

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, May 22, 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
  - a. Iowa Library Statistics FY22 (link below for complete report):  
[https://www.statelibraryofiowa.gov/application/files/5616/8245/4109/IOWA\\_PUBLIC\\_LIBRARY\\_STATISTICS\\_big\\_book\\_fy22\\_final.pdf](https://www.statelibraryofiowa.gov/application/files/5616/8245/4109/IOWA_PUBLIC_LIBRARY_STATISTICS_big_book_fy22_final.pdf)
- VII. Committee Reports
  - a. Friends of the Library
  - b. FDPL Foundation
- VIII. Director's Report
- IX. Old Business
  - a. Final Approval of FY24 Budget
- X. New Business
  - a. Library Website
- XI. Adjournment

Next Meeting: Monday, June 26, 2023 3:30 p.m.

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

## **Meeting Minutes**

April 24, 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 April 24, 2023 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Deb Kelleher, Sheryl Griffith, Merrily Dixon, and Kelly Hindman (by phone).

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

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

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

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

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

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

- A. Dixon moved payments in the amount of \$4,614.51 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Dixon moved payments in the amount of \$5,781.74 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

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

- A. Policy Watch: Policies Lost and Found – Dixon gave a brief report/summary of the Boardroom Series 2023 – Policy Watch Part 2 webinar. Board members and director discussed policies and where to find them on the Library’s website. Short discussion was also had on need for social media policy.
- B. Hindman mentioned City of Fort Dodge Facebook page and posts made for National Library Week about staff/the library.

#### **VII. Committee Reports**

- A. FDPL Foundation will meet Wednesday, April 26, 2023.

#### **VIII. Directors Report**

Technology

- Schmidt attended the BEACON annual meeting.

Programming

- The Library will be participating in the Iowa Libraries Adventure Pass program this year. Passes are being purchased for Blank Park Zoo; Des Moines Children’s Museum; Greater Des Moines Botanical Garden; Reiman Gardens; and the Science Center of Iowa.
- Books on the Go service for homebound patrons has resumed as of April 20, 2023.

Staff

- Jeremy Flatgard, the Library's custodian, has taken another position within the city. Star Burch from Utility Billing has been hired to replace him. Part-time employee Savannah Benson has applied for the open position in Utility Billing.

**IX. Old Business**

**X. New Business**

**XI. Adjournment**

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 3:58 p.m.

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

<b>Accounts</b>	<b>Beginning Balance</b>	<b>May Income</b>	<b>May Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	6,434.90	1,727.55		11,591.87	8,162.45	59%
Adult Programing	502.16		47.29	180.71	454.87	28%
YA Programming	2,516.31		356.30	1,207.06	2,160.01	36%
Magazine/Newspapers	3,834.02		852.04	6,253.58	2,981.98	68%
General Donations & Gifts	3,677.30	25.00	423.65	4,881.77	3,278.65	60%
Donation Box	3,664.50	67.57		165.38	3,732.07	4%
Vend Print	10,102.38	888.84	120.78	6,302.35	10,870.44	37%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,712.51	99.98	103.95	1,514.01	1,708.54	47%
Interlibrary Loan	3,956.19			253.61	3,956.19	6%
Library Cards	315.55	5.00		-	320.55	0%
Administrative Programming	461.39			-	461.39	0%
Ann Smeltzer Charitable Trust	8,284.18		3,736.90	11,672.24	4,547.28	72%
Maxine Hillesland Trust	39,336.33		149.90	13,218.57	39,186.43	25%
Shiny Top Adult Programming	87.21		33.50	299.88	53.71	85%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	<b>98,166.71</b>	<b>2,813.94</b>	<b>5,824.31</b>	<b>57,541.03</b>	<b>95,156.34</b>	<b>38%</b>
Scharfenberg Monies	697,724.67			-	697,724.67	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>
4833	5/4/2023	Blank Park Zoo Adventure Pass membership	000918	6419	\$ 250.00	Smeltzer
4834	5/4/2023	Science Center of Iowa 2 SCI Adventure passes	130305	6419	\$ 450.00	Smeltzer
4835	5/15/2023	WellsFargoVisa# 4968,3391,3342 Adv. Pass, canva, summer rdg, prg	070440	6419	\$ 856.77	\$575.00 Smeltzer, \$33.50 Shiny Top, \$149.90 Hillesland, \$98.37 YA Prg (Friends)
4836	5/17/2023	Amazon DVDs, summer rdg, gift books	002347	6419	\$ 233.82	\$128.36 YA Prg, \$18.74 Adult Prg (Friends), \$49.81 general gift, \$36.91 vendprint
4837	5/22/2023	Demco shelving, summer rdg, supplies	024590	6419	\$ 2,489.39	\$129.57 YA Prg, \$28.55 Adult Prg (Friends), \$2,247.40 Smeltzer, \$83.87 vendprint
4838	5/22/2023	Ingram gifts/memorials, L&P, book kit	056900	6419	\$ 666.80	\$348.35 general gifts \$103.95 L&P, \$214.50 Smeltzer
4839	5/22/2023	Gale/Cengage Learning LP gift book	001693	6419	\$ 25.49	general gifts
4840	5/22/2023	WT Cox 3 magazine subs	130268	6419	\$ 55.17	magazines (Friends)
4841	5/22/2023	Des Moines Register	026370	6419	\$ 796.87	magazines (Friends)
total					\$ 5,824.31	

# Accounts Payable Invoice Report

G/L Date Range 05/01/23 - 05/31/23  
 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
<b>Vendor 747 - ACCESS SYSTEMS</b>									
34033571	monthly copier lease	Edit		05/11/2023	06/25/2023	05/22/2023			288.62
				Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1	<u>\$288.62</u>
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
239384	gloves	Edit		05/15/2023	05/22/2023	05/22/2023			28.80
				Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1	<u>\$28.80</u>
<b>Vendor 110380 - CHOICE PRINTING</b>									
JC68181	application cards	Edit		05/16/2023	05/22/2023	05/22/2023			70.00
				Vendor 110380 - CHOICE PRINTING Totals			Invoices	1	<u>\$70.00</u>
<b>Vendor 32872 - FERGUSON ENTERPRISES</b>									
9983984	misc repair supp	Edit		03/28/2023	05/22/2023	05/22/2023			52.19
0064004	faucet	Edit		05/03/2023	05/22/2023	05/22/2023			97.45
				Vendor 32872 - FERGUSON ENTERPRISES Totals			Invoices	2	<u>\$149.64</u>
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
5723	monthly line charge	Edit		05/07/2023	05/31/2023	05/22/2023			60.14
				Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1	<u>\$60.14</u>
<b>Vendor 52495 - IOWA COMMUNICATIONS NETWORK</b>									
670495 LIB	monthly internet charge	Edit		05/02/2023	06/01/2023	05/22/2023			249.90
				Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1	<u>\$249.90</u>
<b>Vendor 73975 - MID-AMERICAN ENERGY</b>									
539492049	monthly electricity charges	Edit		05/12/2023	06/05/2023	05/22/2023			3,195.71
				Vendor 73975 - MID-AMERICAN ENERGY Totals			Invoices	1	<u>\$3,195.71</u>
<b>Vendor 90670 - QUILL CORP.</b>									
32138348	misc office supp	Edit		04/25/2023	05/25/2023	05/22/2023			243.00
				Vendor 90670 - QUILL CORP. Totals			Invoices	1	<u>\$243.00</u>
<b>Vendor 96432 - SECURITY EQUIPMENT, INC</b>									
780418	monitoring svc	Edit		04/13/2023	05/13/2023	05/22/2023			129.00
				Vendor 96432 - SECURITY EQUIPMENT, INC Totals			Invoices	1	<u>\$129.00</u>
<b>Vendor 2253 - WOODRIVER ENERGY LLC</b>									
338639	#6323	Edit		05/15/2023	05/30/2023	05/22/2023			965.07
				Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1	<u>\$965.07</u>
				Grand Totals			Invoices	11	<u><u>\$5,379.88</u></u>

## **Director's Report – May 2023**

### **Budget**

- The city council approved the budget for FY24 at their regular meeting on Monday, April 24, 2023. Despite increases in the utilities and maintenance contracts lines, our total budget for this next year is not significantly different from our FY23 budget. The Board does need to approve the FY24 budget to comply with State Library standards.
- I received notification that our request for Erate funds for next year was granted and have already filed the paperwork necessary for participation this coming year.

### **Building**

- We had some problems earlier this month with the HVAC system failing to cool the building but we haven't gotten a definitive response yet on why it wasn't working properly. Hopefully the problem has been identified and fixed and we'll hear soon what the issue was.

### **Technology**

- While our current website is functional, it isn't as user friendly as it could be and it doesn't meet all of the guidelines for digital accessibility and the ADA. As a library, we really should do better so the staff have been looking at other libraries' websites for inspiration/ideas. Erika and I think that West Des Moines, Ames, and Cedar Rapids public libraries all have very user-friendly, attractive websites. When we contacted them to find out more we discovered they all use a company called LibraryMarket.

Alexis, Erika, and I participated in an online product demo with their library website division and were very impressed. Included in this month's packet is the brochure they sent me detailing their services. If we contract with them to build our entire website it would cost approximately \$25,000 and take 20 weeks. We would then pay approximately \$3,500 per year for them to host our site and for use of their calendar product.

While the build may sound expensive, I believe the investment is a smart one as it fulfills one of the goals in our Strategic Plan and it will result in a more user friendly, accessible website. We have more than enough monies in our Foundation budget to pay for this and so I would like the Board's permission to request a formal proposal from LibraryMarket for a new website.

- Our Google tour has been added to the website.

### **Programming**

- The information and link for reserving Adventure Passes was added to our website so May 15<sup>th</sup> so people can now book/use them.

### **Staff**

- The firm hired by the City to complete a compensation study has provided a final report and several recommendations for changing our pay structure. Because of budget constraints, the City has chosen to implement a plan that will elevate employees' salaries to 102% of the current market rate over two years. The transition is incredibly

complex and HR will be meeting with each library staff member to explain exactly how their pay rates will change and when. (The transition for our staff was also complicated by the union contract ending on June 30, 2023.)

- Our mini staff in-service went well and we were able to discuss and agree on some basic procedures in case of emergencies as well as how to address the needs of transgender patrons. I would like to hold a full day staff in-service sometime in November where we have an opportunity to review how to use the AED and fire extinguishers, invite the sheriff or police chief to do an active shooter drill, have someone present mental health first aid training or something similar, and hopefully do some fun team building activities.

### **Miscellaneous**

- The State Library recently published the statistics as reported by public libraries for FY22. I thought it would be interesting to review them this month to see how we compare to other F sized libraries. This is the first time we are part of the F sized library group.
- Dawn Larson (City of Fort Dodge Economic Development Specialist) contacted me about a proposal from Harley Ball and some of his friends to park food trucks on the east end of the Square one or two days a week during the summer months. I love the idea and am hoping they can get something in place for this summer. I think it would really help change people's perceptions of the Square and maybe even encourage them to stop in the Library over their lunch hour.
- I have been asked to write a letter of support for Roger Natte's nomination to ICC's Triton Hall of Fame.



## Fort Dodge Public Library – April 2023

### **Circulation**

2023: 5,599

2022: 6,152

### **Gate Count**

2023: 4,939

2022: 4,702

### **Internet Computers Use**

Total Number of Logins: 493

Total Time Used: 14 days 7 hours 16 minutes

Average Time Used: 42 minutes

### **Public WiFi Use**

*\*\* Monitoring equipment failed during April so data unavailable*

### **Library Programs - Adults**

Number of Programs: 9

Total Participation: 219

### **Library Programs - Teens**

Number of Programs: 2

Total Participation: 5

### **Library Programs - Children**

Number of Programs: 10

Total Participation: 577

### **Hoopla Usage**

New Patrons: 7

Unique Patrons: 91

Circulations: 469

Avg. Circs/Patron: 5.2

Avg. Circ Price: \$2.25

Amount Spent: \$1,057.52

### **ScanEZ Usage**

Total Number of Pages: 1,182

Total Number of Jobs: 265

Scan to Email: 352 pages (no charge)

Scan to Fax: 311 pages (\$75.50)

Scan to Copy: 500 pages (\$54.95)

Scan to USB/Smart Phone: 5 pages (no charge)

Scan to Translation: 14 pages (no charge)

Total Payments: \$130.45

## 4/27 Staff Meeting

- City wide meeting next Thursday.
- May 10 close @ noon - Staff inservice afternoon
- Time clock will use keycards. Across from laminator.
- Adventure Passes: Children's Museum, Botanical Gardens  
Blank Park zoo, Reiman Gardens + Science Center.
  - Reserve online & print out.
  - 1 visit per location per year
  - limit to # of visitors covered.
- CFR Women's Rehab program S. 17th St. - up to 1 yr. <sup>Temp status</sup>
- Please review conduct policy - no leaving of items.
- Will begin checking overdue items on shelf before mail.

**Ending May 31, 2023**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>May Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
228 Advertising	7,830.06		2,977.29	4,852.77	4,852.77	38%
248 Adult Programming	11,545.30	200.79	3,565.58	8,180.51	7,979.72	31%
260 Technology	60,091.04	2,450.00	18,638.90	43,902.14	41,452.14	31%
268 Audio/Visual Materials	16,411.70	35.49	243.92	16,203.27	16,167.78	1%
278 Staff Development	6,501.67		1,662.24	4,839.43	4,839.43	26%
301 Building Supplies	4,105.41	68.00	2,960.75	1,212.66	1,144.66	72%
321 Operating Supplies	2,941.33		1,346.98	1,594.35	1,594.35	46%
610 Adult Materials	69,054.51	4,045.49	21,637.14	51,462.86	47,417.37	31%
620 Children Materials	36,632.93	3,155.51	4,266.65	35,521.79	32,366.28	12%
640 Young Adult Materials	19,100.26	518.14	3,565.03	16,053.37	15,535.23	19%
Fawkes Monies	28,881.70	486.64	5,298.77	24,069.57	23,582.93	18%
Public Art Monies	9,489.66		-	9,489.66	9,489.66	0%
	<b>272,585.57</b>	<b>10,960.06</b>	<b>66,163.25</b>	<b>217,382.38</b>	<b>206,422.32</b>	<b>24%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>May Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
320 Operating Supplies	2,120.69		2,135.85	(15.16)	(15.16)	101%
510 Adult Materials	20,047.20		20,037.50	9.70	9.70	100%
520 Children's Materials	12,599.42	459.35	12,589.77	469.00	9.65	100%
540 Young Adult Materials	5,051.63		4,991.18	60.45	60.45	99%
568 Adult Audio/Visual Materials	44,350.46	682.91	6,644.27	38,389.10	37,706.19	15%
570 Childrens' Audio/Visual Materials	18,390.47		195.13	18,195.34	18,195.34	1%
Children's Department Enhancement	3,679.10		2,139.03	1,540.07	1,540.07	58%
Technology/Non-Print	15,000.00		-	15,000.00	15,000.00	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		-	4,587.96	4,587.96	0%
	<b>126,169.63</b>	<b>1,142.26</b>	<b>48,732.73</b>	<b>78,579.16</b>	<b>77,436.90</b>	<b>39%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>May Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	11,032.46		6,375.00	4,657.46	4,657.46	58%
	<b>11,032.46</b>	<b>-</b>	<b>6,375.00</b>	<b>4,657.46</b>	<b>4,657.46</b>	<b>58%</b>

## GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>886,901</b>	<b>213,023</b>	<b>751,979</b>	<b>84.79%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	512,628	187,719	481,427	93.91%
(43915) WEBSTER CO- LIBRARY	139,697	23,285	116,427	83.34%
(44810) LIBRARY CHARGES, FEES	2,500	502	4,387	175.49%
(45020) LIBRARY FINES, FORFEITURES	2,000	100	1,658	82.90%
(46010) INTEREST - LIBRARY	1,200	497	2,778	231.53%
(49110) LIBRARY EMPL BENEFITS REIMB	228,876	920	145,301	63.48%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>886,901</b>	<b>93,563</b>	<b>701,987</b>	<b>79.15%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	561,000	62,369	449,134	80.06%
(6129) FICA CONTRIB	34,782	3,771	27,192	78.18%
(6130) MEDICARE CONTRIBUTION	8,135	882	6,359	78.17%
(6131) CITY CONTRIB FOR IPERS	52,959	5,888	41,338	78.06%
(6137) GROUP INSURANCE	133,000	14,872	97,135	73.03%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	750	0	1,345	179.36%
(6249) POSTAGE	3,000	0	1,000	33.33%
(6251) FREIGHT	150	0	70	46.67%
(6259) MAINTENANCE CONTRACTS	21,250	1,584	17,855	84.02%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	719	3,903	39.03%
(6268) INTERNET SERVICES	3,600	250	2,522	70.06%
(6271) TELEPHONE SERVICE	775	59	596	76.89%
(6277) TRAVEL MEALS LODGING	0	0	214	
(6281) GAS/ELECTRICITY COMBINED	45,000	2,995	46,186	102.64%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	12,500	175	7,138	57.10%
(6321) OPERATING/VEHICLE SUPPLIES	7,500	175	4,986	66.48%
	5,000	0	2,152	43.03%

<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	0	
Expenses				
(6431) BUILDING RENOVATION	40,000	-	6,500	16.25%
<b>PUBLIC LIBRARY STATE GRANT</b>				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,149	104.96%
Expenses				
(6480) BOOKS, ADULT	3,000	0	3,158	105.27%
<b>ENRICH IOWA FUNDS</b>				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,726	118.86%
Expenses				
(6480) BOOKS, ADULT	6,500	0	7,816	120.25%