

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, March 24, 2025
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. Employee Introduction: Full-Time LA IIs
 - b. Legislative Update
- VII. Committee Reports
 - a. Friends of the Library
- VIII. Director's Report
- IX. Old Business
- X. New Business
- XI. Adjournment

Next Meeting: Monday, April 28, 2025 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

February 24, 2025

I. Call to order/Roll Call

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:30 p.m. on February 24, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), Pascale Bruns (LA II), TeKierra Shivers (LA II), Merrily Dixon, Brittney Hindman, Sheryl Griffith, Deb Kelleher, James Kramer (by phone), and Joseph West (Fort Dodge resident).

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a. Kelleher moved payments in the amount of \$3,337.99 to be approved in the Gift and Memorial Accounts. Hindman seconded. Motion carried.
- b. Kramer moved payments in the amount of \$7,609.13 to be approved in the City Funds Accounts. Hindman seconded. Motion carried.

VI. Communications/Board Education

- a. Employee Introduction – Full-Time LA IIs
 1. Pascale discussed her coverage of all service desks, and cataloging duties, as well as, her education and work background. She has been with the library since November 2023.
 2. TeKierra discussed her coverage of all service desks, cataloging and notary duties, as well as, her work background. She has been with the library since February 2024.
- b. Enrich Iowa Report – Schmidt explained the various components of the report; Open Access, Interlibrary Loan, and Direct State Aid. FDPL received approximately \$11,000.00 in FY25. This amount is dependent upon accreditation. FDPL used these monies to help fund hoopla.
- c. Dixon attended “Evaluating Your Library’s Value Beyond Cost-Benefit Analysis” and shared 4 key takeaways from the event.

VII. Committee Reports

- a. FDPL Foundation Board – Investments are up 10%YTD. The library allocation amount is forthcoming.

VIII. Director’s Report

Budget

- Included in this month’s board packet is a revised budget request for FY26, trimming the previous proposed budget by approximately \$51,000.00.

Programming/Services

- A new vendor has been chosen for the Adventure Pass reservation system.
- The digitization of the Messenger microfilm is moving forward with a donation and funds from the Foundation.
- The IAShares courier services has expanded to most colleges and universities in Iowa.
- Schmidt signed the Bridges eLibrary consortium agreement.
- Storytime is starting slow. The Spring Open House will be March 20th. The theme for children's summer reading is "Love to Read."
- Storyteller August Green will be at the library March 24th from 6PM-7PM. Helen Miller will have a book signing on March 29th. The theme for adult and teen summer reading program is "Level Up at Your Library."

Building

- ProShield performed the fire extinguisher inspection - 9 of the 16 extinguishers were due for replacement.
- The purchase of a commercial backpack vacuum is being considered.
-

Personnel

- The Youth Services Librarian position has been posted. Applications will be accepted through the first week of March.

Miscellaneous

- The BEACON Consortium bi-annual member agreement needs approving and a signature from the board president.
- Schmidt discussed Senate File 347 that could affect the library if passed.
- Reminder: CE Opportunity –Open Meetings & Records: Compliance is the Law Tuesday, February 25, 2025 at 10:00 a.m. – 11:00 a.m.
<https://wd5.myworkday.com/wday/authgwy/stateofiowa/login.html?redirect=n>

IX. Old Business

- a. Revised FY26 Budget Review – Cuts have been made to maintenance contracts, building supplies, and operating supplies with some expenses being taken out of Foundation monies. Personnel changes have also been made but may change depending upon the candidate chosen for the Youth Services Librarian position. Griffith moved a motion to accept the new proposed budget. Seconded by Kelleher. Motion carried.

X. New Business

- a. Digitization of the Messenger Agreement – Funding will come from a donation and Foundation monies. Hindman moved the motion for approval of the agreement. Seconded by Griffith. Motion carried.
- b. BEACON Consortium Agreement (FY26-FY27) – Kelleher moved the motion to approve the agreement. Seconded by Griffith. Motion carried.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:18 p.m.

**FDPL Memorial Account
Ending March 31, 2025**

Accounts	Beginning Balance	March Income	March Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	11,997.93		701.41	7,471.78	11,296.52	40%
Adult Programing	1,136.56		255.67	926.84	880.89	51%
YA Programming	2,124.06		65.00	79.38	2,059.06	4%
Magazine/Newspapers	3,535.56			6,182.11	3,535.56	64%
General Donations & Gifts	2,985.69	60.00	167.96	3,975.78	2,877.73	58%
Donation Box	4,124.68	54.97		646.00	4,179.65	13%
Vend Print	10,488.99			834.52	10,488.99	7%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,895.21	263.81		1,825.73	2,159.02	46%
Interlibrary Loan	3,873.54	21.72		43.99	3,895.26	1%
Library Cards	39.00	4.00		464.55	43.00	92%
Administrative Programming	629.55			-	629.55	0%
Ann Smeltzer Charitable Trust	10,097.91			1,472.29	10,097.91	13%
Maxine Hillesland Trust	57,025.19		270.00	10,479.31	56,755.19	16%
Dolores Schermer Estate	3,285.30			5,632.12	3,285.30	63%
	116,028.53	404.50	1,460.04	40,034.40	114,972.99	26%
Scharfenberg Monies	716,272.02			-	716,272.02	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Amount</u>	<u>Line Item</u>
4977	3/20/2025	WellsFargoVisa# 4968,4138,3391,3342 ch prg, summer rdg	070440	\$ 787.08	\$65.00 YA Prg, \$20.67 Adult Prg, \$701.41 Ch Prg (Friends)
4978	3/24/2025	Bemrich Electric tech issues with patron computers	008230	\$ 270.00	Hillesland
4979	3/24/2025	Ingram gifts/memorials, L&P	056900	\$ 167.96	general gifts
4980	3/24/2025	Elias Coblentz August Green storyteller	130577	\$ 235.00	Adult Prg (Friends)

\$ 1,460.04

Accounts Payable Invoice Report

G/L Date Range 03/01/25 - 03/31/25

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 747 - ACCESS SYSTEMS									
38757452	copier lease	Edit		03/11/2025	04/25/2025	03/24/2025			330.44
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		\$330.44
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01018897	misc bldg supp	Edit		03/18/2025	04/16/2025	03/24/2025			153.00
01018922	misc bldg supp	Edit		03/18/2025	04/17/2025	03/24/2025			175.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	2		\$328.00
Vendor 24590 - DEMCO									
7616573	misc operating supp	Edit		03/12/2025	04/11/2025	03/24/2025			143.93
			Vendor 24590 - DEMCO Totals			Invoices	1		\$143.93
Vendor 130515 - FORT DODGE FIBER									
03012025	internet services	Edit		03/01/2025	03/14/2025	03/24/2025			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		\$55.00
Vendor 40455 - FRONTIER COMMUNICATIONS									
30725	line charge	Edit		03/12/2025	03/25/2025	03/24/2025			86.29
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		\$86.29
Vendor 72499 - MENARDS INC									
26858	raid spray	Edit		02/28/2025	03/25/2025	03/24/2025			21.68
			Vendor 72499 - MENARDS INC Totals			Invoices	1		\$21.68
Vendor 73975 - MIDAMERICAN ENERGY									
564468676	electricity charges	Edit		03/14/2025	04/07/2025	03/24/2025			2,340.68
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		\$2,340.68
Vendor 90670 - QUILL CORP.									
43225609	misc office and bldg supp	Edit		03/11/2025	04/10/2025	03/24/2025			269.22
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		\$269.22
Vendor 97330 - SHERWIN WILLIAMS									
4853-7	paint & supplies	Edit		03/03/2025	03/25/2025	03/24/2025			80.82
			Vendor 97330 - SHERWIN WILLIAMS Totals			Invoices	1		\$80.82
Vendor 261 - SHOWCASES									
330209	dvd cases	Edit		03/17/2025	04/16/2025	03/24/2025			142.88
			Vendor 261 - SHOWCASES Totals			Invoices	1		\$142.88
Vendor 844 - ULINE									
189621736	carpet tape	Edit		02/25/2025	03/25/2025	03/24/2025			104.88
			Vendor 844 - ULINE Totals			Invoices	1		\$104.88
Vendor 2253 - WOODRIVER ENERGY LLC									
440623	#6323	Edit		03/19/2025	04/03/2025	03/24/2025			1,327.62
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		\$1,327.62
			Grand Totals			Invoices	13		\$5,231.44

House File 521 - Introduced

HOUSE FILE 521

BY COMMITTEE ON EDUCATION

(SUCCESSOR TO HF 274)

(COMPANION TO SF 235 BY SALMON)

A BILL FOR

1 An Act relating to obscenity exemptions for public libraries
2 and educational institutions.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

1 Section 1. REPEAL. Section 728.7, Code 2025, is repealed.

2 EXPLANATION

3 The inclusion of this explanation does not constitute agreement with
4 the explanation's substance by the members of the general assembly.

5 This bill repeals Code section 728.7, which relates to
6 obscenity exemptions for public libraries and educational
7 institutions.

8 Code section 728.7 currently provides that nothing in Code
9 chapter 728 (obscenity) prohibits the use of appropriate
10 material for educational purposes in any accredited school, any
11 public library, or in any educational program in which a minor
12 is participating. Code section 728.7 further provides that
13 Code chapter 728 does not prohibit the attendance of minors
14 at an exhibition or display of art works or the use of any
15 materials in any public library.

16 Code section 728.1 defines "obscene material", which
17 includes material the average person, taking the material as
18 a whole and applying contemporary community standards with
19 respect to what is suitable material for minors, would find
20 appeals to the prurient interest and is patently offensive;
21 and the material, taken as a whole, lacks serious literary,
22 scientific, political, or artistic value.

Director's Report – March 2025

Budget

- We received notification from the Foundation that our allocation for the year will be \$126,290.32. They will need to formally vote on it at their April meeting but this allows us to start planning now.
- I submitted our grant request to the Deardorf Foundation this month. I requested \$50,000.00 for materials for FY26. Their next meeting is April 28th.

Programming/Services

- Advantage Archives recently finished digitizing the 232 rolls of microfilmed Messenger they had stored in their vaults and have started digitizing the rolls we loaned them. I'm hoping everything will be finished soon, with the new website available sometime in May.
- I've been asked to speak to the Noon Rotary club on Monday, March 31st. I plan to give a modified version of the presentation I gave the city council in February, as well as talk about our remodel/renovation plans.
- The one woman musical "Kate!" will be presented on Wednesday, April 2nd at 12:00 p.m. in the large meeting room.
- Spring Brown Bag Briefings kick off Thursday, April 3rd at 12:00 p.m.
- The Friends of the Library Spring Book Sale will kick off Monday evening, April 28th with a special preview for Friends members starting at 5:30 p.m.
- National Library Week 2025: "Drawn to the Library!" is April 6th – April 12th. We will have a trivia question posted at the Circ and Reference desks (prize winner will receive a \$25.00 gift card to Casey's) and a place for people to share their favorite library memory.

Building

- During their most recent visit, Woodman Controls noticed that one of our humidifiers isn't working and the other one is leaking. We had MidState Plumbing & Heating come to look at them and they have ordered parts to fix both.
- Public Areas has installed a dog waste bag station on the south side of the building.

Personnel

- I will be interviewing four candidates for our Youth Services Librarian position the week of March 17th.
- The advertisement for our Adult Services Librarian position opened on Wednesday, March 12th and will close on Wednesday, March 26th. I hope to have someone hired and ready to start by May 1st.
- Laurie's last day in the Library will be Thursday, March 20th. She plans to use some vacation after that, with her last official day working for the City being Friday, April 4th. A retirement proclamation will be presented to Laurie at the city council meeting on Monday, March 24th.

Miscellaneous

- Recently we had to contact the police and trespass a patron whose behavior had become problematic. As a result of our call, he got some help and got back on his medications. I recently heard that he told police he understands and respects our decision to trespass him and I'm glad to know he is doing better now.
- Because of construction work this summer, the staging area and route for the Frontier Days Parade on Saturday, June 7th will be different. They plan to stage everything around the Square, so it will be blocked off from 8:00 a.m. – 1:00 p.m. This will severely limit access to the building so I have decided it would be best if we were closed that day.

Fort Dodge Public Library – February 2025

Circulation

2025: 5,788

2024: 5,375

Gate Count

2025: 4,066

2024: 4,600

Internet Computers Use

Total Number of Logins: 427

Total Time Used: 12 days 21 hours 11 minutes

Average Time Used: 43 minutes

Public WiFi Use

Number of Unique Users: 19

Total Session Count: 74

Total Time Used: 323 hours

Avg. Session Time: 4 hours 21 minutes

Library Programs - Adults

Number of Programs: 4

Total Participation: 27

LSC Programs: 2

LSC Views: 1,287

Library Programs - Teens

Paused until new Youth Services Librarian is hired.

Library Programs - Children

Number of Programs: 22

Total Participation: 808

Adventure Pass Use

Paused – Reservation Software Vendor Closed

Hoopla Usage

New Patrons: 17

Unique Patrons: 189

Avg. Circs/Patron: 4.5

Circulations: 844

Avg. Circ Price: \$2.35

Amount Spent: \$1,979.33

ScanEZ Usage

Total Number of Jobs: 181

Total Number of Pages: 1,166

Scan to Copy: 595 pages (\$63.15)

Scan to Fax: 254 pages (\$62.50)

Scan to Email: 317 pages (no charge)

Total Payments: \$125.65

Ending March 31, 2025

FDPL Foundation Fund

	YTD Budget	March Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	5,313.22	150.00	2,644.24	2,818.98	2,668.98	50%
248 Adult Programming	11,152.67	600.00	2,391.75	9,360.92	8,760.92	21%
___ Young Adult Programming	4,200.80	52.93	785.94	3,467.79	3,414.86	19%
260 Technology	106,825.20	47,030.00	63,830.19	90,025.01	42,995.01	60%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51		2,882.85	2,396.66	2,396.66	55%
301 Building Supplies	2,901.69	51.00	1,610.82	1,341.87	1,290.87	56%
321 Operating Supplies	2,223.87		1,230.10	993.77	993.77	55%
610 Adult Materials	73,667.20	2,283.04	13,837.70	62,112.54	59,829.50	19%
620 Children Materials	46,135.50		684.18	45,451.32	45,451.32	1%
640 Young Adult Materials	21,483.81	241.77	6,541.73	15,183.85	14,942.08	30%
Fawkes Monies	31,049.31	705.36	4,714.42	27,040.25	26,334.89	15%
	325,458.49	51,114.10	101,153.92	275,418.67	224,304.57	31%

FDPL-F Deardorf

	YTD Budget	March Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
510 Adult Materials	22,544.95		22,487.87	57.08	57.08	100%
520 Children's Materials	9,205.02	57.76	8,885.91	376.87	319.11	97%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	106.77	8,838.93	30,942.73	30,835.96	22%
570 Childrens' Audio/Visual Materials	7,494.62	75.28	92.95	7,476.95	7,401.67	1%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12		402.12	-	-	100%
Games Programs Project	30.58		-	30.58	30.58	0%
FD Writers' Workshop	1,823.30		601.81	1,221.49	1,221.49	33%
Public Art Monies	9,489.66		3,624.68	5,864.98	5,864.98	38%
	92,158.04	239.81	44,934.27	47,553.58	47,313.77	49%

FDPL-F AXY Fdn Grant

	YTD Budget	March Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	4,657.46		249.90	4,407.56	4,407.56	5%
	4,657.46	-	249.90	4,407.56	4,407.56	5%

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	912,553	45,088	532,138	58.31%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	2,180	304,945	54.99%
(43915) WEBSTER CO- LIBRARY	142,000	25,091	100,363	70.68%
(44810) LIBRARY CHARGES, FEES	5,000	443	4,609	92.18%
(46010) INTEREST - LIBRARY	1,500	321	4,983	332.19%
(47148) MISC REVENUE	-	0	534	
(49110) LIBRARY EMPL BENEFITS REIMB	209,545	17,053	116,705	55.69%
	Budget	MTD	YTD	% Expended
Expenses	912,553	69,837	567,755	62.22%
PERSONNEL SERVICES	805,153	62,228	500,559	62.17%
(6100) ALL PERSONAL SERV	595,608	45,175	367,074	61.63%
(6129) FICA CONTRIB	36,929	2,721	22,153	59.99%
(6130) MEDICARE CONTRIBUTION	8,637	636	5,181	59.98%
(6131) CITY CONTRIB FOR IPERS	55,478	4,265	34,629	62.42%
(6137) GROUP INSURANCE	108,501	9,431	71,522	65.92%
CONTRACTUAL SUPPLIES & SVCS	94,900	7,276	61,047	64.33%
(6207) PROFESSIONAL FEES	1000	0	694	69.39%
(6249) POSTAGE	1,500	0	1,000	66.67%
(6251) FREIGHT	150	0	46	30.42%
(6259) MAINTENANCE CONTRACTS	23,000	2,266	16,602	72.18%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	1,199	4,750	47.50%
(6268) INTERNET SERVICES	3,000	55	1,690	56.32%
(6271) TELEPHONE SERVICE	800	74	594	74.21%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	3,681	35,673	64.86%
COMMODITIES	12,500	333	6,149	49.19%
(6301) BUILDING SUPPLIES	7,500	92	2,855	38.07%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	241	3,294	65.88%

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				
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				
Revenues				
(43379) ENRICH IOWA GRANT	7,000	0	7,653	109.32%
Expenses				
(6480) BOOKS, ADULT	7,000	0	7,580	108.29%



The impact of LSTA funds in Iowa

The State Library of Iowa relies on Library Services and Technology Act (LSTA) funding from the Institute of Museum and Library Services to deliver statewide library development initiatives and services to Iowa libraries and citizens. This critical funding is tied to matching dollars from the Iowa Legislature.

Iowa received \$2,030,383 for Federal Fiscal Year 2022, which was spent over a grant period from Oct. 1, 2022 to Sept. 30, 2024.

Flip this page over to find out more about State Library programs and resources supported by LSTA funding.

IOWANS VALUE LIBRARIES

Each day, library doors across Iowa open, welcoming all kinds of people in to borrow a book, use the free Wi-Fi, or attend a program. Even at home, the library is there, offering ebooks and audiobooks for checkout, and online resources to support jobseekers, veterans, students, and more.

Iowa public libraries continue to be an asset to the communities they serve. Take a look at some data sourced from the FY23 Iowa Public Library Statistics:

- Library visits: 11,943,570
- Registered library users: 1,821,707
- Physical items circulated: 16,387,365
- Digital items circulated: 4,178,449
- Programs offered: 107,048
- Program attendees: 1,999,999
- Wi-Fi sessions: 3,063,924

NUMBER
OF PUBLIC
LIBRARIES
IN IOWA:

544

AS OF FY23, PUBLIC LIBRARIES
SERVE **99%** OF IOWANS

407 PUBLIC LIBRARIES (75%) ARE IN
COMMUNITIES OF **2,499 OR LESS**

422 PUBLIC LIBRARIES ARE
ACCREDITED AS OF FY24

In Iowa, LSTA supported programs:

- **Facilitate the sharing of materials** via the statewide delivery service for public libraries **IA Shares** and interlibrary loan system known as **SILO**.
- **Help Iowans understand topics on Iowa's laws** with a plain language legal resource website called the **People's Law Library of Iowa**.
- **Support literacy and promote STEM concepts in libraries** with the statewide **Summer Library Program**, the **All Iowa Reads** program, and **STEM To Go & Storytime Kits** available for checkout to libraries.
- **Train and support skilled public librarians and effective library boards** by offering ongoing **Continuing Education** opportunities and the **State Library Endorsement** program for library directors, staff, and youth services librarians.
- **Provide online resources and tools for library management, digital lending, and more**, including **WhoFi**, a suite of tools to assist library operations with program scheduling and registration, statistics tracking, and a WiFi usage counter. In addition, LSTA funding covers the platform fee and magazine collection for the statewide digital library consortium **Bridges**, and the **Brainfuse HelpNow** resource for learners.
- **Allow libraries to reach the communities they serve** by providing no cost website hosting and support through the **PLOW** program.
- **Set minimum standards for public libraries and recognize high quality libraries** through the **Standards and Accreditation** program.
- **Collect and provide data on Iowa's population, demographics, libraries, and more** through the **State Data Center** and **Iowa Library Statistics** programs.



Giant Magna Tiles STEM Kit in use at the Hubbard Public Library.



IA Shares makes twice weekly deliveries to all Iowa public libraries and the State Library administrative offices.

FIND OUT MORE ABOUT THE STATE
LIBRARY & THESE PROGRAMS AT
WWW.STATELIBRARYOFIOWA.GOV



State Library of Iowa