

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, March 25, 2024
Board Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
 - a. Boardroom Webinar – April 18th
- VII. Committee Reports
 - a. Friends of the Library
- VIII. Director's Report
- IX. Old Business
- X. New Business
- XI. Adjournment

Next Meeting: Monday, April 22, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

February 26, 2024

I. Call to order/Determination of Quorum

Vice-President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:31 p.m. on February 26, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), James Kramer, Sheryl Griffith, Merrily Dixon, and Deb Kelleher.

II. Agenda Approval

A motion to approve the agenda was made by Kramer and seconded by Griffith. Motion carried.

III. Approval of Minutes

A motion to approve the January meeting minutes was made by Kelleher and seconded by Griffith. Motion carried.

IV. Comments/Questions from the Public

V. Bills & Financial Reports

- A. Kelleher moved payments in the amount of \$4,145.26 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Griffith moved payments in the amount of \$14,278.03 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

The Board discussed HSB678, HF2442 & ILA Capitol Day.

VII. Committee Reports

- A. Foundation – \$116,221.40 allocated for FY25
- B. Friends – no meeting

VIII. Directors Report

Budget

- Schmidt signed a five-year contract with Fort Dodge Fiber.
- The FY25 budget finalization is on hold until the February 26th city council meeting when the franchise fee proposal outcome will be determined.

Building

- The annual boiler inspection is set for February 28th.
- A new vacuum was purchased for the meeting rooms and 4 chairs for the reading area.
- The art piece out front was vandalized again.
- A tablet was stolen on 2/26 by a patron who has been banned.

Programming

- March 9th will be the next speed puzzle competition.

- The puzzle swap received 46 puzzles with 10 participants. Leftover puzzles were sent to the Friends of the Library.
- 7 new book club kits were purchased.
- The Children's Department Spring Open House will be March 20th.
- Storytimes have begun.
- The Summer Tuesday Adventures are all booked.

Personnel

- TeKierra Shivers was hired to fill the part-time position. She started on February 12th.
- Alexis, Abbey, and Erika will be attending a webinar March 6th on advanced Canva strategies geared towards municipal governments.
- Schmidt attended a four-hour webinar on safety and security issues in libraries. The different sessions explored practical ways management can help create safer libraries by supporting mental health issues, building community partnerships, managing communications during a crisis/incident, and supporting frontline staff. While some of the ideas presented aren't applicable or possible in a smaller public library like ours, it was a very educational afternoon.

IX. Old Business

X. New Business

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:00 p.m.

**FDPL Memorial Account
Ending March 31, 2024**

Accounts	Beginning Balance	March Income	March Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,168.28	79.86	1,155.28	8,196.49	2,318.21	78%
Adult Programing	370.38			368.17	107.11	77%
YA Programming	1,481.74			466.37	1,015.37	31%
Magazine/Newspapers	2,981.98			5,996.56	3,485.42	63%
General Donations & Gifts	3,196.63	165.00	355.97	2,881.54	3,426.67	46%
Donation Box	3,751.57	90.09		133.38	3,908.67	3%
Vend Print	10,213.82	94.44		1,300.44	10,706.13	11%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	257.99	213.64	1,314.99	2,071.68	39%
Interlibrary Loan	3,956.19		21.99	39.99	3,934.20	1%
Library Cards	331.55	9.00		-	392.55	0%
Administrative Programming	245.16			-	449.86	0%
Ann Smeltzer Charitable Trust	2,937.09		258.02	3,141.59	5,795.50	35%
Maxine Hillesland Trust	39,153.76			20,880.27	43,888.79	32%
Shiny Top Adult Programming	44.74			44.74	-	100%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	88,910.94	696.38	2,004.90	44,764.53	94,781.94	32%
Scharfenberg Monies	701,102.77			-	701,102.77	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Line Item</u>	<u>Amount</u>	<u>Line Item</u>
4893	3/20/2024	WellsFargoVisa# 4138 ch prg	070440	6419	\$ 1,155.28	Ch Prg (Friends)
4894	3/25/2024	Linden Public Library lost ILL	130452	6419	\$ 21.99	ILL
4895	3/25/2024	Cengage Learning/Gale LP memorial book	001693	6419	\$ 24.74	general gifts
4896	3/25/2024	Ingram gifts/memorials, L&P, book kit	056900	6419	\$ 802.89	\$331.23 general gifts, \$258.02 Smeltzer \$213.64 L&P
total					\$ 2,004.90	

Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24
 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 747 - ACCESS SYSTEMS									
36115392	copier lease	Edit		03/11/2024	03/26/2024	03/25/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
Vendor 2348 - AMAZON CAPITAL SERVICES									
1KWG-6NW6-VNTM	DVDs	Edit		03/04/2024	03/26/2024	03/25/2024			63.39
1HHP-6N3F-XG1L	dvds, supplies	Edit		03/18/2024	03/26/2024	03/25/2024			344.49
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	2		<u>\$407.88</u>
Vendor 2649 - ARCHIBALD ELECTRIC LLC									
2214	install outlet in childrens dept	Edit		02/27/2024	03/26/2024	03/25/2024			321.02
			Vendor 2649 - ARCHIBALD ELECTRIC LLC Totals			Invoices	1		<u>\$321.02</u>
Vendor 130420 - BOILER & PRESSURE VESSEL INSPECTION									
192748	boiler inspection	Edit		02/28/2024	03/26/2024	03/25/2024			80.00
			Vendor 130420 - BOILER & PRESSURE VESSEL INSPECTION Totals			Invoices	1		<u>\$80.00</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01006965	misc bldg supp	Edit		03/07/2024	03/26/2024	03/25/2024			291.20
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		<u>\$291.20</u>
Vendor 16156 - CENTRAL IOWA WATER INC.									
8521	water test	Edit		03/11/2024	03/26/2024	03/25/2024			200.00
			Vendor 16156 - CENTRAL IOWA WATER INC. Totals			Invoices	1		<u>\$200.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
3724	line charge	Edit		03/07/2024	03/26/2024	03/25/2024			73.64
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$73.64</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK									
691144LIB	internet services	Edit		03/01/2024	03/26/2024	03/25/2024			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
Vendor 72499 - MENARDS INC									
06768	misc bldg supp	Edit		02/23/2024	03/26/2024	03/25/2024			23.99
07378	wall plate	Edit		03/06/2024	03/26/2024	03/25/2024			4.08
07713	blank wall plate	Edit		03/13/2024	03/26/2024	03/25/2024			1.28
			Vendor 72499 - MENARDS INC Totals			Invoices	3		<u>\$29.35</u>
Vendor 73975 - MIDAMERICAN ENERGY									
550778482	electricity charges	Edit		03/14/2024	03/26/2024	03/25/2024			2,256.33
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$2,256.33</u>
Vendor 637 - PROSHIELD									
059697	annual extinguisher inspection & recharges	Edit		02/21/2024	03/26/2024	03/25/2024			505.45
			Vendor 637 - PROSHIELD Totals			Invoices	1		<u>\$505.45</u>
Vendor 90670 - QUILL CORP.									
37665232	misc office and bldg supp	Edit		03/12/2024	03/26/2024	03/25/2024			299.90
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		<u>\$299.90</u>
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.									
020724-39	4th quarter fax charge 2023	Edit		02/29/2024	03/26/2024	03/25/2024			114.24

Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24
 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 130076 - TODAY'S BUSINESS SOLUTIONS, INC.	Totals					Invoices	1		\$114.24
Vendor 2253 - WOODRIVER ENERGY LLC 383419 #6323		Edit		03/15/2024	03/26/2024	03/25/2024			816.68
Vendor 2253 - WOODRIVER ENERGY LLC	Totals					Invoices	1		\$816.68
	Grand Totals					Invoices	17		\$5,954.41

Director's Report – March 2024

Budget

- I plan to submit our annual grant request to the Deardorf Foundation for consideration at their April 22nd meeting.
- We have seen a \$13.00 per month increase in our Frontier Communications telephone bill. That line is currently used by SEI to monitor our security system/fire panel. I intend to talk to SEI this summer about what other options are available for monitoring our systems that might be less expensive.

Programming

- We will have an informational table this year at the Facing Autism Awareness Walk on Saturday, April 6th. I will be sharing scratch bookmarks and chatting with participants to find out how we can help them when they visit the library.
- While searching for activities for the Autism Awareness Walk I came across the nonprofit organization KultureCity. Their mission is to help organizations, venues, and businesses learn more about sensory accessibility and how to better engage with individuals with sensory needs. They offer sensory inclusive certification which includes training for staff, sensory bags, and app integration. Making the library more accessible to those with different needs has been a goal of mine for a while but I haven't known where or how to start. While exploring KultureCity's website I discovered that Burlington Public Library (another F-size library) is one of only four certified sensory inclusive public libraries in Iowa. I have reached out to their director and will be meeting with her about the process and how it has helped them improve services to patrons with sensory needs.
- I plan to have the mayor read a proclamation at the Monday, April 8th council meeting acknowledging National Library Week (April 7th – April 13th) this year.

Building

- I have contacted Harriet Bart about replacing the owl and scythe for the art installation out front and she referred me to the gentleman who cast them. I am hoping he will have some ideas about how to better secure them moving forward so we don't have as many issues with them being damaged or stolen.

Employees

- Erika will be attending the first day of the PopYS Conference on April 8th.
- The city-wide spring meeting will be Thursday, April 4th from 8:30 a.m. – 11:30 a.m.
- I am in the process of revising all of our job descriptions. Once HR has reviewed them I will bring them to the board for approval. I plan to do them 1-2 at a time so as not to overwhelm HR with all of them at once.

Board Education Opportunity

Basically Incredible Boards is scheduled for **April 18**, (6:00-7:30PM) and is based on a book by Iowa author Matt Booth titled [Basically Incredible](#).

The book's subtitle lends a good description "*doing the basics consistently leads to an incredible life.*" It is critical for trustees to understand the fundamentals of serving on a governing board—that's where the good work of boards begin. But webinar facilitators will go further by putting forward this proposition: it's also important for library boards to move beyond the basics and reach for improvements in communication, in funding, in service, and in advocacy.

Here's one example of where this webinar discussion will take us. Consider this question: *your board has forged good relationships with each other, with the library director, with the staff. But is there room to strengthen relationships with city officials, with county supervisors, with the Friends Group and other community groups?*

What special efforts have propelled your library board to move beyond the basics and achieve a higher level of service success? Is your board "basically incredible?" Let's find out!

There is no expectation that attendees read the book prior to the program. Attendance at this webinar helps satisfy Public Library Standard #8 re: continuing education for Board members.

You can register in Iowa Learns:

<https://lsglm700.learnsoft.com/LSGLM/Login/ialearns.aspx>

Fort Dodge Public Library – February 2024

Circulation

2024: 5,375

2023: 5,574

Gate Count

2024: 4,600

2023: 3,860

Internet Computers Use

Total Number of Logins: 483

Total Time Used: 15 days 13 hours 6 minutes

Average Time Used: 46 minutes

Public WiFi Use

Number of Unique Users: 17

Total Session Count: 51

Total Time Used: 26 hours 10 minutes

Avg. Session Time: 30 minutes

Library Programs - Adults

Number of Programs: 4

Total Participation: 46

Library Programs - Teens

Number of Programs: 1

Total Participation: 1

Library Programs - Children

Number of Programs: 11

Total Participation: 733

Adventure Pass Use

Total Number of Passes Borrowed: 6

Blank Park Zoo: 0; Des Moines Botanical Gardens: 1; Des Moines Children's Museum: 1;

Reiman Gardens: 1; Science Center of Des Moines: 3

Hoopla Usage

New Patrons: 13

Unique Patrons: 131

Circulations: 579

Avg. Circs/Patron: 4.4

Avg. Circ Price: \$2.32

Amount Spent: \$1,344.67

ScanEZ Usage

Total Number of Pages: 1,302

Total Number of Jobs: 372

Scan to Copy: 1,010 pages (\$119.05)

Scan to Fax: 116 pages (\$27.50)

Scan to Email: 129 pages (no charge)

Scan to USB: 45 (no charge)

Scan to Translation: 2 (no charge)

Total Payments: \$146.55

Ending March 31, 2024

FDPL Foundation Fund

	YTD Budget	March Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,552.77			6,182.77	6,182.77	18%
248 Adult Programming	11,916.51	25.60		10,364.69	10,339.09	13%
___Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63	630.00		39,884.05	39,254.05	44%
268 Audio/Visual Materials	16,122.83			15,275.19	15,275.19	5%
278 Staff Development	5,932.45			3,904.34	3,904.34	34%
301 Building Supplies	7,784.16	640.27		1,867.80	1,227.53	84%
321 Operating Supplies	2,223.32	349.78		1,330.42	980.64	56%
610 Adult Materials	71,724.70	3,883.35		61,632.60	57,749.25	19%
620 Children Materials	29,572.14			28,489.29	28,489.29	4%
640 Young Adult Materials	19,734.94			18,614.37	18,614.37	6%
Fawkes Monies	31,192.11	481.16		25,933.48	25,452.32	18%
	277,456.56	6,010.16	-	216,479.00	210,468.84	24%

FDPL-F Deardorf

	YTD Budget	March Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
___Technology/Non-Print	12,500.00			12,500.00	12,500.00	0%
510 Adult Materials	20,004.19	543.48		588.43	44.95	100%
520 Children's Materials	10,000.00	541.94		4,314.18	3,772.24	62%
540 Young Adult Materials	5,030.48	342.19		1,192.96	850.77	83%
568 Adult Audio/Visual Materials	43,576.39	670.85		41,353.43	40,682.58	7%
570 Childrens' Audio/Visual Materials	18,195.34			7,494.62	7,494.62	59%
Children's Department Enhancement	1,540.07			1,540.07	1,540.07	0%
Public Access Computers	312.12			312.12	312.12	0%
Games Programs Project	30.58			30.58	30.58	0%
FD Writers' Workshop	4,587.96			1,823.30	1,823.30	60%
Public Art Monies	9,489.66			9,489.66	9,489.66	0%
	125,266.79	2,098.46	-	80,639.35	78,540.89	37%

FDPL-F AXY Fdn Grant

	YTD Budget	March Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	4,657.46		-	4,657.46	4,657.46	0%
	4,657.46	-	-	4,657.46	4,657.46	0%

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	886,697	20,110	513,284	57.89%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	2,928	287,932	55.22%
(43915) WEBSTER CO- LIBRARY	142,000	0	71,415	50.29%
(44810) LIBRARY CHARGES, FEES	4,000	280	4,048	101.20%
(45020) LIBRARY FINES, FORFEITURES	2,000	65	1,008	50.40%
(46010) INTEREST - LIBRARY	1,500	747	6,293	419.55%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	16,090	142,588	66.08%
	Budget	MTD	YTD	% Expended
Expenses	886,697	65,187	555,787	62.68%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	41,907	352,017	61.96%
(6129) FICA CONTRIB	35,225	2,523	21,900	62.17%
(6130) MEDICARE CONTRIBUTION	8,238	590	5,122	62.17%
(6131) CITY CONTRIB FOR IPERS	53,632	3,956	33,770	62.97%
(6137) GROUP INSURANCE	118,677	9,021	74,316	62.62%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	362	1,204	160.57%
(6249) POSTAGE	3,000	1,000	1,000	33.33%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	1,144	20,554	85.64%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	468	2,227	22.27%
(6268) INTERNET SERVICES	3,600	250	1,749	48.59%
(6271) TELEPHONE SERVICE	800	61	484	60.45%
(6277) TRAVEL MEALS LODGING	0	0	0	
(6281) GAS/ELECTRICITY COMBINED	48,000	3,197	35,488	73.93%
COMMODITIES				
(6301) BUILDING SUPPLIES	7,500	630	3,439	45.86%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	78	2,488	49.76%

Feb

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	36,693	6,613	6,613	18.02%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,349	111.63%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	476	3,180	48.92%