

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, July 24, 2023  
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
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
- X. New Business
  - a. IFC Security Cameras/Network Change
  - b. Personnel Policy
- XI. Adjournment

Next Meeting: Monday, August 28, 2023 3:30 p.m.

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

## **Meeting Minutes**

June 26, 2023

### **I. Call to order/Roll Call**

President Deb Kelleher called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on June 26, 2023 at the Fort Dodge Public Library.

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

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

Schmidt provided a revised agenda adding letter d. New Staff Computers under X. New Business. A motion to approve the revised agenda was made by Dixon, and seconded by Griffith. Motion carried.

### **III. Approval of Minutes**

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

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

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

- A. Hindman moved payments in the amount of \$6,922.78 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Dixon moved payments in the amount of \$11,159.77 to be approved in the City Funds Accounts. Kramer seconded. Motion carried.

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

### **VII. Committee Reports**

### **VIII. Directors Report**

#### Budget

- Schmidt submitted the annual grant request to Deardorf for \$50,000.00.

#### Technology

- The library would like to purchase 3 new AWE workstations for the Children' Dept.
- The library has added Educate Station as a new online resource for parents and children.

#### Programming

- Four Adventure Passes were borrowed in May.
- Summer Reading Programs are off to a great start with 597 children and 50 teens registered as of June 21<sup>st</sup>. Tuesday Adventures- Mikayla Oz had 263 attendees, butterfly tents had 409 and the Juneteenth craft had 134.

#### Website

- The website team met on June 15<sup>th</sup>. Surveys will be available for patrons and staff this week. Website launch goal is late December/early January.
- Amy has suggested that a professional photographer be hired to take new photos for the website.

## **IX. Old Business**

### **X. New Business**

- A. AWE Computer Workstations – Children’s Department – The quote for 3 new workstations is \$10,553.00. This will be paid out of the Deardorf Children’s Audio/Visual line. A motion to approve the purchase was made by Griffith. Seconded by Hindman. Motion carried.
- B. Election of Officers for FY24-A slate of officers was discussed:
  - President – Kelly Hindman.** Kelleher motioned. Griffith seconded. Motion passed.
  - Vice President – Merrily Dixon.** Kelleher motioned. Griffith seconded. Motion passed.
  - Secretary – James Kramer.** Dixon motioned. Kelleher seconded. Motion passed.
- C. Appointment of Liaisons to Other Boards (Friends/Foundation) - It was discussed that Griffith will become the Friends liaison while Kelleher will become the Foundation liaison.
- D. New Staff Computers – 7 staff computers will be upgraded as well as purchasing 11 new monitors for a total of \$9,284.43 to be paid out of the Gift and Memorial Hillesland monies. A motion to approve the purchase was made by Hindman. Seconded by Griffith. Motion carried.

### **XI. Adjournment**

Dixon moved a motion to adjourn. Seconded by Kramer. The motion carried. The meeting was adjourned at 4:09 p.m.

**FDPL Memorial Account  
Ending July 31, 2023**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>July Income</b>	<b>July Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	5,168.28		1,642.95	1,642.95	3,525.33	32%
Adult Programing	370.38		110.00	110.00	260.38	30%
YA Programming	1,481.74		144.70	144.70	1,337.04	10%
Magazine/Newspapers	2,981.98		639.80	639.80	2,342.18	21%
General Donations & Gifts	3,196.63	100.00	150.28	150.28	3,146.35	5%
Donation Box	3,751.57	6.25		-	3,757.82	0%
Vend Print	10,213.82	656.62	145.39	145.39	10,725.05	1%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	52.75	105.65	105.65	1,743.37	6%
Interlibrary Loan	3,956.19			-	3,956.19	0%
Library Cards	331.55	4.00		-	335.55	0%
Administrative Programming	245.16			-	245.16	0%
Ann Smeltzer Charitable Trust	2,937.09		278.77	278.77	2,658.32	9%
Maxine Hillesland Trust	39,153.76		9,218.91	9,218.91	29,934.85	24%
Shiny Top Adult Programming	44.74		11.98	11.98	32.76	27%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	<b>88,910.94</b>	<b>819.62</b>	<b>12,448.43</b>	<b>12,448.43</b>	<b>77,282.13</b>	<b>14%</b>
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>
4850	7/11/2023	Feller Express Tuesday adventure	130287	6419	\$ 257.50	Ch Prg (Friends)
4851	7/18/2023	WellsFargoVisa# 4968,4138,3391,3342 supp, ch prg, books, summer rdg	070440	6419	\$ 1,079.78	\$17.12 Smeltzer, \$85.99 YA Prg, \$110.00 Adult Prg, \$835.45 Ch Prg (Friends), \$19.24 vendprint, \$11.98 ShinyTop
4852	7/18/2023	Roomdad Productions Inc Tuesday adventures		6419	\$ 400.00	Ch Prg (Friends)
4853	7/18/2023	Amazon Capital Services DVDs, supplies, programming	002348	6419	\$ 217.41	\$58.71 YA Prg (Friends), \$19.95 general gifts, \$12.60 L&P, \$126.15 vendprint/reimb fndn
4854	7/24/2023	BookPage annual subscription print + digital	130089	6419	\$ 639.80	magazines (Friends)
4855	7/24/2023	Dell Technologies 11 monitors, 7 PCs	024580	6419	\$ 9,218.91	Hillesland
4856	7/24/2023	Ingram gifts/memorials, L&P, book kit	056900	6419	\$ 485.03	\$130.33 general gifts, \$261.65 Smeltzer \$93.05 L&P
4857	7/25/2023	Emily Mallory Tuesday adventure		6419	\$ 150.00	Ch Prg (Friends)
total					\$ 12,448.43	

# Accounts Payable Invoice Report

Invoice Date Range 07/01/23 - 07/31/23

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>									
34444560	copier lease	Edit		07/18/2023	07/24/2023	07/24/2023			288.62
			Vendor <b>747 - ACCESS SYSTEMS</b> Totals			Invoices	1		<u>\$288.62</u>
Vendor <b>1544 - BOMGAARS SUPPLY</b>									
61392171	misc bldg supp	Edit		07/18/2023	07/24/2023	07/24/2023			60.67
			Vendor <b>1544 - BOMGAARS SUPPLY</b> Totals			Invoices	1		<u>\$60.67</u>
Vendor <b>16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
241918	misc bldg supp	Edit		07/18/2023	07/24/2023	07/24/2023			193.00
			Vendor <b>16150 - CENTRAL IOWA DISTRIBUTING, INC</b> Totals			Invoices	1		<u>\$193.00</u>
Vendor <b>40455 - FRONTIER COMMUNICATIONS</b>									
70723	line charge	Edit		07/18/2023	07/24/2023	07/24/2023			60.15
			Vendor <b>40455 - FRONTIER COMMUNICATIONS</b> Totals			Invoices	1		<u>\$60.15</u>
Vendor <b>52495 - IOWA COMMUNICATIONS NETWORK</b>									
674246 LIB	internet	Edit		07/18/2023	07/24/2023	07/24/2023			249.90
			Vendor <b>52495 - IOWA COMMUNICATIONS NETWORK</b> Totals			Invoices	1		<u>\$249.90</u>
Vendor <b>73975 - MID-AMERICAN ENERGY</b>									
541744445	electricity charges	Edit		07/18/2023	07/24/2023	07/24/2023			5,298.09
			Vendor <b>73975 - MID-AMERICAN ENERGY</b> Totals			Invoices	1		<u>\$5,298.09</u>
Vendor <b>74700 - MIDSTATE PLUMBING, INC</b>									
HT5178	troubleshoot issue/clean unit	Edit		07/18/2023	07/24/2023	07/24/2023			291.00
			Vendor <b>74700 - MIDSTATE PLUMBING, INC</b> Totals			Invoices	1		<u>\$291.00</u>
Vendor <b>75170 - MIKES PEST CONTROL, INC.</b>									
70523	annual svc prepay	Edit		07/18/2023	07/24/2023	07/24/2023			600.00
			Vendor <b>75170 - MIKES PEST CONTROL, INC.</b> Totals			Invoices	1		<u>\$600.00</u>
Vendor <b>932 - NORTH IOWA LIBRARIES</b>									
062317	annual catalog license & support	Edit		07/18/2023	07/24/2023	07/24/2023			5,207.10
			Vendor <b>932 - NORTH IOWA LIBRARIES</b> Totals			Invoices	1		<u>\$5,207.10</u>
Vendor <b>90670 - QUILL CORP.</b>									
33445662	misc office supp	Edit		07/18/2023	07/24/2023	07/24/2023			119.79
33458265	2 custom stamps	Edit		07/18/2023	07/24/2023	07/24/2023			63.98
			Vendor <b>90670 - QUILL CORP.</b> Totals			Invoices	2		<u>\$183.77</u>
Vendor <b>96432 - SECURITY EQUIPMENT, INC</b>									
798687	commercial monitoring	Edit		07/18/2023	07/24/2023	07/24/2023			129.00
			Vendor <b>96432 - SECURITY EQUIPMENT, INC</b> Totals			Invoices	1		<u>\$129.00</u>

# Accounts Payable Invoice Report

Invoice Date Range 07/01/23 - 07/31/23

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>2588 - SENSOURCE INC.</b> 56671	annual data hosting	Edit		07/18/2023	07/24/2023	07/24/2023			198.00
Vendor <b>2588 - SENSOURCE INC. Totals</b>							Invoices	1	<u>\$198.00</u>
Vendor <b>130076 - TODAY'S BUSINESS SOLUTIONS, INC.</b> 071023-56	quarterly fax charges	Edit		07/18/2023	07/24/2023	06/28/2023			70.40
Vendor <b>130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals</b>							Invoices	1	<u>\$70.40</u>
Vendor <b>2253 - WOODRIVER ENERGY LLC</b> 348490	natural gas charges	Edit		07/18/2023	07/24/2023	07/24/2023			647.01
Vendor <b>2253 - WOODRIVER ENERGY LLC Totals</b>							Invoices	1	<u>\$647.01</u>
Grand Totals						Invoices	15	<u><u>\$13,476.71</u></u>	

## Director's Report – July 2023

### Budget

- Our yearly grant request (\$50,000.00) to the Deardorf Foundation was funded and we have received and deposited the check.
- Thanks to Alexis helping us stay on track and finding good deals on supplies and other things we need, we finished out FY23 in the black.

### Building

- The noise in the ceiling above the board room was related to a sensor for the HVAC system and has been fixed.
- Baker Electric had to replace the light switch for the bank of lights back by the fireplace. This particular switch has been problematic over the years and I'm hoping this time it will stay fixed.

### Technology

- The three new AWE computer workstations for children arrived and have been installed in the Children's Department.
- I have been talking to Jason Lumsden with IFC about switching our security cameras to the city's network. The assistant city manager would really like to have our cameras added as it would allow police/detectives to access them when needed without having to contact us. We would continue to use the existing indoor cameras but would upgrade the exterior ones and add an additional camera on the south side of the building to cover the area where staff usually parks. We would be able to limit which cameras the police have access to so we would still be able to protect patron's privacy at the circulation desk. The project will cost approximately \$11,000.00. We have more than enough in Hillesland monies to cover this and I think it would be an excellent use of those funds. (Quote included in this month's packet.)
- In August we will be adding the online version of Book Page to the resources available to patrons on our website.

### Programming

- National Night Out will be held on the Square, Tuesday, August 2<sup>nd</sup>. The lobby conference room will serve as a cooling space if needed and they will be using our restrooms for the event.
- The Summer Reading Programs are going well. We had 488 people attend our dinosaur Tuesday Adventure on July 11<sup>th</sup> and I think it may be the biggest one we've ever hosted in this building. Staff were great and helped with crowd control, lost children, overseeing the Lego table and more, all while checking out books, stamping and issuing new reading logs, and being the friendly, helpful people they always are. I will never be able to say it enough but the Library's staff are the best and we are as successful as we are because of their hard work and dedication.
- As of Tuesday, July 18<sup>th</sup> we had:
  - Children's SRP: 948 children registered (1<sup>st</sup> and 2<sup>nd</sup> logs)
  - Teen's SRP: 64 teens registered



## **Website**

- The team is busy working on the new website. We are reviewing other libraries' sites, identifying things we like and dislike. We are also doing an in depth review of our own site to determine what we can/should keep, what needs to be tossed or radically changed, and what things we don't currently have that we would like to add to the new one. So far we all agree that we would like to add a page dedicated to recommended reads and one listing resources in the community for people seeking help with food insecurity, rental assistance, etc.
- Rick Maehl kindly agreed to take photos of the library for us to use on the new site and said we could do whatever we needed to with them/use them however we wanted.

## **Personnel/Policies**

- Last fall library employees voted not to recertify their bargaining unit with AFSCME. This means that as of July 1, 2023, they are no longer covered by a union contract. Staff now fall under the city's non-union employees' policies as well as the separate personnel policy implemented by the Board of Trustees that addresses some of the differences in the work environment/hours of the library and other city departments.
- The other city employee bargaining unit voted to recertify with AFSCME and negotiated a new union contract that took effect July 1, 2023. They negotiated for the addition of one new holiday (Martin Luther King, Jr. Day) starting in 2024 and a change in the number of personal holiday hours granted each year to offset it (staff will now have 12 hours instead of 20). The city is planning to implement these same changes for all non-union employees starting in January 2024.
- We will need to update the library's personnel policy to remove all references to the union contract and to include the changes related to holidays. The board also needs to consider how it wants to address what happens when the building is closed due to inclement weather or some other emergency. Attached to this month's packet is a copy of the library's policy that includes the original wording (in blue) and the recommended wording from Human Resources (in red, underlined, and italicized).

## 6/29/23 Staff Meeting

- Check your email for new timekeeping log-in.
- Be sure to get a photo for your badge.
- Staff survey for website available until July 16<sup>th</sup>.
- Paper copies of the patron survey are available as well as on facebook & our website.
- 3 new AWE computers as well as circulation and a few staff computers ordered.
- 2<sup>nd</sup> reading logs for children begin July 1<sup>st</sup>
- No Tues. Ach. but still have storytime next week.
- Good job on checking returns, keep up the good work.
- Pull carts Monday for Tues closing.

## 7/13/23 Staff Meeting

- Rick Maehl will be taking photos of the library for the new website next week. (Meeting rooms, outside of bldg, etc.)
- Be sure to take the Staff survey for the website. There is a meeting this afternoon.
- IFC handles city camera system & would like us to switch to them for managing system.
  - Addt'l cameras
  - panoramic cameras in certain areas
  - Police would then have access w/o Staff downloading it.
- Nat'l Night Out - 1st Tues in August. They will be using our meeting rooms.
- Speed cars are back.
- Storytime extended 2 weeks. Close to 900 kids summer rdg.
- 2 Adventures left - Aaron Fowler will be bringing a dog & Origami Storytime.

**Ending July 31, 2023**  
**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>July Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
228 Advertising	7,552.77			7,552.77	7,552.77	0%
248 Adult Programming	11,916.51			11,916.51	11,916.51	0%
___ Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63	8,417.03		70,700.63	62,283.60	12%
268 Audio/Visual Materials	16,122.83	206.69		16,122.83	15,916.14	1%
278 Staff Development	5,932.45			5,932.45	5,932.45	0%
301 Building Supplies	7,784.16	1,426.95		7,784.16	6,357.21	18%
321 Operating Supplies	2,223.32			2,223.32	2,223.32	0%
610 Adult Materials	71,724.70	2,993.27		71,724.70	68,731.43	4%
620 Children Materials	29,572.14			29,572.14	29,572.14	0%
640 Young Adult Materials	19,734.94	671.23		19,734.94	19,063.71	3%
Fawkes Monies	31,192.11	72.93		31,192.11	31,119.18	0%
	<b>277,456.56</b>	<b>13,788.10</b>	<b>-</b>	<b>277,456.56</b>	<b>263,668.46</b>	<b>5%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>July Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
___ Technology/Non-Print	12,500.00			12,500.00	12,500.00	0%
510 Adult Materials	20,004.19			20,004.19	20,004.19	0%
520 Children's Materials	10,000.00	94.36		10,000.00	9,905.64	1%
540 Young Adult Materials	5,030.48			5,030.48	5,030.48	0%
568 Adult Audio/Visual Materials	44,326.02			44,326.02	44,326.02	0%
570 Childrens' Audio/Visual Materials	18,195.34	10,680.76		18,195.34	7,514.58	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	2,764.66		4,587.96	1,823.30	60%
Public Art Monies	9,489.66			9,489.66	9,489.66	0%
	<b>126,016.42</b>	<b>13,539.78</b>	<b>-</b>	<b>126,016.42</b>	<b>112,476.64</b>	<b>11%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>July Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	4,657.46		-	4,657.46	4,657.46	0%
	<b>4,657.46</b>	<b>-</b>	<b>-</b>	<b>4,657.46</b>	<b>4,657.46</b>	<b>0%</b>

## GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>886,901</b>	<b>31,825</b>	<b>831,544.79</b>	<b>93.76%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	512,628	7,451	502,565.11	98.04%
(43915) WEBSTER CO- LIBRARY	139,697	23,285	139,712.40	100.01%
(44810) LIBRARY CHARGES, FEES	2,500	389	5,193.32	207.73%
(45020) LIBRARY FINES, FORFEITURES	2,000	243	2,025.21	101.26%
(46010) INTEREST - LIBRARY	1,200	456	4,158.99	346.58%
(49110) LIBRARY EMPL BENEFITS REIMB	228,876		177,889.76	77.72%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>886,901</b>	<b>74,837</b>	<b>832,632.63</b>	<b>93.88%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	561,000	52,270	537,728.56	95.85%
(6129) FICA CONTRIB	34,782	2,574	31,963.33	91.90%
(6130) MEDICARE CONTRIBUTION	8,135	602	7,475.27	91.89%
(6131) CITY CONTRIB FOR IPERS	52,959	3,967	48,733.84	92.02%
(6137) GROUP INSURANCE	133,000	4,583	109,681.85	82.47%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	750	0	1,345.23	179.36%
(6249) POSTAGE	3,000	0	1,000.00	33.33%
(6251) FREIGHT	150	0	70.00	46.67%
(6259) MAINTENANCE CONTRACTS	21,250	998	19,270.61	90.69%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	297	4,350.37	43.50%
(6268) INTERNET SERVICES	3,600	250	3,021.97	83.94%
(6271) TELEPHONE SERVICE	775	60	716.16	92.41%
(6277) TRAVEL MEALS LODGING	0	0	213.54	
(6281) GAS/ELECTRICITY COMBINED	45,000	8,496	58,842.77	130.76%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	7,500	342	5,356.83	71.42%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	398	2,862.30	57.25%

June

<b>CAPITAL PROJECTS</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended/Received</b>
<b>BUILDING FUND</b>				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION			0.00	
Expenses				
(6431) BUILDING RENOVATION	40,000		6,500.00	16.25%
<b>PUBLIC LIBRARY STATE GRANT</b>				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000		3,148.85	104.96%
Expenses				
(6480) BOOKS, ADULT	3,000		3,158.07	105.27%
<b>ENRICH IOWA FUNDS</b>				
Revenues				
(43379) ENRICH IOWA GRANT	6,500		7,725.74	118.86%
Expenses				
(6480) BOOKS, ADULT	6,500		7,816.31	120.25%