



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR Elsworth Carman • PHONE 319-356-5200 • FAX 319-356-5494 • icpl.org

To: Library Board of Trustees

From: Elsworth Carman

Date: August 25, 2022

Re: End-of-Year Budget Summary

The FY22 budget has wrapped up much more traditionally than the last two budget cycles. While our service design and delivery were still impacted by COVID-19, supply chain issues continued to impact our purchasing decisions, and inflation forced us to recraft some purchasing practices, this budget report feels similar to those before the pandemic.

We ended the year with the total budget 97% spent. This reflects a 4% underrun in the Personnel line category (value of \$208,148.44) and two overruns: a 1% overrun in Services (value of \$7,988.12) and a 5% overrun in Supplies (value of \$4,909.42). The primary focus in “balancing” our overall budget is on the bottom line, so this feels like a successful end to the financial year.

The Personnel underrun is a result of strategically pacing or holding vacancies and compensation changes related to staff turnover.

The Services overrun has a more complex story. Within this category, there were some lines that were not fully spent.

- There were issues with availability of trainers and consultants for some of the staff development work we had planned to do, resulting in the Consultant Services line ending at 29% spent, with \$9,250.00 unspent.
- Travel-related expenditures were down, since some conferences and continuing education opportunities were still being offered virtually and some staff were electing not to travel due to pandemic concerns, including Meals (55% spent) and Transportation (56% spent).
- Dues and Memberships (54% spent) reflects the late expenditure of the Urban Libraries Council membership. This was held until the final quarter of FY22 due to changes in the Admin staff and my desire to roll out access at a time when

staff had time to explore a new resource. This late-in-the-year payment was split between FY22 and FY23, since the purchase would be “used” during both years. The full membership cost is budgeted for in the FY23 budget.

There were also lines that were overspent.

- Heating Fuel/Gas was overrun by 163% (\$22,412.04 over approved budget). This was due to inflation.
- Electricity was overrun by 21% (\$20,125.71), again, due to rising utility prices.

The Supplies overrun was largely due to inflation and pandemic-related expenditures.

Summary:

I am proud of every member of the Library team that contributed to this budget. No matter what challenge came up, adjustments were made strategically and in the spirit of offering good service to the community.