

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, November 27, 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
  - a. FDPL Foundation
  - b. Friends of the Library
- VIII. Director's Report
- IX. Old Business
- X. New Business
  - a. Preliminary Budget Review
- XI. Adjournment

Next Meeting: Thursday, December 21, 2023 3:30 p.m.

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

## **Meeting Minutes**

October 23, 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 3:32 p.m. on October 23, 2023 at the Fort Dodge Public Library.

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

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

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

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

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

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

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

- A. Dixon moved payments in the amount of \$1,392.49 to be approved in the Gift and Memorial Accounts. Kelleher seconded. Motion carried.
- B. Kelleher moved payments in the amount of \$6,896.64 to be approved in the City Funds Accounts. Dixon seconded. Motion carried.

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

Schmidt discussed the budget, collection changes and statistics from the annual survey with the Board.

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

- A. Foundation – No meeting.
- B. Friends – Meets tomorrow.

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

##### **Building**

- The water intake on both ends of the west sidewalk are bad. Public Works is currently repairing the northwest corner. The southwest will be repaired sometime next year.

##### **Budget**

- The city has placed preliminary budget numbers in for FY25 minus personnel numbers. Schmidt and Powers will be working on the draft for the December Board meeting.
- E-rate for FY25 opens this week. Schmidt anticipates bids from Fort Dodge Fiber, ICN, and Mediacom for 3- and 5-year contracts.

##### **Website**

- The logo was finalized and the last two items have been submitted for the website. It has now been handed over to the design/development team with an anticipated mid-December launch.

Personnel

- Taylor McCoy started today. She is filling the part-time Library Assistant I position.
- Currently 2 interviews are scheduled for the Library Assistant II opening.

Misc.

- The scythe from in front of the library was stolen around 8:30 p.m. on September 25<sup>th</sup>. A report was filed and with the help of security footage the culprit was identified. The scythe has not yet been recovered but Schmidt is waiting a few months to see if it may be found before ordering a replacement.

**IX. Old Business**

**X. New Business**

Hindman will begin preparations for Schmidt's annual evaluation. He hopes to have it formatted for the November meeting and finalized by the end of the year.

**XI. Adjournment**

Kelleher moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:02 p.m.

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

<b>Accounts</b>	<b>Beginning Balance</b>	<b>November Income</b>	<b>November Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	5,168.28		535.50	5,014.83	391.40	93%
Adult Programing	370.38	104.90	23.96	356.19	119.09	75%
YA Programming	1,481.74			466.37	1,015.37	31%
Magazine/Newspapers	2,981.98		199.50	839.30	2,142.68	28%
General Donations & Gifts	3,196.63	320.00	799.23	1,560.63	3,335.73	32%
Donation Box	3,751.57	2.50	21.39	133.38	3,719.19	3%
Vend Print	10,213.82		599.18	1,043.47	10,114.34	9%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	206.00	218.60	635.44	2,052.76	24%
Interlibrary Loan	3,956.19		18.00	18.00	3,938.19	0%
Library Cards	331.55	5.00		-	350.55	0%
Administrative Programming	245.16			-	387.34	0%
Ann Smeltzer Charitable Trust	2,937.09	6,000.00		278.77	8,658.32	3%
Maxine Hillesland Trust	39,153.76		189.00	20,880.27	43,888.79	32%
Shiny Top Adult Programming	44.74		0.82	44.74	-	100%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	<b>88,910.94</b>	<b>6,638.40</b>	<b>2,605.18</b>	<b>31,271.39</b>	<b>93,395.53</b>	<b>25%</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>
4871	11/13/2023	Jill Gabrielle-Paradise Playhouse Lucy adult program	130285	6419	\$ 600.00	\$0.82 ShinyTop \$599.18 venprint reimburse w/Fndn
4872	11/16/2023	WellsFargoVisa# 4968,3391,3342 google tour fee, dvd,	070440	6419	\$ 234.35	\$189.00 Hillesland, \$21.39 donation \$23.96 Adult Prg (Friends)
4873	11/20/2023	Amazon Capital Services DVDs, supplies, baby bag books	002348	6419	\$ 238.59	\$199.50 magazines (Friends) \$39.09 L&P
4874	11/27/2023	Ingram gifts/memorials, L&P	056900	6419	\$ 851.80	\$672.29 general gifts \$179.51 L&P
4875	11/27/2023	Center Point Large Print gift books	016050	6419	\$ 67.71	general gifts
4876	11/27/2023	Johnston Public Library lost ILL	130401	6419	\$ 18.00	ILL
4877	11/27/2023	Dariette CSRP cones	001327	6419	\$ 535.50	Ch Prg (Friends)
4878	11/27/2023	Cengage Learning/Gale LP gift books	001693	6419	\$ 59.23	general gifts
total					\$ 2,605.18	

# Accounts Payable Invoice Report

G/L Date Range 11/01/23 - 11/30/23  
 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
<b>Vendor 130160 - 365 MECHANICAL</b>									
2805	boiler maintenance	Edit		11/01/2023	11/28/2023	11/27/2023			232.50
			Vendor 130160 - 365 MECHANICAL Totals			Invoices	1		<u>\$232.50</u>
<b>Vendor 747 - ACCESS SYSTEMS</b>									
35279480	copier lease	Edit		11/10/2023	11/28/2023	11/27/2023			308.81
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.81</u>
<b>Vendor 1162 - BLACKSTONE PUBLISHING</b>									
2125394	audio books	Edit		10/30/2023	11/28/2023	11/27/2023			301.51
2125564	audio books	Edit		10/31/2023	11/28/2023	11/27/2023			214.35
2126826	audio books	Edit		11/08/2023	11/28/2023	11/27/2023			36.00
2127177	audio books	Edit		11/09/2023	11/28/2023	11/27/2023			141.59
2128806	audio books	Edit		11/17/2023	11/28/2023	11/27/2023			109.58
			Vendor 1162 - BLACKSTONE PUBLISHING Totals			Invoices	5		<u>\$803.03</u>
<b>Vendor 1544 - BOMGAARS SUPPLY</b>									
61446904	misc bldg supp	Edit		11/07/2023	11/28/2023	11/27/2023			8.69
			Vendor 1544 - BOMGAARS SUPPLY Totals			Invoices	1		<u>\$8.69</u>
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
01001697	misc bldg supp	Edit		09/29/2023	11/28/2023	11/27/2023			293.40
01002141	misc bldg supp	Edit		10/11/2023	11/28/2023	11/27/2023			163.00
01002417	misc bldg supp	Edit		10/19/2023	11/28/2023	11/27/2023			123.00
01002089-LIB	ice melt	Edit		11/01/2023	11/28/2023	11/27/2023			345.00
01003287	misc bldg supp	Edit		11/13/2023	11/28/2023	11/27/2023			140.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	5		<u>\$1,064.40</u>
<b>Vendor 20400 - CORNWELL &amp; CO, PC</b>									
audit 6-30-22LIB	audit for 6-30-22	Edit		10/16/2023	11/28/2023	11/27/2023			127.90
			Vendor 20400 - CORNWELL & CO, PC Totals			Invoices	1		<u>\$127.90</u>
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
110723	line charge	Edit		11/07/2023	11/28/2023	11/27/2023			60.62
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$60.62</u>
<b>Vendor 52495 - IOWA COMMUNICATIONS NETWORK</b>									
683627LIB	internet services	Edit		11/02/2023	11/28/2023	11/27/2023			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
<b>Vendor 72499 - MENARDS INC</b>									
01474	misc bldg supp	Edit		11/14/2023	11/28/2023	11/27/2023			5.99
			Vendor 72499 - MENARDS INC Totals			Invoices	1		<u>\$5.99</u>
<b>Vendor 259 - MICRO MARKETING LLC</b>									
936511	audio books	Edit		10/26/2023	11/28/2023	11/27/2023			37.59
937406	audio books	Edit		11/02/2023	11/28/2023	11/27/2023			85.88
			Vendor 259 - MICRO MARKETING LLC Totals			Invoices	2		<u>\$123.47</u>
<b>Vendor 73975 - MID-AMERICAN ENERGY</b>									
546256709	electricity charges	Edit		11/09/2023	11/28/2023	11/27/2023			3,156.09
			Vendor 73975 - MID-AMERICAN ENERGY Totals			Invoices	1		<u>\$3,156.09</u>

# Accounts Payable Invoice Report

G/L Date Range 11/01/23 - 11/30/23  
 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
<b>Vendor 88000 - PITNEY BOWES, INC.</b>									
1024283128	svc agreement	Edit		11/20/2023	11/28/2023	11/27/2023			11.93
1024290080	quarterly postage meter charges	Edit		11/20/2023	11/28/2023	11/27/2023			77.40
Vendor 88000 - PITNEY BOWES, INC. Totals							Invoices	2	<u>\$89.33</u>
<b>Vendor 1905 - ALEXIS POWERS</b>									
WB Powers 2023	wellness benefit	Edit		11/16/2023	11/28/2023	11/27/2023			50.00
Vendor 1905 - ALEXIS POWERS Totals							Invoices	1	<u>\$50.00</u>
<b>Vendor 90670 - QUILL CORP.</b>									
35296832	misc office supp	Edit		11/01/2023	11/28/2023	11/27/2023			16.99
35308802	misc office supp	Edit		11/01/2023	11/28/2023	11/27/2023			196.50
35700858	misc office supp	Edit		11/15/2023	11/28/2023	11/27/2023			318.15
Vendor 90670 - QUILL CORP. Totals							Invoices	3	<u>\$531.64</u>
<b>Vendor 107395 - UNITYPOINT HEALTH FORT DODGE</b>									
204623	Bruns employment physical	Edit		11/06/2023	11/28/2023	11/27/2023			357.46
Vendor 107395 - UNITYPOINT HEALTH FORT DODGE Totals							Invoices	1	<u>\$357.46</u>
<b>Vendor 2253 - WOODRIVER ENERGY LLC</b>									
367805	#6323	Edit		11/10/2023	11/28/2023	11/27/2023			1,340.87
Vendor 2253 - WOODRIVER ENERGY LLC Totals							Invoices	1	<u>\$1,340.87</u>
Grand Totals							Invoices	28	<u><u>\$8,510.70</u></u>

## Director's Report – November 2023

### Budget

- I have started working on FY25's budget. It's due at city hall on December 22<sup>nd</sup>. I will meet with David and Jeff sometime between January 3<sup>rd</sup> – January 12<sup>th</sup> for the initial review of our request. Our budget workshop hearing is scheduled for January 22<sup>nd</sup> at 5:00 p.m. I will have our initial request ready for Board approval at the December 22<sup>nd</sup> meeting. Right now, my biggest concern is ensuring that we budget enough for utilities in FY25 to cover our actual expenses so we don't have to "borrow" from other lines to balance our budget again.
- I filed form 470 for our FY25 E-Rate funds on November 2<sup>nd</sup>. I haven't received any bids yet but it's still early.
- After a series of statewide meetings to gather information about libraries and their thoughts/concerns about the state facilitated online downloadable service Bridges, the State Library has developed a plan to increase participating libraries' fees over the next few years. The goal is to purchase more copies of popular titles so patrons don't have to wait as long for access and to also buy more materials in general. We paid \$5,522.91 this year (base fee of \$300.00 plus \$.21 per capita) and will pay \$6,269.04 in FY25 and FY26 (base fee of \$300.00 plus \$.24 per capita).

### Website

- Alexis, Erika, and I have had training for calendar and website administration. Several other staff have also had training on scheduling events and will have some training on maintaining/modifying webpages in the next several weeks.
- We are currently reviewing all completed pages, noting any changes that need to be made, as well as finalizing those things that really can't be done until the last minute (book rivers) before launch. We are still on track for a mid-December debut and I'm very excited for everyone to see our new website.

### Programming

- I have been asked to do an adult coloring program at St. Olaf's Lutheran Church on Tuesday, November 21<sup>st</sup>. I think this is the first offsite coloring program I've been invited to do since COVID. I am looking forward to getting out to promote the library and finding out what members of the community would like to see us do in the future.

### Personnel

- I hired Pascale Bruns to fill the full-time Library Assistant II position left open when Amy Presler left to pursue other opportunities. Pascale's first day was Tuesday, November 14<sup>th</sup>. She was working for the Kendall Young Library when we lured her away. She also has a Master's degree in library science so she comes to us with some excellent experience and knowledge of some of our systems and resources. She's a great addition to the team and I think she'll be a valuable asset moving forward.



- Laurie, Erika, and I attended mandatory harassment training for supervisors on Monday, November 13<sup>th</sup>. This year the city brought in Douglas Duckett, a lawyer/consultant from Ohio. His presentation was very engaging and informative.
- The city is holding mandatory harassment training for all other staff on Tuesday, December 5<sup>th</sup> from 1:00 p.m. – 3:00 p.m. In order to ensure that staff are able to attend, we will close the building to the public that day at 12:00 p.m. Full-time staff will work 8:30 a.m. – 5:30 p.m. while part-time staff will be scheduled to work 1:00 p.m. – 5:00 p.m. After their training, everyone will return to the library. Staff will spend the rest of the afternoon reviewing circulation procedures, discussing ways to improve some of our processes, and taking an initial look at the new website.

### **Miscellaneous**

- On Wednesday morning, November 8<sup>th</sup> we had a man who appeared to be in his twenties approach a woman who was using one of the study rooms and ask if she would watch a quart sized bag of what appeared to be dried weeds for him. After a brief conversation he set it on the table and left. The woman immediately let staff know what happened. They removed the bag from the room and contacted the police who came and collected it. The gentleman never came back and we still have no idea what was in the bag.
- Mainstreet Fort Dodge contacted me about the possibility of our contributing something for one of the gift baskets they give away as part of their Merry on Mainstreet/Small Business Saturday celebration. We had a branded book bag left over from our summer reading program as well as a mug so we happily passed them along. The Friends of the Library also contributed a branded book bag and a \$25.00 gift certificate to the Friends Book Store.
- I had the pleasure of meeting with incoming city council members Megan Secor and Jen Crimmins on Friday, November 17<sup>th</sup> to give them a brief overview of the Library, our budget, our place within the city structure and how we differ from other city departments.

## Fort Dodge Public Library – October 2023

### **Circulation**

2023: 6,568

2022: 6,540

### **Gate Count**

2023: 5,825

2022: 5,570

### **Internet Computers Use**

Total Number of Logins: 454

Total Time Used: 12 days 16 hours 18 minutes

Average Time Used: 40 minutes

### **Public WiFi Use**

Number of Unique Users: 19

Total Session Count: 129

Total Time Used: 74 hours 19 minutes

Avg. Session Time: 34 minutes

### **Library Programs - Adults**

Number of Programs: 7

Total Participation: 163

### **Library Programs - Teens**

Number of Programs: 0

Total Participation: 0

### **Library Programs - Children**

Number of Programs: 13

Total Participation: 1,098

### **Adventure Pass Use**

Total Number of Passes Borrowed: 10

Blank Park Zoo: 4; Des Moines Botanical Gardens: 0; Des Moines Children's Museum: 2;

Reiman Gardens: 1; Science Center of Des Moines: 3

### **Hoopla Usage**

New Patrons: 12

Unique Patrons: 122

Circulations: 592

Avg. Circls/Patron: 4.9

Avg. Circ Price: \$2.22

Amount Spent: \$1,340.51

### **ScanEZ Usage**

Total Number of Pages: 1,411

Total Number of Jobs: 367

Scan to Copy: 902 pages (\$94.65)

Scan to Fax: 450 pages (\$110.25)

Scan to Email: 27 pages (no charge)

Scan to USB: 29 pages (no charge)

Scan to Restore: 3 pages (no charge)

Total Payments: \$204.90

## **FDPL FY23 Overview**

**Total Operating Income: \$1,144,443**

**Total Governmental Operating Income: \$900,503**

City Income: \$759,957

County Income: \$139,712

Contracting Cities Income: \$834 (Otho, Barnum)

State Library of Iowa Income: \$10,875

**Non-Governmental Income Operating Income: \$233,065**

Grants: \$50,000 (Deardorf Foundation)

Endowments/Gifts: \$174,525 (Foundation, Friends, Gifts/Memorials, Hillesland Trust)

Fines/Fees: \$8,540

**Total of All Operating Expenditures: \$1,090,250**

**Total Operating Expenditures: \$1,090,250**

Total Staff Expenditures: \$803,359 (Salaries/Benefits)

Total Physical Collection Expenditures: \$102,217

Total Downloadable Collection Expenditures: \$2,761

Total Database/Online Services Expenditures: \$35,877

Total Collection Expenditures: \$143,616

All Other Operating Expenditures: \$143,275 (Heat/Lights/Internet/Etc.)

## **Collections**

**Total Physical/Downloadable Items: 233,445**

**Total Physical Items: 85,842**

Printed Books: 74,275

Audio Materials: 3,020

Video Materials: 8,476

**Total Downloadable Items: 147,603**

E-Books (Bridges): 101,997

E-Audios (Bridges): 45,606

**Number of Licensed Databases: 17**

## **Circulation**

**Total Collection Use: 109,301**

Circulation of Physical Items: 80,363

Total Use of Downloadable Items: 18,217

Total Use of Online Services: 10,721

## **Other Statistics**

Gate Count: 59,933

Total Number of Active Cardholders (as of 6-30-23): 2,999

Total Use of Public Internet Computers: 6,266

Total Number of WIFI Sessions: 1,004

Website Visits: 12,155

Total Number of Hours Open to the Public: 2,530

## Staff Meeting 10/26

- Scythe may be returned this weekend if found.  
Leave in Rita's office.
- Offer being sent this morning to applicant for full-time position.
- Book sale next week! Friends night Monday  
memberships available at the door. Set up  
this week on Saturday.

11/16

## Staff Meeting

- Saturday rotation first half is ready.
- Megan Secor + Jen Crimmins will be having orientation tomorrow at 2 for city council.
- Christmas vacation requests may not be accepted yet please be patient.
- Please finish your open enrollment by Friday.
- Website finishing touches Dec 12<sup>th</sup> roll out.
  - you may receive an email letting you know about permissions.
- Dec 5<sup>th</sup> harassment training 1-3. Sign up for this date! Open to public 9-12.  
Staff return for discussion on circulation procedures.
  - Fine free
  - application free

**Ending November 30, 2023**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>November 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			6,457.77	6,457.77	14%
248 Adult Programming	11,916.51			11,742.68	11,742.68	1%
___Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63			57,512.13	57,512.13	19%
268 Audio/Visual Materials	16,122.83			15,275.19	15,275.19	5%
278 Staff Development	5,932.45			5,752.01	5,752.01	3%
301 Building Supplies	7,784.16	200.55		2,484.35	2,283.80	71%
321 Operating Supplies	2,223.32			1,696.32	1,696.32	24%
610 Adult Materials	71,724.70	29.98		67,135.76	67,105.78	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	1,483.64		30,098.26	28,614.62	8%
	<b>277,456.56</b>	<b>1,714.17</b>	<b>-</b>	<b>249,540.96</b>	<b>247,826.79</b>	<b>11%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>November 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	3,780.63		9,368.54	5,587.91	72%
520 Children's Materials	10,000.00	1,774.06		7,636.88	5,862.82	41%
540 Young Adult Materials	5,030.48	335.40		3,143.83	2,808.43	44%
568 Adult Audio/Visual Materials	43,576.39			41,839.78	41,839.78	4%
570 Childrens' Audio/Visual Materials	18,195.34			7,494.62	7,494.62	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%
	<b>125,266.79</b>	<b>5,890.09</b>	<b>-</b>	<b>95,179.38</b>	<b>89,289.29</b>	<b>29%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>November 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>886,697</b>	<b>206,512</b>	<b>337,892</b>	<b>38.11%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	181,518	224,707	43.09%
(43915) WEBSTER CO- LIBRARY	142,000	23,805	47,610	33.53%
(44810) LIBRARY CHARGES, FEES	4,000	526	2,506	62.64%
(45020) LIBRARY FINES, FORFEITURES	2,000	114	422	21.09%
(46010) INTEREST - LIBRARY	1,500	549	2,351	156.75%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772		60,297	27.94%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>886,697</b>	<b>63,483</b>	<b>298,778</b>	<b>33.70%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	568,125	41,095	184,186	32.42%
(6129) FICA CONTRIB	35,225	2,479	11,737	33.32%
(6130) MEDICARE CONTRIBUTION	8,238	580	2,745	33.32%
(6131) CITY CONTRIB FOR IPERS	53,632	3,747	17,982	33.53%
(6137) GROUP INSURANCE	118,677	9,108	43,747	36.86%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	750	356	356	47.53%
(6249) POSTAGE	3,000	0	0	0.00%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	418	13,202	55.01%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	123	821	8.21%
(6268) INTERNET SERVICES	3,600	250	750	20.83%
(6271) TELEPHONE SERVICE	800	61	241	30.13%
(6281) GAS/ELECTRICITY COMBINED	48,000	4,035	20,343	42.38%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	7,500	804	1,380	18.39%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	427	1,258	25.16%

<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	36,693	-	0	0.00%
<b>PUBLIC LIBRARY STATE GRANT</b>				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
<b>ENRICH IOWA FUNDS</b>				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	423	555	8.54%



Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund 002	<b>Library General</b>			
<b>REVENUE</b>				
Department 31 - LIBRARY				
Division 4110 - LIBRARY SERVICES				
<i>Property Taxes</i>				
41005	PROPERTY TAX	503,228.32	521,425.00	521,425.00
	<i>Property Taxes Totals</i>	<b>\$503,228.32</b>	<b>\$521,425.00</b>	<b>\$521,425.00</b>
<i>Fees &amp; Services</i>				
44810	LIBRARY CHARGES FEES	5,193.32	4,000.00	4,000.00
	<i>Fees &amp; Services Totals</i>	<b>\$5,193.32</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<i>Miscellaneous</i>				
45020	LIBRARY FINES FORFEITURES	2,025.21	2,000.00	2,000.00
49110	EMPLOYEE BENEFITS REIMBURSEMENT	197,854.29	215,772.00	215,772.00
	<i>Miscellaneous Totals</i>	<b>\$199,879.50</b>	<b>\$217,772.00</b>	<b>\$217,772.00</b>
<i>Grants</i>				
<i>Local Grants</i>				
43915	WEBSTER CO- LIBRARY	139,712.40	142,000.00	142,000.00
	<i>Local Grants Totals</i>	<b>\$139,712.40</b>	<b>\$142,000.00</b>	<b>\$142,000.00</b>
	<i>Grants Totals</i>	<b>\$139,712.40</b>	<b>\$142,000.00</b>	<b>\$142,000.00</b>
<i>Use Of Money</i>				
46010	INTEREST	4,481.37	1,500.00	1,500.00
	<i>Use Of Money Totals</i>	<b>\$4,481.37</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
	Division 4110 - LIBRARY SERVICES Totals	<b>\$852,494.91</b>	<b>\$886,697.00</b>	<b>\$886,697.00</b>
	Department 31 - LIBRARY Totals	<b>\$852,494.91</b>	<b>\$886,697.00</b>	<b>\$886,697.00</b>
	<b>REVENUE TOTALS</b>	<b>\$852,494.91</b>	<b>\$886,697.00</b>	<b>\$886,697.00</b>
<b>EXPENSE</b>				
Department 31 - LIBRARY				
Division 4110 - LIBRARY SERVICES				
<i>Personnel Services</i>				
6100	ALL PERSONNEL SERVICES	537,728.56	568,125.00	593,884.00
6129	CITY CONTRIB FOR FICA	31,963.33	35,225.00	36,822.00
6130	CITY CONTRIB FOR MEDICARE	7,475.27	8,238.00	8,612.00
6131	CITY CONTRIB FOR IPERS	48,733.84	53,632.00	55,279.00
6137	GROUP INSURANCE	109,681.85	118,677.00	122,793.00
	<i>Personnel Services Totals</i>	<b>\$735,582.85</b>	<b>\$783,897.00</b>	<b>\$817,390.00</b>
<i>Contractual Supplies &amp; Svcs</i>				
6207	PROFESSIONAL FEES	1,345.23	750.00	1,000.00
6249	POSTAGE	1,000.00	3,000.00	1,500.00
6251	FREIGHT	70.00	150.00	150.00
6259	MAINTENANCE CONTRACTS	16,185.37	24,000.00	23,000.00
6264	EQUIPMENT-REPAIR/MAINTENANCE	4,350.37	10,000.00	10,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund 002 - Library General				
<b>EXPENSE</b>				
Department 31 - LIBRARY				
Division 4110 - LIBRARY SERVICES				
<i>Contractual Supplies &amp; Svcs</i>				
6268	INTERNET SERVICES	3,271.87	3,600.00	3,000.00
6271	TELEPHONE SERVICE	716.16	800.00	800.00
6277	TRAVEL MEALS LODGING	213.54	.00	200.00
6281	GAS/ELECTRICITY COMBINED	58,842.77	48,000.00	55,000.00
<i>Contractual Supplies &amp; Svcs Totals</i>		<u>\$85,995.31</u>	<u>\$90,300.00</u>	<u>\$94,650.00</u>
<i>Commodities</i>				
6301	BUILDING & HOUSE SUPPLIES	5,356.83	7,500.00	7,500.00
6321	OPERATING SUPPLIES	2,862.30	5,000.00	5,000.00
<i>Commodities Totals</i>		<u>\$8,219.13</u>	<u>\$12,500.00</u>	<u>\$12,500.00</u>
Division 4110 - LIBRARY SERVICES Totals		<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$924,540.00</u>
Department 31 - LIBRARY Totals		<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$924,540.00</u>
<b>EXPENSE TOTALS</b>		<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$924,540.00</u>
Fund 002 - Library General Totals				
<b>REVENUE TOTALS</b>		<u>\$852,494.91</u>	<u>\$886,697.00</u>	<u>\$886,697.00</u>
<b>EXPENSE TOTALS</b>		<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$924,540.00</u>
Fund 002 - Library General Totals		<u>\$22,697.62</u>	<u>\$0.00</u>	<u>(\$37,843.00)</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund	<b>003 - Scarfenburger</b>			
	<b>REVENUE</b>			
	Department <b>31 - LIBRARY</b>			
	Division <b>4119 - SCHARFENBURGER</b>			
	<i>Use Of Money</i>			
46010	INTEREST	13,879.18	6,000.00	6,000.00
	<i>Use Of Money Totals</i>	\$13,879.18	\$6,000.00	\$6,000.00
Division	<b>4119 - SCHARFENBURGER Totals</b>	\$13,879.18	\$6,000.00	\$6,000.00
Department	<b>31 - LIBRARY Totals</b>	\$13,879.18	\$6,000.00	\$6,000.00
	<b>REVENUE TOTALS</b>	\$13,879.18	\$6,000.00	\$6,000.00
Fund	<b>003 - Scarfenburger Totals</b>			
	<b>REVENUE TOTALS</b>	\$13,879.18	\$6,000.00	\$6,000.00
Fund	<b>003 - Scarfenburger Totals</b>	\$13,879.18	\$6,000.00	\$6,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund 167	<b>Library Memorial Fund</b>			
	<b>REVENUE</b>			
	Department 31 - LIBRARY			
	Division 4116 - LIBRARY MEMORIAL			
	Miscellaneous			
47180	CONTRIBUTIONS	69,656.41	35,000.00	35,000.00
	<i>Miscellaneous Totals</i>	<u>\$69,656.41</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Division 4116 - LIBRARY MEMORIAL Totals	<u>\$69,656.41</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Department 31 - LIBRARY Totals	<u>\$69,656.41</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	<b>REVENUE TOTALS</b>	<u>\$69,656.41</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	<b>EXPENSE</b>			
	Department 31 - LIBRARY			
	Division 4116 - LIBRARY MEMORIAL			
	Capital Outlay			
6419	OTHER CAPITAL EQUIPMENT	64,311.84	35,000.00	35,000.00
	<i>Capital Outlay Totals</i>	<u>\$64,311.84</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Division 4116 - LIBRARY MEMORIAL Totals	<u>\$64,311.84</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Department 31 - LIBRARY Totals	<u>\$64,311.84</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$64,311.84</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Fund 167 - Library Memorial Fund Totals			
	<b>REVENUE TOTALS</b>	<u>\$69,656.41</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$64,311.84</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Fund 167 - Library Memorial Fund Totals	<u>\$5,344.57</u>	<u>\$0.00</u>	<u>\$0.00</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund 301 - Library Enrich Iowa				
	<b>REVENUE</b>			
	Department 31 - LIBRARY			
	Division 4114 - ENRICH IOWA FUNDS			
	Grants			
	State Grants			
43379	ENRICH IOWA GRANT	7,725.74	6,500.00	7,000.00
	State Grants Totals	\$7,725.74	\$6,500.00	\$7,000.00
	Grants Totals	\$7,725.74	\$6,500.00	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,725.74	\$6,500.00	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,725.74	\$6,500.00	\$7,000.00
	<b>REVENUE TOTALS</b>	\$7,725.74	\$6,500.00	\$7,000.00
	<b>EXPENSE</b>			
	Department 31 - LIBRARY			
	Division 4114 - ENRICH IOWA FUNDS			
	Capital Outlay			
6480	BOOKS ADULT	7,816.31	6,500.00	6,500.00
	Capital Outlay Totals	\$7,816.31	\$6,500.00	\$6,500.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,816.31	\$6,500.00	\$6,500.00
	Department 31 - LIBRARY Totals	\$7,816.31	\$6,500.00	\$6,500.00
	<b>EXPENSE TOTALS</b>	\$7,816.31	\$6,500.00	\$6,500.00
	Fund 301 - Library Enrich Iowa Totals			
	<b>REVENUE TOTALS</b>	\$7,725.74	\$6,500.00	\$7,000.00
	<b>EXPENSE TOTALS</b>	\$7,816.31	\$6,500.00	\$6,500.00
	Fund 301 - Library Enrich Iowa Totals	(\$90.57)	\$0.00	\$500.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund 302 - Library Capital				
	<b>EXPENSE</b>			
	Department 31 - LIBRARY			
	Division 4110 - LIBRARY SERVICES			
	Capital Outlay			
6431	BUILDING RENOVATION	6,500.00	36,693.00	36,693.00
	<i>Capital Outlay Totals</i>	\$6,500.00	\$36,693.00	\$36,693.00
	Division 4110 - LIBRARY SERVICES Totals	\$6,500.00	\$36,693.00	\$36,693.00
	Department 31 - LIBRARY Totals	\$6,500.00	\$36,693.00	\$36,693.00
	<b>EXPENSE TOTALS</b>	\$6,500.00	\$36,693.00	\$36,693.00
	Fund 302 - Library Capital Totals			
	<b>EXPENSE TOTALS</b>	\$6,500.00	\$36,693.00	\$36,693.00
	Fund 302 - Library Capital Totals	(\$6,500.00)	(\$36,693.00)	(\$36,693.00)

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2025 Department
Fund 303 - Library State Grant				
<b>REVENUE</b>				
Department 31 - LIBRARY				
Division 4112 - PUBLIC LIBRARY STATE GRANT				
Grants				
State Grants				
43377	STATE GRANT PUBLIC LIBRARY	3,148.85	3,000.00	3,000.00
	<i>State Grants Totals</i>	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
	<i>Grants Totals</i>	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
Division 4112 - PUBLIC LIBRARY STATE GRANT		\$3,148.85	\$3,000.00	\$3,000.00
	Totals	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
Department 31 - LIBRARY	Totals	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
	<b>REVENUE TOTALS</b>	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
<b>EXPENSE</b>				
Department 31 - LIBRARY				
Division 4112 - PUBLIC LIBRARY STATE GRANT				
Capital Outlay				
6480	BOOKS ADULT	3,158.07	3,000.00	3,000.00
	<i>Capital Outlay Totals</i>	<u>\$3,158.07</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
Division 4112 - PUBLIC LIBRARY STATE GRANT		\$3,158.07	\$3,000.00	\$3,000.00
	Totals	<u>\$3,158.07</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
Department 31 - LIBRARY	Totals	<u>\$3,158.07</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$3,158.07</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
Fund 303 - Library State Grant	Totals			
	<b>REVENUE TOTALS</b>	\$3,148.85	\$3,000.00	\$3,000.00
	<b>EXPENSE TOTALS</b>	\$3,158.07	\$3,000.00	\$3,000.00
Fund 303 - Library State Grant	Totals	(\$9.22)	\$0.00	\$0.00
	Net Grand Totals			
	<b>REVENUE GRAND TOTALS</b>	\$946,905.09	\$937,197.00	\$937,697.00
	<b>EXPENSE GRAND TOTALS</b>	\$911,583.51	\$967,890.00	\$1,005,733.00
	Net Grand Totals	<u>\$35,321.58</u>	<u>(\$30,693.00)</u>	<u>(\$68,036.00)</u>