

**Fort Dodge Public Library
Board of Trustees
Meeting Revised Agenda
Monday, June 26, 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. AWE Computer Workstations – Children's Department
 - b. Election of Officers for FY24
 - c. Appointment of Liaisons to Other Boards (Friends/
Foundation)
 - d. New Staff Computers
- XI. Adjournment

Next Meeting: Monday, July 24, 2023 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

May 22, 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 3:28 p.m. on May 22, 2023 at the Fort Dodge Public Library.

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

II. Approval of Agenda

A motion to approve the agenda was made by Kramer, and seconded by Hindman. Motion carried.

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Hindman moved payments in the amount of \$5,824.31 to be approved in the Gift and Memorial Accounts. Dixon seconded. Motion carried.
- B. Dixon moved payments in the amount of \$5,379.88 to be approved in the City Funds Accounts. Kramer seconded. Motion carried.

VI. Communications/Board Education

- A. Iowa Library Statistics FY22 (link below for complete report):
https://www.statelibraryofiowa.gov/application/files/5616/8245/4109/IOWA_PUBLI_C_LIBRARY_STATISTICS_big_book_fy22_final.pdf -- This is the library's first year as an "F" size library due to the decrease population of the census. Program and activity numbers were compared and discussed. The consensus was that these numbers help the library see where changes might need to be made to meet community needs not necessarily to compare to other libraries.

VII. Committee Reports

- A. Friends of the Library – The members voted on a new logo. Brown Bag Briefings were well attended. The book sale did not earn as much as normal but the bookstore did well during those days.
- B. FDPL Foundation – The funds are down but still above the market as a whole.

VIII. Directors Report

Budget

- Erate funds were granted for next year.

Building

- There was an issue with the HVAC system earlier this month. It seems the problem has been identified and fixed.

Technology

- Schmidt reviewed a new website proposal with the Library Board.
- The Google tour has been added to the library's website.

Programming

- Adventure Passes are now available for booking on the library's website.

Staff

- The City has elected to elevate employees' salaries to 102% of the current market rate over two years based on the compensation study performed. HR will be meeting with library staff to discuss how this will affect them.
- The mini in-service was a success and staff was able to decide on basic procedures to follow during emergencies as well as how to address the needs of transgender patrons. Schmidt would like to hold another in-service later this year.

Misc.

- Dawn Larson contacted Schmidt about the possibility of parking food trucks on the east end of the Square one or two days a week during the summer. More information to come.
- The State Library published the FY22 statistics for public libraries.

IX. Old Business

- A. Final Approval of FY24 Budget – A motion to approve the finalized budget for FY24 was moved by Hindman. Seconded by Kramer. Motion carried.

X. New Business

- A. Library Website – LibraryMarket is the company that Schmidt would like to use to design a more user friendly and ADA compliant website for the library. The entire process would cost approximately \$25,000 and take 20 weeks. There would then be a \$3,500 annual fee for website hosting and use of their calendar product. This project would help fulfill one of the goals for the Strategic Plan. The project would be paid for with Foundation monies. Kramer moved a motion to request a formal proposal from LibraryMarket. Seconded by Kelleher. Motion carried.

XI. Adjournment

Dixon moved a motion to adjourn. Seconded by Kramer. The motion carried. The meeting was adjourned at 4:19 p.m.

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

Accounts	Beginning Balance	June Income	June Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	8,216.55		3,048.27	14,640.14	5,168.28	74%
Adult Programing	454.87		84.49	265.20	370.38	42%
YA Programming	2,160.01		678.27	1,885.33	1,481.74	56%
Magazine/Newspapers	2,981.98			6,253.58	2,981.98	68%
General Donations & Gifts	3,338.65	194.00	361.02	5,242.79	3,171.63	62%
Donation Box	3,735.82	12.00		165.38	3,747.82	4%
Vend Print	10,870.44		656.62	6,958.97	10,213.82	41%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,763.79	78.00	110.96	1,624.97	1,730.83	48%
Interlibrary Loan	3,956.19			253.61	3,956.19	6%
Library Cards	323.55	7.00		-	330.55	0%
Administrative Programming	461.39		299.00	299.00	162.39	65%
Ann Smeltzer Charitable Trust	4,547.28		1,610.19	13,282.43	2,937.09	82%
Maxine Hillesland Trust	39,186.43	32.32	64.99	13,283.56	39,153.76	25%
Shiny Top Adult Programming	53.71		8.97	308.85	44.74	87%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	95,332.44	323.32	6,922.78	64,463.81	88,732.98	42%
Scharfenberg Monies	699,874.44			-	699,874.44	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>
4842	6/6/2023	Mikayla Oz Tuesday Adventure	130162	6419	\$ 400.00	Ch Prg (Friends)
4843	6/13/2023	Absolute Science Tuesday Adv- butterfly tents	001604	6419	\$ 475.00	Ch Prg (Friends)
4844	6/13/2023	WellsFargoVisa# 4968,3391,3342, 4138 summer rdg supplies/gift cards, prg snacks	070440	6419	\$ 1,708.95	\$957.36 Ch Prg, \$585.40 YA Prg, \$60.00 Adult Prg (Friends), \$97.22 vendprint, \$8.97 Shiny Top
4845	6/21/2023	Amazon Capital Services DVDs, summer rdg, supplies, water cooler, scanner	002348	6419	\$ 1,741.65	\$690.91 Ch Prg, \$92.87 YA Prg, \$24.49 Adult Prg (Friends), \$299.00 admin, \$9.99 L&P, \$559.40 vendprint, \$64.99 Hillesland
4846	6/26/2023	Ingram gifts/memorials, L&P, book kit	056900	6419	\$ 461.99	\$361.02 general gifts \$100.97 L&P
4847	6/26/2023	Gale/Cengage Learning 3 book kits	001693	6419	\$ 1,259.64	Smeltzer
4848	6/27/2023	Absolute Science Tuesday Adv- bubbles	001604	6419	\$ 525.00	Ch Prg (Friends)
4849	6/26/2023	Center Point Large Print book kit	016050	6419	\$ 350.55	Smeltzer
total					\$ 6,922.78	

Accounts Payable Invoice Report

G/L Date Range 06/01/23 - 07/01/23

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										
34242233	monthly copier lease	Edit		06/12/2023	06/26/2023	06/26/2023			288.62	
						Vendor 747 - ACCESS SYSTEMS Totals		Invoices	1	<u>\$288.62</u>
Vendor 2383 - BAKER ELECTRIC OF FORT DODGE										
31949	ballast replacement	Edit		06/23/2023	06/26/2023	06/26/2023			170.84	
						Vendor 2383 - BAKER ELECTRIC OF FORT DODGE Totals		Invoices	1	<u>\$170.84</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC										
240107	misc bldg supp	Edit		06/05/2023	06/26/2023	06/26/2023			260.00	
240433	misc bldg supp	Edit		06/13/2023	06/26/2023	06/26/2023			56.00	
						Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals		Invoices	2	<u>\$316.00</u>
Vendor 24590 - DEMCO										
7319394	misc office supp	Edit		06/06/2023	06/26/2023	06/26/2023			149.39	
7320960	misc office supp	Edit		06/08/2023	06/26/2023	06/26/2023			93.39	
						Vendor 24590 - DEMCO Totals		Invoices	2	<u>\$242.78</u>
Vendor 32872 - FERGUSON ENTERPRISES										
0071704	sink connector	Edit		05/08/2023	06/26/2023	06/26/2023			11.11	
						Vendor 32872 - FERGUSON ENTERPRISES Totals		Invoices	1	<u>\$11.11</u>
Vendor 40455 - FRONTIER COMMUNICATIONS										
6723	monthly line charge	Edit		06/07/2023	06/26/2023	06/26/2023			60.14	
						Vendor 40455 - FRONTIER COMMUNICATIONS Totals		Invoices	1	<u>\$60.14</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK										
672370LIB	monthly internet charge	Edit		06/02/2023	06/26/2023	06/26/2023			249.90	
						Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals		Invoices	1	<u>\$249.90</u>
Vendor 1379 - IOWA DIVISION OF LABOR SERVICE										
188979	annual boiler inspection	Edit		05/19/2023	06/26/2023	06/26/2023			80.00	
						Vendor 1379 - IOWA DIVISION OF LABOR SERVICE Totals		Invoices	1	<u>\$80.00</u>
Vendor 73975 - MID-AMERICAN ENERGY										
7182.44	natural gas charges	Edit		06/13/2023	06/26/2023	06/26/2023			7,182.44	
						Vendor 73975 - MID-AMERICAN ENERGY Totals		Invoices	1	<u>\$7,182.44</u>
Vendor 1032 - MIDWEST ALARM SERVICES INC										
417855	annual detector cleaning & alarm inspection	Edit		06/08/2023	07/01/2023	07/01/2023			318.72	
						Vendor 1032 - MIDWEST ALARM SERVICES INC Totals		Invoices	1	<u>\$318.72</u>
Vendor 88000 - PITNEY BOWES, INC.										
1019789848	quarterly svc agreement	Edit		05/21/2023	06/26/2023	06/26/2023			11.87	

Accounts Payable Invoice Report

G/L Date Range 06/01/23 - 07/01/23

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
1023162326	quarterly postage meter charges	Edit		05/21/2023	06/26/2023	06/26/2023			77.40
			Vendor 88000 - PITNEY BOWES, INC. Totals			Invoices	2		\$89.27
Vendor 88500 - PLUMB SUPPLY									
8780621	misc bldg supp	Edit		05/16/2023	06/26/2023	06/26/2023			62.11
8804452	misc bldg supp	Edit		05/30/2023	06/26/2023	06/26/2023			53.20
			Vendor 88500 - PLUMB SUPPLY Totals			Invoices	2		\$115.31
Vendor 90670 - QUILL CORP.									
32812109	misc office and bldg supp	Edit		06/02/2023	06/26/2023	06/26/2023			180.98
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		\$180.98
Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO									
1025-F279265	annual sprinkler/backflow inspection	Edit		05/23/2023	06/26/2023	06/26/2023			540.00
			Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO Totals			Invoices	1		\$540.00
Vendor 2253 - WOODRIVER ENERGY LLC									
342919	natural gas charges	Edit		06/15/2023	06/26/2023	06/26/2023			1,313.66
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		\$1,313.66
			Grand Totals			Invoices	19		\$11,159.77

Director's Report – June 2023

Budget

- I submitted our yearly grant request (\$50,000.00) to the Deardorf Foundation this month. They meet Monday, June 26th so I should know by the end of the month if they fund our request.

Technology

- We currently have 6 AWE computer workstations for children that have educational games on them. They are at least 8-10 years old and Laurie and I have talked about replacing some of them with newer ones that have updated software/games. The company just released platinum version 3 workstations and is offering a 15% discount on them through June 30th. We would like to purchase one new early literacy station, one after school edge workstation, and one workstation that allows children to switch between the games from both. The quote is included in this month's packet (\$10,553.00). We plan to use monies we have in the children's A/V materials line (\$18,195.34) of our Deardorf grant funds.
- We have added a new online resource for parents and children called Educate Station. It was created by educators and provides learning plans, worksheets, and activities for children in Pre-K thru 2nd grade to do at home or school.

Programming

- We had four Adventure Passes borrowed in May. I plan to add this information to the monthly report I send you and the city council each month. If there is anything else you would like me to add to this report please let me know.
- The Summer Reading Programs are going well. They kicked off Monday, June 5th and we hosted our first Tuesday Adventure on the 6th. Normally we would wait until the second week to start them off but we really wanted to have Mikayla Oz, the magician, and that was when she was available. Her show was fabulous and we had 263 people attend. Our second adventure was the butterfly tents and we had 409 people come to see the butterflies. Attendance at our Juneteenth crafts celebration was quieter but we still had 134 children and their caregivers attend. The Lego table is back and based on the buildings already started, children have been checking out a lot of books! As of June 21st:
 - Children's SRP: 597 children registered
 - Teen's SRP: 50 teens registered

Website

- The website team (Alexis, Amy, Erika and I) met with our project coordinator, Valerie, on Thursday, June 15th. It was interesting and overwhelming and we have a lot of work to do moving forward but we are all excited. We will be surveying the staff and public about our current website and looking at other library's sites to get ideas, identify what we like, and what might work for us. Our goal is to be able to debut the new website in late December or early January.
- Amy has suggested that we hire a professional photographer to take some new photos of the building to use on the new website. If you have any recommendations please let me know.

Fort Dodge Public Library – May 2023

Circulation

2023: 5,966

2022: 5,367

Internet Computers Use

Total Number of Logins: 472

Total Time Used: 14 days 12 hours 50 minutes

Average Time Used: 44 minutes

Public WiFi Use *** Monitoring equipment replaced part way thru the month*

Number of Unique Users: 22

Total Session Count: 37

Total Time Used: 19 hours

Average Session Time: 30 minutes

Library Programs - Adults

Number of Programs: 6

Total Participation: 58

Library Programs - Teens

Number of Programs: 2

Total Participation: 7

Library Programs - Children

Number of Programs: 7

Total Participation: 1,707

Adventure Pass Use

4 passes: 3 Blank Park Zoo; 1 Reiman Gardens

Hoopla Usage

New Patrons: 7

Unique Patrons: 103

Circulations: 540

Avg. Circs/Patron: 5.2

Avg. Circ Price: \$2.16

Amount Spent: \$1,164.45

ScanEZ Usage

Total Number of Pages: 1,399

Total Number of Jobs: 355

Scan to Email: 118 pages (no charge)

Scan to Fax: 301 pages (\$56.50)

Scan to Copy: 976 pages (\$99.95)

Scan to USB/Smart Phone: 3 pages (no charge)

Scan to Translation: 1 page (no charge)

Total Payments: \$156.45

5/24 Staff Meeting

• EAC (Heather)

- June 12 council approve final compensation #s.
 - B scale - 102% labor market.
 - 26 years to "max" out
 - Pay for performance instead of COLA advance more quickly
 - Steps A to N & Grades 8 to 28
 - Employed less than 1 yr will move to scale on anniversary.
- HR will review the process w/staff.
 - Timeclocks TBD still
- Scheduling module being built and coming soon.
 - LibraryMarket will be creating new website for library.
 - tailored to our library
 - integrate more easily w/our resources
 - ability to find things in 3 clicks
 - June 5th Summer Reading begins!

6/1 Staff Meeting

- Frontier parade this weekend.

- Website proposal accepted

- Summer Reading starts Monday.

- Adult Reading Logs (weekly prizes)

- Teen Logs (bag w/ sign up)

- candy

- Stellas \$5 g.c.

- Casays \$7.50 g.c.

- One liners (Teens only)

- Lyrics or Lit (Teens + Adults)

- Guessing Jar (Teens + Adults)

Programs • DIY Stickers + Magnets

• Sidewalk Chalk

• Tiny Art Show

• Crafternoon

• Oreo Tasting

- Anchor Your Summer Fun @ Library (childrens)

- Tues Adv. Mikayla Dz June 6th.

- Not on July 4th

- Storytime next week AM Wed + Thurs.

- Blueberry will be moved during summer

- Lego table returning w/ book c/o only

- If line is long enter only the basics when entering a new card + go over + finish.

- Pridefest last Saturday in June.

- Sunday after Shellabration - King Band perform @ library.

Darcelle (abg)

6/15 Staff Meeting

- New salary matrices passed. Should be up on HR.
- Union employees transitioning will have an addt'l 1/2 day floating holiday to use before end of year.
 - 5 days Family illness
 - Death benefits have also changed
 - vacation accrual may change for some employees.
- MLK day added as holiday in 2024 will lose 1 PH day.
- Bill Loehr was in again. Just call 911 immediately from this point forward. No more copies of the order.
- Thank you staff for all your hard work so far during summer reading/adventures.
- Teen sidewalk chalk program Saturday 10AM.
- Summer reading sign ups are going well in all depts.
- Juneteenth crafts next Tuesday.
- Circulation shelving carts have been rearranged so be sure to pay attention when checking in.

Ending June 30, 2023

FDPL Foundation Fund

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,830.06	300.00	3,277.29	4,852.77	4,552.77	42%
248 Adult Programming	11,545.30	63.21	3,628.79	7,979.72	7,916.51	31%
260 Technology	60,091.04	20,751.51	39,390.41	41,452.14	20,700.63	66%
268 Audio/Visual Materials	16,411.70	44.95	288.87	16,167.78	16,122.83	2%
278 Staff Development	6,501.67	50.00	1,712.24	4,839.43	4,789.43	26%
301 Building Supplies	4,105.41	360.50	3,321.25	1,144.66	784.16	81%
321 Operating Supplies	2,941.33	371.03	1,718.01	1,594.35	1,223.32	58%
610 Adult Materials	69,054.51	5,692.67	27,329.81	47,417.37	41,724.70	40%
620 Children Materials	36,632.93	2,794.14	7,060.79	32,366.28	29,572.14	19%
640 Young Adult Materials	19,100.26	800.29	4,365.32	15,535.23	14,734.94	23%
Fawkes Monies	28,881.70	67.38	5,366.15	23,582.93	23,515.55	19%
Public Art Monies	9,489.66		-	9,489.66	9,489.66	0%
	272,585.57	31,295.68	97,458.93	206,422.32	175,126.64	36%

FDPL-F Deardorf

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
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		12,589.77	9.65	9.65	100%
540 Young Adult Materials	5,051.63	29.97	5,021.15	60.45	30.48	99%
568 Adult Audio/Visual Materials	44,350.46	880.17	7,524.44	37,706.19	36,826.02	17%
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	10,000.00	10,000.00	15,000.00	5,000.00	67%
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%
	126,169.63	10,910.14	59,642.87	77,436.90	66,526.76	47%

FDPL-F AXY Fdn Grant

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	11,032.46		6,375.00	4,657.46	4,657.46	58%
	11,032.46	-	6,375.00	4,657.46	4,657.46	58%

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	886,901	23,249	799,720	90.17%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	512,628	13,687	495,114	96.58%
(43915) WEBSTER CO- LIBRARY	139,697		116,427	83.34%
(44810) LIBRARY CHARGES, FEES	2,500	417	4,804	192.18%
(45020) LIBRARY FINES, FORFEITURES	2,000	124	1,782	89.11%
(46010) INTEREST - LIBRARY	1,200	925	3,703	308.57%
(49110) LIBRARY EMPL BENEFITS REIMB	228,876	8,097	177,890	77.72%
	Budget	MTD	YTD	% Expended
Expenses	886,901	63,456	757,795	85.44%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	561,000	41,741	485,458	86.53%
(6129) FICA CONTRIB	34,782	2,524	29,390	84.50%
(6130) MEDICARE CONTRIBUTION	8,135	590	6,873	84.49%
(6131) CITY CONTRIB FOR IPERS	52,959	3,940	44,767	84.53%
(6137) GROUP INSURANCE	133,000	9,281	105,098	79.02%
CONTRACTUAL SUPPLIES & SVCS				
(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	418	18,273	85.99%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	150	4,053	40.53%
(6268) INTERNET SERVICES	3,600	250	2,772	77.00%
(6271) TELEPHONE SERVICE	775	60	656	84.65%
(6277) TRAVEL MEALS LODGING	0	0	214	
(6281) GAS/ELECTRICITY COMBINED	45,000	4,161	50,347	111.88%
COMMODITIES				
(6301) BUILDING SUPPLIES	12,500	342	7,479	59.83%
(6321) OPERATING/VEHICLE SUPPLIES	7,500	29	5,015	66.86%
	5,000	313	2,465	49.29%

May

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	40,000	-	6,500	16.25%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,149	104.96%
Expenses				
(6480) BOOKS, ADULT	3,000	0	3,158	105.27%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,726	118.86%
Expenses				
(6480) BOOKS, ADULT	6,500	0	7,816	120.25%