February 5, 2026.

Executive Session as stated on the agenda.