

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, July 28, 2025
Large Meeting Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Space Audit Report Presentation – David Vinjamuri, ThirdWay Space
- IV. Approval of Minutes
- V. Comments/Questions from the Public
- VI. Bills & Financial Reports
- VII. Communications/Board Education
- VIII. Committee Reports
 - a. Friends of the Library
- IX. Director's Report
- X. Old Business
- XI. New Business
 - a. Electric Motor for Return Fan Replacement
- XII. Adjournment

Next Meeting: Monday, August 25, 2025 3:30 p.m.

Accounts Payable Invoice Report

G/L Date Range 07/01/25 - 07/31/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 8230 - BEMRICH ELECTRIC AND TELEPHONE									
58805	Tech Support	Edit		07/14/2025	07/29/2025	07/28/2025			90.00
58836	Tech Support	Edit		07/18/2025	07/29/2025	07/28/2025			90.00
Vendor 8230 - BEMRICH ELECTRIC AND TELEPHONE Totals							Invoices	2	\$180.00
Vendor 130089 - BOOKPAGE									
S86253	annual subscription + digital	Edit		07/25/2025	07/29/2025	07/28/2025			828.00
Vendor 130089 - BOOKPAGE Totals							Invoices	1	\$828.00
Vendor 1604 - RICK BRAMMER									
TA70825	Tuesday adventure performance	Edit		07/08/2025	07/29/2025	07/28/2025			400.00
Vendor 1604 - RICK BRAMMER Totals							Invoices	1	\$400.00
Vendor 56900 - INGRAM BOOK CO.									
89249155	replacement book	Edit		07/17/2025	07/29/2025	07/28/2025			7.91
Vendor 56900 - INGRAM BOOK CO. Totals							Invoices	1	\$7.91
Vendor 130162 - MIKAYLA OZ									
TA71525	Tuesday adventure performance	Edit		07/15/2025	07/29/2025	07/28/2025			400.00
Vendor 130162 - MIKAYLA OZ Totals							Invoices	1	\$400.00
Vendor 130579 - THIRDWAY, INC									
2089	Other Operating Costs	Edit		07/07/2025	07/29/2025	07/28/2025			4,000.00
Vendor 130579 - THIRDWAY, INC Totals							Invoices	1	\$4,000.00
Vendor 70440 - WELLS FARGO CARD SERVICES									
07/07/25	RSchmidt Credit Card	Edit		07/07/2025	07/29/2025	07/28/2025			720.97
Vendor 70440 - WELLS FARGO CARD SERVICES Totals							Invoices	1	\$720.97
Grand Totals							Invoices	8	\$6,536.88

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Vendor 747 - ACCESS SYSTEMS									
39654378	copier lease	Edit		07/01/2025	07/29/2025	07/28/2025			330.44
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		\$330.44
Vendor 2348 - AMAZON CAPITAL SERVICES									
13YN-YV6V-C7DC	operating supplies	Edit		07/07/2025	07/29/2025	07/28/2025			102.51
1HQJ-Y69X-RH63	Office Equipment - Barcode Scanners	Edit		07/14/2025	07/29/2025	07/28/2025			188.00
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	2		\$290.51
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
304960	Supplies	Edit		07/07/2025	07/29/2025	07/28/2025			54.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		\$54.00
Vendor 20400 - CORNWELL & CO, PC									
07242025	Audit	Edit		07/21/2025	07/29/2025	07/28/2025			152.90
			Vendor 20400 - CORNWELL & CO, PC Totals			Invoices	1		\$152.90
Vendor 130515 - FORT DODGE FIBER									
401203	internet services	Edit		07/01/2025	07/29/2025	07/28/2025			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		\$55.00
Vendor 40455 - FRONTIER COMMUNICATIONS									
070725	line charge	Edit		07/07/2025	07/29/2025	07/28/2025			86.26
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		\$86.26
Vendor 72499 - MENARDS INC									
33733	fuel for blower	Edit		07/07/2025	07/29/2025	07/28/2025			23.99
			Vendor 72499 - MENARDS INC Totals			Invoices	1		\$23.99
Vendor 73975 - MIDAMERICAN ENERGY									
569068931	Utilities	Edit		07/14/2025	07/29/2025	07/28/2025			4,800.22
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		\$4,800.22
Vendor 75170 - MIKES PEST CONTROL, INC.									
MPC7225	annual pest control	Edit		07/02/2025	07/29/2025	07/28/2025			600.00
			Vendor 75170 - MIKES PEST CONTROL, INC. Totals			Invoices	1		\$600.00
Vendor 932 - NORTH IOWA LIBRARIES									
052518	annual catalog license & support	Edit		07/01/2025	07/29/2025	07/28/2025			5,855.65
			Vendor 932 - NORTH IOWA LIBRARIES Totals			Invoices	1		\$5,855.65
Vendor 96432 - SECURITY EQUIPMENT, INC									
942432	Alarm Monitoring	Edit		07/15/2025	07/29/2025	07/28/2025			140.88
			Vendor 96432 - SECURITY EQUIPMENT, INC Totals			Invoices	1		\$140.88
Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO									
1025-F429638	Replacement of leaking 2" main drain	Edit		07/16/2025	07/29/2025	07/28/2025			1,185.00
			Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO Totals			Invoices	1		\$1,185.00
Vendor 2253 - WOODRIVER ENERGY LLC									
458124	#6323	Edit		07/01/2025	07/29/2025	07/28/2025			725.33
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		\$725.33

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Vendor OhioHealth Employer Services / WorkHealth									
2097EM13985	Anastasia Peratopoulos - drug test	Edit		07/01/2025	07/29/2025	07/28/2025			52.00
	Vendor OhioHealth Employer Services / WorkHealth	Totals				Invoices	1		\$52.00
		Grand Totals				Invoices	15		\$14,352.18

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	912,553	63,779	889,764	97.50%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	17,498	535,114	96.50%
(43915) WEBSTER CO- LIBRARY	142,000	25,091	150,545	106.02%
(44810) LIBRARY CHARGES, FEES	5,000	737	6,825	136.49%
(46010) INTEREST - LIBRARY	1,500	928	8,575	571.68%
(49110) LIBRARY EMPL BENEFITS REIMB	209,545	19,525	188,705	90.05%
Expenses				
PERSONNEL SERVICES	912,553	78,677	871,735	95.53%
(6100) ALL PERSONAL SERV	805,153	72,256	772,350	95.93%
(6129) FICA CONTRIB	595,608	52,718	567,801	95.33%
(6130) MEDICARE CONTRIBUTION	36,929	3,173	34,273	92.81%
(6131) CITY CONTRIB FOR IPERS	8,637	742	8,015	92.80%
(6137) GROUP INSURANCE	55,478	4,977	53,346	96.16%
	108,501	10,646	108,914	100.38%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	94,900	5,344	89,948	94.78%
(6249) POSTAGE	1000	0	694	69.39%
(6251) FREIGHT	1,500	0	1,500	100.00%
(6259) MAINTENANCE CONTRACTS	150	0	74	49.39%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	23,000	580	20,366	88.55%
(6268) INTERNET SERVICES	10,000	365	15,839	158.39%
(6271) TELEPHONE SERVICE	3,000	55	1,910	63.65%
(6277) TRAVEL MEALS LODGING	800	86	939	117.37%
(6281) GAS/ELECTRICITY COMBINED	450	0	0	0.00%
	55,000	4,258	48,627	88.41%
COMMODITIES				
(6301) BUILDING SUPPLIES	12,500	1,077	9,437	75.50%
(6321) OPERATING/VEHICLE SUPPLIES	7,500	1,077	5,105	68.06%
	5,000	0	4,333	86.65%

CAPITAL PROJECTS		Budget	MTD	YTD	% Expended/Received
BUILDING FUND					
Revenues					
(46024) BOND PROCEEDS	550,000	0	0		
Expenses					
(6431) BUILDING RENOVATION	586,693	-	30,080		5.13%
PUBLIC LIBRARY STATE GRANT	Budget	MTD	YTD	% Expended/Received	
Revenues					
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,361		112.05%
Expenses					
(6480) BOOKS, ADULT	3,000	0	3,242		108.06%
ENRICH IOWA FUNDS	Budget	MTD	YTD	% Expended/Received	
Revenues					
(43379) ENRICH IOWA GRANT	7,000	0	7,653		109.32%
Expenses					
(6480) BOOKS, ADULT	7,000	0	7,580		108.29%

Director's Report – July 2025

Programming/Services

- The State Library announced they will now be partnering with the AEAs to provide ILL delivery service to public libraries beginning Monday, August 4th. Delivery frequency, routes, and pick up/drop off times will change. Deliveries will go back to once a week and public libraries will have to return items borrowed from colleges and universities using the USPS again.

Building

- Included in this month's packet is the quote from Midstate Plumbing & Heating for replacement of the return fan's electric motor. Because we only budgeted \$7,000.00 in our FY26 budget for building/equipment repairs and maintenance, I spoke to Jeff Nemmers and he agreed this repair, as well as the replacement of our heat pump, is an appropriate use of our GO Bond monies.
- The new heat pump for our HVAC system has finally arrived and Midstate should be here in the next few weeks to install it.
- When the technician from Viking Sprinkler was here repairing the main drain, he discovered that our backflow valve is also failing and will need to be replaced this fall. I hope to have an estimate for this repair soon.
- IowaWorks will not be using our lobby conference room in August and September as they have secured office space in the Webster County HHS building.

Budget

- The Friends approved our request for \$23,500.00 for FY26 at their July board meeting.

Personnel

- Taylor McCoy, one of our part-time LALLs, has taken a full-time position with the ICCC bookstore. Leaving her position unfilled, along with the salary savings from other recent personnel changes, will allow us to meet the \$51,000.00 budget reduction for FY26 we agreed to this spring.
- I am pleased to announce that Heidi Ingram will start August 4th as our new Administrative Coordinator. Heidi has previously worked for the city in Utility Billing, Engineering, and most recently, FDPD. She has bookkeeping experience, is familiar with Tyler Tech, graduated from Leadership Fort Dodge, and has extensive training and practical experience in LEAN government initiatives. I am confident that she will find creative solutions for streamlining some of our current practices and will help keep us on track during our remodel/renovation.

Remodel/Renovation

- I have arranged for David Vinjamuri to present the space audit report via Zoom to staff on July 30th at 2:30 p.m. I plan to close the building at 1:00 p.m. that day so everyone can go to lunch before returning to the Library for his presentation. David will also be talking to staff about best marketing practices we can implement now to help increase circulation.

Miscellaneous

- Before she left, Alexis was able to file our Direct State Aid report and I recently completed our open access and ILL reimbursement reports.

Board

- The State Library will be offering a webinar via Zoom on August 6th at 6:30 p.m. entitled “From Planning to Impact: Strategic Planning Essentials for Library Boards”. This would be a great opportunity to earn some CE credit. If you would like to participate you will need to register for this webinar using Workday. A full description of this webinar is listed below.

This training will empower library board members to confidently evaluate the outcomes of their strategic plans. Informed by the unique roles and responsibilities of this position, participants can expect to learn best practices for evaluating the impact of their library’s strategic plans. Through discussion, exercises, and a real example from an Iowa library, participants will learn how to assess their library’s impact on the community. There will also be time for participants to pose questions to the presenter in the final 10 minutes of the session.

MIDSTATE

PLUMBING & HEATING, INC.

Air Conditioning – Sheet Metal

2120 2nd Ave South, Fort Dodge, Iowa, 50501

Phone – (515) 573-2561 - Fax: (515) 573-8855

midstate@midstateph.com

June 19, 2025

Fort Dodge Public Library
424 Central Ave
Fort Dodge, Iowa

Attn: Troy Brandt

Re: Quote – Motor Replacement

Midstate will provide material and labor to remove and install (1) new 30hp electric motor for the return fan. This will include new belts and startup.

Material.....	\$4,518.00
Labor.....	<u>\$2,380.00</u>
Total.....	\$6,898.00

Price good for 30 days

Thank you
Jon Tjalsma

Friends of the Fort Dodge Public Library Budget Request FY25-26

Children's Programs	\$12,000.00
Teen Programs	\$1,000.00
Adult Programs	\$1,000.00
Newspapers/Magazines	\$6,500.00
Newborn Book Bags	\$3,000.00
Total	\$23,500.00

Potential "Special Projects"

- Renovation/Remodel

Fort Dodge Public Library – June 2025

Circulation

2025: 11,238
2024: 9,324

Gate Count

2025: 7,886
2024: 7,101

Internet Computers Use

Total Number of Logins: 393
Total Time Used: 12 days 23 hours 51 minutes
Average Time Used: 48 minutes

Public WiFi Use

Number of Unique Users:	26	Total Time Used:	58 hours
Total Session Count:	62	Avg. Session Time:	56 minutes

Library Programs - Adults (Summer Reading Programs Ongoing)

Number of Programs:	8	LSC Programs:	3
Total Participation:	79	LSC Views:	2,142

Library Programs – Teens (Summer Reading Programs Ongoing)

Number of Programs: 8
Total Participation: 92

Library Programs – Children (Summer Reading Programs Ongoing)

Number of Programs: 13
Total Participation: 2,765

Adventure Pass Use

Total Number of Passes Borrowed: 34
Blank Park Zoo: 9; Des Moines Botanical Gardens: 2; Des Moines Children's Museum: 2;
Reiman Gardens: 8; Science Center of Des Moines: 13

Hoopla Use

New Patrons:	18	Checkouts:	1,078
Unique Patrons:	236	Avg. Circ Price:	\$2.48
Avg. Circs/Patron:	4.6	Amount Spent:	\$2,674.96

Overdrive/Bridges Use

New Users: 26
Unique Users: 357
Checkouts: 1,765

ScanEZ Usage

Total Number of Jobs: 254
Total Number of Pages: 1,645
Scan to Copy: 1,056 pages (\$114.35)
Scan to Fax: 197 pages (\$46.75)
Scan to Email: 389 pages
Scan to USB: 1 page
Scan to Translation: 2 pages
Total Payments: \$161.10