

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, April 28, 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: Part-Time LAIs
  - b. Legislative Update
- VII. Committee Reports
  - a. FDPL Foundation
- VIII. Director's Report
- IX. Old Business
- X. New Business
  - a. HVAC Heating Water Pump Repair
  - b. Tuesday Hours – June and July
- XI. Adjournment

**PLEASE NOTE: Our next meeting will be held on Tuesday, May 27, 2025 at 3:30 p.m.**

# ***Fort Dodge Public Library Board of Trustees***

## ***Meeting Minutes***

March 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 March 24, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), Kay Eldredge (LA II), Jessica Coon (LA II), Merrily Dixon, Brittney Hindman, Sheryl Griffith, and James Kramer.

### **II. Approval of Agenda**

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 February meeting minutes was made by Griffith and seconded by Kramer. Motion carried.

### **IV. Comments/Questions from the Public**

### **V. Bills and Financial Reports**

- a. Dixon moved payments in the amount of \$1,460.04 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- b. Kramer moved payments in the amount of \$5,231.44 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

### **VI. Communications/Board Education**

- a. Employee Introduction – Full-Time LA IIs
  1. Kay discussed her coverage of all service desks, multiple copies request duties, and cataloging duties, as well as her education background. She has been with the library since September 1986.
  2. Jessica discussed her duties in the Children's Department, cataloging duties, coverage of service desks, and her education.
- b. Legislative Update – House File 521 would repeal the obscenity exemption for libraries. Kramer expressed his concerns on the interpretations of the definition of obscenity and the access to information should this pass. Schmidt walked through the Expression of Concern policy process as a reminder. House File 880 would change the eligibility of libraries that are members of ILA and ALA to no longer receive state funding. FDPL currently receives about \$10,000.00 in state funding but does not currently hold a membership to either entity. The recent executive order to dismantle the Institute of Museum and Library Services could impact services at the library. The State Library of Iowa relies on funding from IMLS to pay for the IA Shares courier service, the Bridges platform fees, and the Brainfuse HelpNow resources, just to name a few. If these are cut at the state level it could impact the library's ability to offer these resources.

### **VII. Committee Reports**

- a. Friends of the Library – Brown Bag Briefings begin April 3<sup>rd</sup> and the book sale will start April 28<sup>th</sup>. The Friends are looking for new members. The book store has made approximately \$12,000.00 so far this year.

## **VIII. Director's Report**

### **Budget**

- The Foundation allocation for the year is \$126,290.32.
- Schmidt submitted a \$50,000.00 grant request to the Deardorf Foundation.

### **Programming/Services**

- Advantage Archives has completed digitizing 232 of the Messenger microfilm rolls.
- Schmidt will speak at the Noon Rotary club meeting on March 31<sup>st</sup>.
- "Kate!" the one-woman musical will take place on April 2<sup>nd</sup> at noon.
- For National Library week (April 6<sup>th</sup>-April 12<sup>th</sup>) the library will post a trivia question for a prize and ask patrons to share their favorite library memory.

### **Building**

- Woodman Controls has made some repairs to the humidifiers but are waiting on parts. Some parts were discontinued so repairs are not guaranteed to last. The next step will be replacement.
- Public Areas installed a dog waste station on the South side of the building.

### **Personnel**

- Four candidates were interviewed for the Youth Services Librarian position. Schmidt still needs to meet with HR to finalize numbers before making an offer.
- There were 10 application received for the Adult Services Librarian position.
- Laurie's last day was March 20<sup>th</sup>. A retirement proclamation will be presented at tonight's city council meeting.

### **Miscellaneous**

- The library recently trespassed an individual whose behavior had become problematic.
- Due to the Frontier Days Parade route and road closures on Saturday, June 7<sup>th</sup> the library will need to be closed.

## **IX. Old Business**

## **X. New Business**

## **XI. Adjournment**

Griffith moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:13 p.m.

**FDPL Memorial Account  
Ending April 30, 2025**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>April Income</b>	<b>April Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	11,296.52			7,471.78	11,296.52	40%
Adult Programing	880.89			926.84	880.89	51%
YA Programming	2,059.06			79.38	2,059.06	4%
Magazine/Newspapers	3,535.56			6,182.11	3,535.56	64%
General Donations & Gifts	2,877.73	95.00	950.89	4,926.67	2,021.84	71%
Donation Box	4,179.65	11.25		646.00	4,190.90	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	2,159.02	97.04		1,825.73	2,256.06	45%
Interlibrary Loan	3,895.26	4.40	7.98	51.97	3,891.68	1%
Library Cards	43.00	8.00		464.55	51.00	90%
Administrative Programming	629.55		79.95	79.95	549.60	13%
Ann Smeltzer Charitable Trust	10,097.91		4,025.40	5,497.69	6,072.51	48%
Maxine Hillesland Trust	56,755.19		1,348.66	11,827.97	55,406.53	18%
Dolores Schermer Estate	3,285.30		2,571.86	8,203.98	713.44	92%
	<b>114,972.99</b>	<b>215.69</b>	<b>8,984.74</b>	<b>49,019.14</b>	<b>106,203.94</b>	<b>32%</b>
Scharfenberg Monies	717,720.56			-	717,720.56	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>
4981	4/21/2025	Cengage/Gale LP gift book	001693	\$ 32.79	general gifts
4982	4/21/2025	Amazon Capital Services coffee pot, monitors, book	002348	\$ 358.49	\$245.16 Hillesland, \$25.40 Smeltzer, \$7.98 ILL, \$79.95 admin
4983	4/21/2025	Iowa Fire Control LLC install 2 new cameras	053135	\$ 1,103.50	Hillesland
4984	4/28/2025	Ingram gifts/memorial books	056900	\$ 158.56	general gifts
4985	4/28/2025	Book Farm children's gift books	001637	\$ 759.54	general gifts
4986	4/28/2025	Demco book display	024590	\$ 882.86	Schermer
4987	4/25/2025	ThirdWay Inc space audit	130579	\$ 4,000.00	Smeltzer
4988	4/28/2025	Central Iowa Distributing backpack vacuum	016150	\$ 1,689.00	Schermer

\$ 8,984.74

## Accounts Payable Invoice Report

G/L Date Range 04/01/25 - 04/30/25

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 <b>747 - ACCESS SYSTEMS</b>									
38979722	copier lease	Edit		04/10/2025	05/25/2025	04/28/2025			330.44
			Vendor <b>747 - ACCESS SYSTEMS</b> Totals			Invoices	1		\$330.44
Vendor <b>130420 - BOILER &amp; PRESSURE VESSEL INSPECTION</b>									
302883	annual boiler inspection	Edit		04/14/2025	04/29/2025	04/28/2025			80.00
			Vendor <b>130420 - BOILER &amp; PRESSURE VESSEL INSPECTION</b> Totals			Invoices	1		\$80.00
Vendor <b>16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
01019340	misc bldg supp	Edit		03/31/2025	04/30/2025	04/28/2025			161.00
01019793	misc bldg supp	Edit		04/14/2025	05/14/2025	04/28/2025			320.00
01019983	vacuum parts	Edit		04/17/2025	04/29/2025	04/28/2025			63.00
			Vendor <b>16150 - CENTRAL IOWA DISTRIBUTING, INC</b> Totals			Invoices	3		\$544.00
Vendor <b>130515 - FORT DODGE FIBER</b>									
4125FDF	internet services	Edit		04/01/2025	05/15/2025	04/28/2025			55.00
			Vendor <b>130515 - FORT DODGE FIBER</b> Totals			Invoices	1		\$55.00
Vendor <b>40455 - FRONTIER COMMUNICATIONS</b>									
4725	line charge	Edit		04/07/2025	05/01/2025	04/28/2025			86.32
			Vendor <b>40455 - FRONTIER COMMUNICATIONS</b> Totals			Invoices	1		\$86.32
Vendor <b>72499 - MENARDS INC</b>									
28021	safety knife	Edit		03/25/2025	04/29/2025	04/28/2025			6.99
28886	stud sensor	Edit		04/10/2025	05/10/2025	04/28/2025			18.99
			Vendor <b>72499 - MENARDS INC</b> Totals			Invoices	2		\$25.98
Vendor <b>73975 - MIDAMERICAN ENERGY</b>									
565614806	electricity charges	Edit		04/14/2025	05/06/2025	04/28/2025			1,684.38
			Vendor <b>73975 - MIDAMERICAN ENERGY</b> Totals			Invoices	1		\$1,684.38
Vendor <b>74700 - MIDSTATE PLUMBING, INC</b>									
HT40027	repair humidifiers	Edit		03/25/2025	04/29/2025	04/28/2025			5,287.22
			Vendor <b>74700 - MIDSTATE PLUMBING, INC</b> Totals			Invoices	1		\$5,287.22
Vendor <b>88500 - PLUMB SUPPLY</b>									
S100968456.001	filters 24x24x2	Edit		04/11/2025	05/10/2025	04/28/2025			273.12
			Vendor <b>88500 - PLUMB SUPPLY</b> Totals			Invoices	1		\$273.12
Vendor <b>96432 - SECURITY EQUIPMENT, INC</b>									
924980	commercial monitoring	Edit		04/15/2025	05/15/2025	04/28/2025			140.88
			Vendor <b>96432 - SECURITY EQUIPMENT, INC</b> Totals			Invoices	1		\$140.88
Vendor <b>130076 - TODAY'S BUSINESS SOLUTIONS, INC.</b>									
042425-03	quarterly fax charges	Edit		04/24/2025	05/23/2025	04/28/2025			82.24
			Vendor <b>130076 - TODAY'S BUSINESS SOLUTIONS, INC.</b> Totals			Invoices	1		\$82.24
Vendor <b>1924 - VIKING AUTOMATIC SPRINKLER CO</b>									
1025-F414118	annual sprinkler/backflow inspection	Edit		04/15/2025	05/15/2025	04/28/2025			600.00
			Vendor <b>1924 - VIKING AUTOMATIC SPRINKLER CO</b> Totals			Invoices	1		\$600.00
Vendor <b>115620 - WOODMAN CONTROLS COMPANY</b>									
4693	tech support program billing	Edit		03/31/2025	04/30/2025	04/28/2025			1,200.00

Accounts Payable Invoice Report

G/L Date Range 04/01/25 - 04/30/25  
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 115620 - WOODMAN CONTROLS COMPANY		Totals				Invoices	1		\$1,200.00
Vendor 2253 - WOODRIVER ENERGY LLC									
445125	#6323	Edit		04/16/2025	05/01/2025	04/28/2025			938.55
Vendor 2253 - WOODRIVER ENERGY LLC		Totals				Invoices	1		\$938.55
Grand Totals						Invoices	17		\$11,328.13

## **Director's Report – April 2025**

### **Programming/Services**

- Advantage Archives has finished digitizing the rolls of microfilm we loaned them and they are now working on getting everything loaded to our new website. They recently sent me a link to test and it was very easy to use. It was also very easy to find myself going down more than one rabbit hole while testing the site. This will be a great resource for the public and I am excited to have this finally completed.
- The Friends of the Library Spring Book Sale will kick off Monday evening, April 28<sup>th</sup> with a special preview for Friends members starting at 5:30 p.m.
- We are busy working on finalizing plans for the summer reading programs. Because of budget cuts and funding issues, the ISU Insect Zoo will be shutting down at the end of April so we will not be hosting them this summer. Everyone is very disappointed and I am looking for another group to take their place.
- Because of our staffing challenges this summer, I decided not to schedule any formal storytimes in June or July. However, I am considering other fun activities we could hold instead, including scheduling more Magnatiles Days and the possibility of two special storytimes with guest readers and a craft activity.
- I will be attending the Autism Awareness Walk & Resource Fair on Saturday, April 26<sup>th</sup> at FDSH.

### **Building**

- Midstate Plumbing was able to repair our humidifiers. Because of their age, some parts are no longer available and they had to do what they could to fix them.
- During our annual sprinkler system inspection, they discovered one of our backflow valves has failed and will need to be replaced. Our five year inspection is also due this year (internal pipe inspection, hydrostatic test on FDC, and replacement of any outdated water gauges), so they will repair the valve when they're here to do the full inspection.
- The new pump for the HVAC system has been ordered.
- Our boilers passed inspection for the year.
- We recently learned that our carbon monoxide detector is working intermittently and will need to be replaced. Woodman Controls will take care of that during their next preventative maintenance visit.
- Greg painted part of the hallway and the main entrance this month.
- We had to have the closers on the north and south entrances and the children's restroom replaced this month.

### **Personnel**

- I had an interview in early April via Microsoft Teams with a candidate from Ohio for our Youth Services Librarian position. I was very impressed and invited her for an in-person interview. Because of her work schedule, the earliest she will be able to come to Fort Dodge is mid-May. We should have everything finalized in the next week for her visit.
- Pascale accepted the position of Adult Services Librarian and started in her new role on Monday, March 31<sup>st</sup>.



**Miscellaneous**

- Because we are still short staffed and I am concerned about having enough coverage on Tuesday mornings during Adventures this summer, I have decided it would be best if we close at 5:30 p.m. on Tuesdays during June and July. This will ensure we have enough staff to cover our public service desks as well as handle crowd control during Adventures. Our Monday hours would remain the same (9:00 a.m. – 8:00 p.m.).
- David Vinjamuri will be here Monday afternoon, May 12<sup>th</sup> and Tuesday morning, May 13<sup>th</sup> to do the space audit of our building. We should have his final report by the end of June.

## Fort Dodge Public Library – March 2025

### **Circulation**

2025: 7,022

2024: 6,444

### **Gate Count**

2025: 5,051 (2 blizzard days)

2024: 5,013

### **Internet Computers Use**

Total Number of Logins: 469

Total Time Used: 14 days 13 hours 46 minutes

Average Time Used: 45 minutes

### **Public WiFi Use**

Number of Unique Users: 28

Total Session Count: 110

Total Time Used: 147 hours

Avg. Session Time: 1 hour 20 minutes

### **Library Programs - Adults**

Number of Programs: 4

Total Participation: 49

LSC Programs: 3

LSC Views: 1,660

### **Library Programs - Children**

Number of Programs: 16

Total Participation: 1,183

### **Adventure Pass Use**

Paused

### **Hoopla Use**

New Patrons: 18

Unique Patrons: 201

Avg. Circs/Patron: 4.7

Checkouts: 935

Avg. Circ Price: \$2.28

Amount Spent: \$2,129.50

### **Overdrive/Bridges Use**

New Users: 19

Unique Users: 323

Checkouts: 1,613

### **ScanEZ Usage**

Total Number of Jobs: 241

Total Number of Pages: 2,065

Scan to Copy: 1,086 pages (\$118.05)

Scan to Fax: 120 pages (\$29.50)

Scan to Email: 748 pages

Scan to USB: 101 pages

Scan to Smart Phone: 10 pages

Total Payments: \$147.55

Ending April 30, 2025

**FDPL Foundation Fund**

	YTD Budget	April Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
<b>Accounts</b>						
228 Advertising	5,313.22	125.00	2,769.24	2,668.98	2,543.98	52%
248 Adult Programming	11,152.67		2,449.73	8,702.94	8,702.94	22%
___ Young Adult Programming	4,200.80		785.94	3,414.86	3,414.86	19%
260 Technology	106,825.20	4,681.25	68,511.44	42,995.01	38,313.76	64%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51	54.60	2,937.45	2,396.66	2,342.06	56%
301 Building Supplies	2,901.69	319.50	1,930.32	1,290.87	971.37	67%
321 Operating Supplies	2,223.87	84.60	1,314.70	993.77	909.17	59%
610 Adult Materials	73,667.20	2,985.71	18,928.30	57,724.61	54,738.90	26%
620 Children Materials	46,135.50	3,733.76	4,972.88	44,896.38	41,162.62	11%
640 Young Adult Materials	21,483.81	686.18	7,386.07	14,783.92	14,097.74	34%
Fawkes Monies	31,049.31	820.41	5,534.83	26,334.89	25,514.48	18%
	<b>325,458.49</b>	<b>13,491.01</b>	<b>117,520.90</b>	<b>221,428.60</b>	<b>207,937.59</b>	<b>36%</b>

**FDPL-F Deardorf**

	YTD Budget	April Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
<b>Accounts</b>						
510 Adult Materials	22,544.95		22,487.87	57.08	57.08	100%
520 Children's Materials	9,205.02		8,885.91	319.11	319.11	97%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	129.97	9,823.47	29,981.39	29,851.42	25%
570 Childrens' Audio/Visual Materials	7,494.62		92.95	7,401.67	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%
	<b>92,158.04</b>	<b>129.97</b>	<b>45,918.81</b>	<b>46,459.20</b>	<b>46,329.23</b>	<b>50%</b>

**FDPL-F AXY Fdn Grant**

	YTD Budget	April Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
<b>Accounts</b>						
670 AXY Grant	4,657.46	892.13	1,142.03	4,407.56	3,515.43	25%
	<b>4,657.46</b>	<b>892.13</b>	<b>1,142.03</b>	<b>4,407.56</b>	<b>3,515.43</b>	<b>25%</b>

## GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>912,553</b>	<b>13,768</b>	<b>545,906</b>	<b>59.82%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	12,814	317,759	57.30%
(43915) WEBSTER CO- LIBRARY	142,000		100,363	70.68%
(44810) LIBRARY CHARGES, FEES	5,000	456	5,065	101.30%
(46010) INTEREST - LIBRARY	1,500	498	5,481	365.38%
(47148) MISC REVENUE	-	0	534	
(49110) LIBRARY EMPL BENEFITS REIMB	209,545		116,705	55.69%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>912,553</b>	<b>98,819</b>	<b>666,574</b>	<b>73.04%</b>
<b>PERSONNEL SERVICES</b>	805,153	93,587	594,146	73.79%
(6100) ALL PERSONAL SERV	595,608	67,763	434,837	73.01%
(6129) FICA CONTRIB	36,929	4,080	26,233	71.04%
(6130) MEDICARE CONTRIBUTION	8,637	954	6,135	71.03%
(6131) CITY CONTRIB FOR IPERS	55,478	6,397	41,026	73.95%
(6137) GROUP INSURANCE	108,501	14,393	85,915	79.18%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>	94,900	4,249	65,297	68.81%
(6207) PROFESSIONAL FEES	1000	0	694	69.39%
(6249) POSTAGE	1,500	0	1,000	66.67%
(6251) FREIGHT	150	28	74	49.39%
(6259) MAINTENANCE CONTRACTS	23,000	330	16,933	73.62%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	81	4,830	48.30%
(6268) INTERNET SERVICES	3,000	55	1,745	58.15%
(6271) TELEPHONE SERVICE	800	86	680	85.00%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	3,668	39,341	71.53%
<b>COMMODITIES</b>	12,500	982	7,131	57.05%
(6301) BUILDING SUPPLIES	7,500	437	3,292	43.89%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	545	3,839	76.79%

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

COMMERCIAL  
INDUSTRIAL  
RESIDENTIAL

# MIDSTATE

JON TJALSMA  
NICK ARMSTRONG  
MARK WILLS

## PLUMBING & HEATING, INC.

Air Conditioning • Sheet Metal

2120 2nd Avenue South, Fort Dodge, Iowa 50501  
Phone (515) 573-2561 • Fax: (515) 573-8855  
[mikeomann@midstateph.com](mailto:mikeomann@midstateph.com)

4/2/2025  
Fort Dodge Public Library  
424 Central Ave  
Fort Dodge, Iowa

Attn: Rita

RE: Heating water pump

Midstate Plumbing & Heating Inc proposes material and labor to complete the following

- Remove existing B&G base mounted pump
- Install new Taco FI 1209C 1 1/2" x 1 1/4" Base Mtd End Suction Pump
- Reconnect all piping
- Laser alignment included

Material.....	\$5,500.00
Labor.....	\$1,648.00
Total.....	\$7,148.00

\*Electrical to be done by other

Thank You  
Nick Armstrong