

REVISED

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Tuesday, September 26, 2023
Via Zoom
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
 - a. Friends of the Library
- VIII. Director's Report
- IX. Old Business
- X. New Business
- XI. Adjournment

Next Meeting: Monday, October 23, 2023 3:30 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/88072655698>

Meeting ID: 880 7265 5698

One tap mobile

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Dial by your location

- +1 470 381 2552 US (Atlanta)
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- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 880 7265 5698

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, September 25, 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
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Next Meeting: Monday, October 23, 2023 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

August 28, 2023

I. Call to order/Roll Call

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:30 p.m. on August 28, 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

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 July meeting minutes was made by Griffith and seconded by Dixon. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Kelleher moved payments in the amount of \$2,740.69 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Griffith moved payments in the amount of \$9,039.67 to be approved in the City Funds Accounts. Kramer seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

- A. Foundation – No important changes.
- B. Friends – Meets in September.

VIII. Directors Report

Board

- The State Library Boardroom Series begins in September. These are continuing education opportunities for board members via zoom. Details and links are provided in the report.

Technology

- The new security cameras and software are live.
- Fort Dodge Fiber is working out the logistics of connecting the building to the fiber.

Programming

- 22,000+ items were checked out during the Summer Reading Programs!
- Storytimes start back up in September.
- Evening coloring sessions will return in September.

Website

- The initial color palette is included in the packet. The calendar portion of the website was the focus this past week. The library logo is currently being worked on and descriptions for rooms, databases, and programs/events are being finalized.

IX. Old Business

X. New Business

- A. Date of December Board Meeting – The tentative date scheduled is Thursday, December 21, 2023.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 3:55 p.m.

**FDPL Memorial Account
Ending September 30, 2023**

Accounts	Beginning Balance	September Income	September Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,168.28		694.79	3,797.81	1,512.11	72%
Adult Programing	370.38		33.16	227.33	143.05	61%
YA Programming	1,481.74			466.37	1,015.37	31%
Magazine/Newspapers	2,981.98			639.80	2,342.18	21%
General Donations & Gifts	3,196.63	140.00	301.06	603.81	3,221.83	16%
Donation Box	3,751.57	7.50	17.74	111.99	3,662.08	3%
Vend Print	10,213.82	268.13	20.00	444.29	10,713.52	4%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	176.00	36.22	172.03	2,044.17	8%
Interlibrary Loan	3,956.19			-	3,956.19	0%
Library Cards	331.55	3.00		-	341.55	0%
Administrative Programming	245.16			-	320.79	0%
Ann Smeltzer Charitable Trust	2,937.09			278.77	2,658.32	9%
Maxine Hillesland Trust	39,153.76		10,981.63	20,519.54	18,634.22	52%
Shiny Top Adult Programming	44.74			11.98	32.76	27%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	88,910.94	594.63	12,084.60	27,273.72	63,879.92	30%
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>
4862	9/18/2023	WellsFargoVisa# 4968,4138,3391 ch prg, summer rdg, adult prg	070440	6419	\$ 747.95	\$33.16 Adult Prg, \$694.79 Ch Prg (Friends), \$20.00 vendprint
4863	9/25/2023	Amazon Capital Services DVD, scanner, book	002348	6419	\$ 84.37	\$66.63 Hillesland \$17.74 donation
4864	9/25/2023	Ingram gifts/memorials, L&P	056900	6419	\$ 233.29	\$197.07 general gifts \$36.22 L&P
4865	9/25/2023	Blackstone Publishing gift audiobooks	001162	6419	\$ 103.99	general gifts
4866	9/25/2023	Iowa Fire Control new cameras + installation	053135	6419	\$ 10,915.00	Hillesland
total					\$ 12,084.60	

Accounts Payable Invoice Report

G/L Date Range 09/01/23 - 09/30/23
 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 747 - ACCESS SYSTEMS									
34859514	copier lease	Edit		09/15/2023	09/25/2023	09/25/2023			288.62
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$288.62</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
9723	line charge	Edit		09/15/2023	09/25/2023	09/25/2023			60.15
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$60.15</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK									
679871 LIB	internet services	Edit		09/15/2023	09/25/2023	09/25/2023			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
Vendor 72499 - MENARDS INC									
96558	misc bldg supp	Edit		09/15/2023	09/25/2023	09/25/2023			51.26
			Vendor 72499 - MENARDS INC Totals			Invoices	1		<u>\$51.26</u>
Vendor 73975 - MID-AMERICAN ENERGY									
544005498	electricity charges	Edit		09/15/2023	09/25/2023	09/25/2023			4,630.95
			Vendor 73975 - MID-AMERICAN ENERGY Totals			Invoices	1		<u>\$4,630.95</u>
Vendor 78420 - NAPA AUTO									
461806	coupler	Edit		09/15/2023	09/25/2023	09/25/2023			3.87
			Vendor 78420 - NAPA AUTO Totals			Invoices	1		<u>\$3.87</u>
Vendor 88500 - PLUMB SUPPLY									
8997185	filters 24x24x2	Edit		09/15/2023	09/25/2023	09/25/2023			133.56
			Vendor 88500 - PLUMB SUPPLY Totals			Invoices	1		<u>\$133.56</u>
Vendor 90670 - QUILL CORP.									
34542670	misc office and bldg supp	Edit		09/15/2023	09/25/2023	09/25/2023			203.60
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		<u>\$203.60</u>
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.									
090523-38	quarterly fax charges	Edit		09/15/2023	09/25/2023	09/25/2023			92.80
			Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals			Invoices	1		<u>\$92.80</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
358259	#6323	Edit		09/15/2023	09/25/2023	09/25/2023			654.17
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		<u>\$654.17</u>
			Grand Totals			Invoices	10		<u><u>\$6,368.88</u></u>

Director's Report – September 2023

Building

- Early this summer the city closed off part of the sidewalk on the northwest side of the building because it's started settling around the infrastructure in that area. In late June a patron reported that a portion of the sidewalk on the north side of the building (just past the book drop drive-thru) was also starting to sink. I reported it but the city wasn't able to investigate it until this month. They are not sure what the problem is in this second spot and are trying to figure out what steps to take next. I will keep you posted as I learn more.

Website

- I am happy to report that we finalized the rules governing the creation of events for the new calendar and for room reservations and LibraryMarket is finishing building that component for us. We plan to have staff training on how to use the calendar and room reservation systems in early or mid-November.
- We are still working hard on creating content for the other pages as well and as of now are still on track for a mid-December roll out.

Programming

- Some favorite activities have returned to the Children's Department this fall including our monthly activity bags, an art contest, a new Look and Find game, a fall themed guesstimation jar, and storytimes. The Fall Open House will be Wednesday, October 25th.
- Brown Bag Briefings will start Thursday, October 5th and the Friends Book Sale will run Monday, October 30th thru Saturday, November 4th.

Personnel/Policies

- When the city council passed the new compensation plan this summer, it included wording that would allow for merit-based pay raises in the future. In preparation for implementing that part of the plan, HR has asked each department head to review their employees' job descriptions to determine what the five most important duties/functions are for each position. This information will then be used to help create a new performance evaluation/review process. I've given everyone a copy of their job description and asked for their input. Even before this request I had planned to update everyone's job descriptions this winter so this will help me revise/simplify them.

Miscellaneous

- I banned Emmanuel Al-Hameed from the Library this week after I had to call the police to come remove him from the building on Saturday, September 16th because he was so out of it I wasn't able to wake him. This is not the first time he's been so out of it that we've had to ask the police to come wake him/get him to leave. This time, however, he was charged with interference with official acts for pushing an officer and possession of drug paraphernalia.

8/24 Staff Meeting

- Pam Reeck - No contact thru 8-16-24. There is no note on her account as she is currently using Humboldt library.
- New circ desk computers today!
 - same login for admin or new cameras
 - new outdoor + southside cameras up
- Website color palette initial is out not yet finalized. Calendar ages still need tweaking. Check out Ames for example
 - email for event notifications
 - booking meeting rooms set up
 - mockup in about 2 weeks
- Practice with Executime **
- Labor Day next week!

9/7 Meeting

- Please start using timeclock beginning Monday.
- Submit vacation requests through the system.
- Initial website Mockup will be emailed out, it is just reference for page layout & colors.
- Ray Williams banned until Jan 2, 2025.
- Storytime registration starts next week.

9/14 Meeting

- Website calendar finalized. Training in Nov.
 - Most will have basic access more training necessary for admins.
 - Small tweaks to color so not as much BLUE
- City looking at merit pay. This would mean we need regular performance reviews. Highlight your top 5 duties for Rita or see if revision is needed for job descriptions.
- Ray Williams has received his letter informing his ban period. He will hopefully return his items in the outside book drop.
- Part-time opening goes public tomorrow. Will be on our website + FB.
- Storytime registration starts today!
 - Moved to 4:00 for after school
- Open House - October 25th

9/21 Staff Meeting

- Emmanuel Al-Hameed banned until further notice.
There is a letter at the desk for you to furnish him with if he has not yet received it.
- Website is going well and may finish earlier than expected.
- Applications due by Saturday. So far about 15 submitted.
- Rita needs the top 5 duties from everyone for job descriptions by Monday.
- Reminder to clock out for Dr. appt and then submit time off request when returned + clocked in.
- We have cut back to free version of Library Eft to encourage users to move to MyLIBRD.
- FDDL Recommends - will feature ~~book~~ rivers as well as resources. If you have any ideas for featured books/collections we should highlight let Rita know.

Ending September 30, 2023

FDPL Foundation Fund

	YTD Budget	September Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,552.77	745.00		7,202.77	6,457.77	14%
248 Adult Programming	11,916.51			11,847.58	11,847.58	1%
___ Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63	1,584.58		59,460.71	57,876.13	18%
268 Audio/Visual Materials	16,122.83			15,275.19	15,275.19	5%
278 Staff Development	5,932.45	80.44		5,832.45	5,752.01	3%
301 Building Supplies	7,784.16	51.00		2,577.85	2,526.85	68%
321 Operating Supplies	2,223.32	527.00		2,223.32	1,696.32	24%
610 Adult Materials	71,724.70			67,135.76	67,135.76	6%
620 Children Materials	29,572.14			29,572.14	29,572.14	0%
640 Young Adult Materials	19,734.94			18,814.35	18,814.35	5%
Fawkes Monies	31,192.11	93.26		30,569.83	30,476.57	2%
	277,456.56	3,081.28	-	253,511.95	250,430.67	10%

FDPL-F Deardorf

	YTD Budget	September 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	4,001.97		17,343.25	13,341.28	33%
520 Children's Materials	10,000.00	1,295.73		9,133.79	7,838.06	22%
540 Young Adult Materials	5,030.48	416.23		4,620.59	4,204.36	16%
568 Adult Audio/Visual Materials	43,576.39	1,034.12		43,140.44	42,106.32	3%
570 Childrens' Audio/Visual Materials	18,195.34			7,514.58	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			1,823.30	1,823.30	60%
Public Art Monies	9,489.66			9,489.66	9,489.66	0%
	125,266.79	6,748.05	-	107,448.38	100,700.33	20%

FDPL-F AXY Fdn Grant

	YTD Budget	September 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	25,687	48,999	5.53%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	631	5,057	0.97%
(43915) WEBSTER CO- LIBRARY	142,000	23,805	23,805	16.76%
(44810) LIBRARY CHARGES, FEES	4,000	389	1,546	38.66%
(45020) LIBRARY FINES, FORFEITURES	2,000	139	203	10.16%
(46010) INTEREST - LIBRARY	1,500	724	1,270	84.64%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772		17,118	7.93%
	Budget	MTD	YTD	% Expended
Expenses	886,697	69,382	132,557	14.95%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	43,278	75,860	13.35%
(6129) FICA CONTRIB	35,225	2,612	5,197	14.75%
(6130) MEDICARE CONTRIBUTION	8,238	611	1,215	14.75%
(6131) CITY CONTRIB FOR IPERS	53,632	4,085	8,128	15.16%
(6137) GROUP INSURANCE	118,677	9,887	19,774	16.66%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	0	0	0.00%
(6249) POSTAGE	3,000	0	0	0.00%
(6251) FREIGHT	150	30	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	2,506	9,248	38.53%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	269	560	5.60%
(6268) INTERNET SERVICES	3,600	250	250	6.94%
(6271) TELEPHONE SERVICE	800	60	120	15.04%
(6281) GAS/ELECTRICITY COMBINED	48,000	5,077	11,022	22.96%
COMMODITIES				
(6301) BUILDING SUPPLIES	7,500	250	504	6.72%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	464	648	12.96%

Aug

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION			0	
Expenses				
(6431) BUILDING RENOVATION	36,693		0	0.00%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000		0	0.00%
Expenses				
(6480) BOOKS, ADULT	3,000		0	0.00%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500		0	0.00%
Expenses				
(6480) BOOKS, ADULT	6,500	133	133	2.04%